**Award Recommendation and**

**Manual Vendor Compliance Search Verification Form**

***(Central Purchases)***

DATE: [insert date]

TO: [insert designated buyer], [insert buyer’s title]

West Virginia Purchasing Division

FROM: [must be from Procurement Officer]

[insert State Agency name]

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.

[ ] **Multiple Award**: By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to multiple bidders meeting the required specifications. Those bidders receiving an award are identified as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ] **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

WV Purchasing Division Use Only

I have reviewed the recommendation to award and agree with the agency’s recommendation to award to the bidder(s) identified.

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

Purchasing Division Signature (Buyer/Senior Buyer) Date

If “Other than Lowest Bid” box above is checked an additional higher level Purchasing Division review/signature is required below.

I have reviewed the recommendation to award and also agree with the agency’s recommendation to award to the bidder(s) identified.

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

Purchasing Division Signature (Supervisor or Higher) Date