

From: **Lyle, Tara L** <tara.l.lyle@wv.gov>
Date: Tue, Oct 18, 2022 at 11:14 AM
Subject: Re: Emergency Request for DCSS HSW's
To: Alexander, Peggy L <peggy.l.alexander@wv.gov>
Cc: David H Pauline <david.h.pauline@wv.gov>, Brandi R Tomey <brandi.r.tomey@wv.gov>, Sherri Reed <sherri.a.reed@wv.gov>

Peggy,

Your emergency request for HSWs at the Clarksburg facility is approved for any workers that the current contract holders cannot provide while the services are being rebid. Please document your files to show that you have vetted the agency needs thorough the current vendors. This emergency is approved for a period of three (3) months or until new contracts are in place.

Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and submit all supporting documentation to this office within 30 days of this approval for processing.

Please feel free to contact me if you have any further questions or concerns.

Thanks,
Tara

On Mon, Oct 17, 2022 at 3:32 PM Alexander, Peggy L <peggy.l.alexander@wv.gov> wrote:

Attached is our request for an Emergency contract for Health Service Workers for the period of 10/26/22 - 01/25/23, or until new contracts are awarded.

Please approve at your earliest convenience. Thank you!

Peggy Alexander | Administrative Services Manager
WV Veterans Nursing Facility
1 Freedom Way | Clarksburg, WV 26301
304.626.1600 ext. 2015 | 304.626.1605 fax
Peggy.L.Alexander@wv.gov

*West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301*

October 17, 2022

Frank Whittaker, Assistant Director
WV Purchasing Division
1019 Washington Street E.
Capitol Complex Building 15
Charleston, WV 25305

Re: Emergency Request for Direct Care Staffing/HSW's

Dear Mr. Whittaker:

The WV Veteran's Nursing Facility is requesting approval of an emergency contract for Direct Care Staffing Health Service Workers for the period of 10/26/22 – 01/25/23 or until new contracts are in place.

We have been in contact with the nine (9) vendors under our current CMAs VNF22*01A thru VNF22*01K, three of which are not providing any staff. Unfortunately, none of the vendors have met the minimum requirements for staff as listed in Section 4.1.1 of the contract specifications. We still need additional HSW's, especially night shift. Your approval of this emergency request will enable us to meet our staffing needs while we rebid these services for new 'prequalified vendor' contracts.

Costs for emergency HSW's for the past 3 months were approximately \$45,000 and we anticipate the costs for this emergency contract to be about the same if we use it for the full 3 months. Our estimated needs vary based on our current state staff, which is only 19 HSW's at this time. The needs also vary based vacations, sick leave, etc., number of residents in the facility, and the number of regular contract staff provided as we will use those contracts first.

As a nursing home, we must have a certain number of nursing staff per resident working at any given time. Without such, we run the risk of life or health and safety issues of not providing the appropriate care to our residents. Direct Care Staffing services are vital to the health and well-being of our residents, as well as the continuity, purpose, and mission of our facility.

Thank you for your kind assistance in this matter.

Sincerely,



Peggy Alexander
Administrative Services Manager I
West Virginia Veterans Nursing Facility
(304) 626-1600 x.2015