

DOCUMENTS REQUIRED FROM AGENCY FOR AN EXPRESSION OF INTEREST (EOI) PROJECTS UNDER \$250,000

Expression of Interest (EOI): Used for selection of architectural & engineering services under \$250,000 including estimated construction costs but over the \$25,000 agency delegated threshold.

The information below is a checklist of Agency responsibilities in processing a Expression of Interest (EOI). Please note, however, that while this information is accurate in most cases, there may be occasions where additional information may be needed or required.

Description
WV-35 Requisition or RQH Screen Signed by Agency
* WVFIMS Agency Cover Sheet (P-Document)
Pre-Approvals when applicable (AG; CTO/ISC; Design Build; Gen Ser; Prison Industries; Surplus Property)
Agency Memo/Letter Providing Project Description, List of Firms Contacted & Firm Selected
Verify Firm Eligibility (check for suspension or debarment)
Contract Negotiated with Successful Firm
Purchasing Affidavit Signed and Dated by Appropriate Firm Representative
WV-96 Agreement Addendum signed by Firm & Agency (if applicable)
Certification of Non-Conflict of Interest Signed by Agency Procurement Officer & Other Appropriate Staff

* Projects that are funded by sources whereby invoices will not be processed by the State Auditor's Office do not require a P-Document. However, in those cases the funding source must be named on the WV-35 to be carried forward on the Purchase Order.