**Award Recommendation and**

**Manual Vendor Compliance Search Verification Form**

***(Agency Delegated Purchases)***

DATE: [insert date]

TO: Memo to File

SUBJECT: Recommendation for Award

**Solicitation Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Procurement Folder Number:** \_\_\_\_\_\_\_\_\_\_

**Solicitation Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Information:**

[List Vendor # 1 Name - TOTAL BID AMOUNT]

[List Vendor # 2 Name - TOTAL BID AMOUNT]

[List Vendor # 3 Name - TOTAL BID AMOUNT]

[List Vendor # 4 Name - TOTAL BID AMOUNT]

**Award Recommendation: Check the appropriate box below.**

[ ] **Lowest Bid:** By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the lowest responsible bidder meeting the required specifications.

[ ] **Other Than Lowest Bid:** By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the lowest responsible bidder meeting the required specifications. Award to the lowest bid was not made due to disqualifications described in more detail below:

List Vendor # Name –

Reason for Disqualification/Missed specification:

List Vendor # Name –

Reason for Disqualification/Missed specification:

**Manual Search Verifications:** By signing below the procurement officer certifies that he or she has verified that:

[ ] **Vendor is in compliance** with the Secretary of State requirements for business registration (or is not required to register with that office or has obtained the necessary exemption), that the vendor is not identified as a debarred vendor within the Federal SAM system, and that the vendor is not listed on the West Virginia Purchasing Division’s list of debarred vendors.

[ ] **Vendor is not in compliance** with the Secretary of State requirements for business registration and this will need to remedied before contract award.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Officer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Officer Printed Name