**WV110**Revised 11/27/2023



**West Virginia Purchasing Division**

**REQUEST FOR PROPOSAL:**

**Agency Approval Request**

**Instructions**

**Statutory Authority:** Pursuant to W. Va. Code §5A-3-10b, and W. Va. CSR §148-1-7.7, a state agency may request, and the Director of the Purchasing Division may approve, the use of a request for proposal provided that certain requirements are met. Those requirements have been incorporated into this request form

**Agency Request:** By submitting this form, the agency identified below is requesting that the Purchasing Division grant permission to utilize the request for proposal method of procurement. The requesting agency must completely fill out the form and include any additional documentation that supports its request when submitting this form.

**Requestor Information**

* **Agency / Department:**
* **Procurement Officer:**
* **Date of Request:**

**General Information**

* **Description of service being sought with RFP:**
* **Estimated Budget (Spend through contract established by RFP):**
* **Solicitations utilized to procure this service in the Past:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date of Procurement | Procurement Folder Number | Type of Procurement (RFQ, RFP, Direct Award, Etc.) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**Support for Request for Proposal**

* **Provide justification explaining why an evaluation based on price and compliance with specifications alone (request for quotation) would not be adequate.**
* **Explain how utilizing the RFP method of procurement is in the best interest of the State.**

**Additional Information/Special Requests**

|  |
| --- |
| **Please check the appropriate box regarding CIO approval for this RFP request.** |
| ❑ This RFP requires CIO approval at the conceptual phase, which has been submitted with this request. |
| ❑ This RFP does not require CIO approval. |

*Agency Procurement Officer Signature Date:*

*For Purchasing Division’s Use Only*

□ Request to Utilize RFP Denied  
□ Request to Utilize RFP Approved

*Purchasing Director / Designee Signature Date:*