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## MEMORANDUM

**TO:** West Virginia Board of Education

**FROM:** W. Clayton Burch, State Superintendent of Schools 

**DATE:** April 23, 2020

**RE:** Policy Waiver

In accord with the authority the West Virginia Board of Education (“WVBE”) granted to the State Superintendent of Schools at the WVBE’s meeting on April 8, 2020, I am reporting to you a waiver I approved to Policy 8200. Specifically, I approved waiving the provision in Policy 8200, Appendix A that requires vendors to submit sealed bids in a “sealed envelope.” Vendors are not precluded from submitting proposals in that manner, however the West Virginia Department of Education’s Office of School Finance has developed a process whereby vendors can submit sealed bids through electronic mail with password protected electronic files. Any revisions to sealed bids can also be submitted through electronic mail with password protected electronic files in addition to the other acceptable methods outlined in Section 16.7 of Policy 8200. All other provisions of 8200 will remain in place and sealed bids received electronically will be opened in the same fashion as sealed bids received in a sealed envelope. I believe affording this alternative method of proposal submission provides the flexibility needed in light of the present health emergency while upholding the integrity of the competitive bidding process.

WCB/sas/mp