



West Virginia Purchasing Division
SECTION 9 ADDITION REQUEST FORM

This is the official form used by the Purchasing Division to consider possible additions to the List of Commodities and Services Identified as Impossible to Bid that are currently approved and posted as Section 9 of the **Purchasing Division Procedures Handbook**. All requests for consideration must be submitted to the Purchasing Division no later than June 1st to be considered during the review for the following fiscal year.

Requested Addition:

Does your agency utilize the commodity/service described above?

Yes No

How often within one year does your agency use commodity/service?

Provide an explanation of why competitive bids for the commodity/service are not possible:

What suppliers do you use for the commodity/service?

Why do you believe the commodities and/or services should be obtained through the Impossible to Bid list rather than by Direct Award (or another purchasing) method?

Please use additional paper, if necessary

Completed by:

Name: _____

Title: _____

Agency: _____

Signature: _____

Date: _____