

DOCUMENTS REQUIRED FROM AGENCY FOR A REQUEST FOR PROPOSAL (RFP)

Request for Proposal (RFP): Used for professional services in excess of \$250,000.

The information below is a checklist of Agency responsibilities in processing a Request for Proposal (RFP). 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
Agency Written Request for Authorization for use of RFP Process
*WV-35 Requisition or RQH Screen Signed by Agency (with estimated value & maximum budget amts)
*** WV-FIMS Agency Cover Sheet (P-Document)
Standard RFP Format Template Completed Inclusive of Evaluation Point Criteria & Cost Bid Form
Suggested vendor list (name & address)
RFP Evaluation Committee Member List
Pre-Approvals when applicable (AG; CTO/ISC; Design Build; Gen Ser; Prison Industries; Surplus Property)
Mandatory Pre-Bid Attendee List
Addendums (information prepared by agency for processing by Purchasing Division)
RFP Evaluation Committee Member Training Certification
Agency Technical Evaluation Signed by Committee Members (must include agency procurement officer)
**Technical Evaluation Approval Process by Purchasing Division & Cost Bid Opening Process
Cost Bid Evaluation Signed by Committee Members and Recommendation for Award
Certification of Non-Conflict of Interest Signed by Evaluation Committee Members & Advisors
Purchasing Affidavit (may be provided as part of proposal)
WV-96 Agreement Addendum signed by Vendor & Agency (if applicable)

* Maximum budget amounts must be reflected on the WV-35 to allow for price negotiations as authorized and described in 5A-3-11a of the Code and 148-1-7, 7.11 of the Code of Rules.

** This process is performed by the Purchasing Division and is not the responsibility of the agency.

*** 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.