



WEST VIRGINIA PURCHASING DIVISION

Cooperative Purchasing Request, Justification, and Approval

Statutory Authority: Pursuant to West Virginia Code §5A-3-19 and the Code of State Rules 148-1-7.8.a, the Director of the West Virginia Department of Administration, Purchasing Division, may authorize a spending unit to participate in cooperative purchasing if the goods or services are deemed available and financially advantageous to the state of West Virginia.

Department/Agency Request: The spending unit interested in becoming a party to a cooperative contract must submit its request to the State Purchasing Director for review. Incomplete forms and/or insufficient supporting documentation may result in a denial of the request.

Requestor Information (Required): Department/Agency, Contact Person, Contact Number. Cooperative Contract Information (Required): Contract Number, Contract Commodity/Service, Estimated Contract Spend.

Select One: Contract Source (Identify the source of the cooperative contract by checking the appropriate box below)

- Public Cooperative Entity (i.e. NASPO) List cooperative entity:
West Virginia State Entity (i.e. GSD) List state entity:
Federal Government (i.e. GSA)
State Entity Other than West Virginia (i.e. PA) List State Entity:
Other Public Body (i.e. City of Charleston) List Public Body:

Select One: Intended Use of Contract (Check the box below that applies)

- Single (one-time) purchase
Join as a party or add spending unit to existing contract (open-end contract)
Lead or participate in solicitation for cooperative procurement



Describe or attach proof of the following:

1. The proposed contract was competitively awarded, in accordance with West Virginia law (*what justification was used to award the cooperative contract [e.g., low cost or high score]?*)

2. Did you verify that language in the contract permits use by an entity other than the awarding entity?
 Yes No

3. Financial advantage to the state (*how is the cooperative contract comparable to what can be obtained through competitive bidding?*)

Existing State Contracts Comparison: In the space provided below, please identify any existing contracts the agency is required to utilize that provide the same or similar service as the proposed contract identified above. If no known contracts fulfill the same or similar purpose, list "NONE" in the field below.

Agency Representative:

Signature: _____

Contract Commodity/Service: _____

Date: _____

Purchasing Division Representative:

Signature: _____

Name (Printed): _____

Date: _____

Approved

Not Approved