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**SECTION 1: GENERAL INFORMATION**

* 1. **Introduction:**

The West Virginia Purchasing Division (“Purchasing Division”) is issuing this Request for Information (RFI), on behalf of [insert agency name] (“Agency”), to all vendors that have a desire to provide information about [insert commodity or service]. This RFI is intended to provide the Agency with information necessary to plan and develop specifications for a future procurement.

* 1. **Schedule of Events:**

RFI Released To Public See wvOASIS

Vendor’s Written Questions Submission Deadline xx/xx/xx

Addendum Issued xx/xx/xx

RFI Opening Date xx/xx/xx

**SECTION 2: INSTRUCTIONS TO VENDORS SUBMITTING INFORMATION**

**2.1. REVIEW DOCUMENTS THOROUGHLY:** This form contains a request for information that may lead to a future procurement. Please read these instructions and all documents attached in their entirety.

**2.2. NOT A CONTRACT DOCUMENT:** Vendors must understand that this RFI is for information gathering purposes only, and a response to this RFI does not generate a contractual obligation on the part of the State to purchase any commodity or service.

**2.3. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this RFI to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in an RFI addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this RFI are preliminary in nature and are nonbinding. Submitted emails should have the RFI number in the subject line.

Submit Questions to:

[insert contact information]

Email: [insert email]

Submission Deadline: [insert deadline]

**2.4. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the RFI and any correspondence relating thereto are public documents. As public documents, they will be disclosed to the public following the RFI opening as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any document to the State constitutes your explicit consent to the subsequent public disclosure of the document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**SECTION 3: INFORMATION BEING SOUGHT**

* 1. **General Information Being Sought**
     1. [Briefly describe what your agency would like vendors to tell you.]
  2. **Specific Questions**
     1. [List any questions your agency would like answered.]
  3. **Documents Being Sought**
     1. [List any documents that you would like the vendor to provide.]

**SECTION 4: VENDOR RESPONSE**

* 1. **Incurring Cost:** Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFI, including but not limited to preparation, delivery, samples, or travel.
  2. **Proposal Format:** Vendors should provide responses in the format listed below:
     1. **Title Page:** State the RFI subject, number, Vendor’s name, business address, telephone number, fax number, name of contact person, email address, and Vendor signature and date.
     2. **Table of Contents:** Clearly identify the material by section and page number.
     3. **Response Reference:** Vendor’s response should clearly reference how the information provided applies to the RFI request. For example, listing the RFI number and restating the RFI request as a header in the proposal would be considered a clear reference.
     4. **Responses:** All responses must be submitted to the Purchasing Division **prior** to the date and time stipulated in the RFI as the opening date. All submissions must be in accordance with the provisions listed in Section 2: Instructions to Vendors Submitting Information.

By signing below, I certify that I have reviewed this Request for Information in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this information for review and consideration;

(Company)

(Representative Name, Title)

(Contact Phone/Fax Number)

(Date)