

# DOCUMENTS REQUIRED FROM AGENCY FOR AN EXPRESSION OF INTEREST (EOI) PROJECT LESS THAN \$250,000

Expression of Interest: A purchasing method used for the selection of architectural and engineering services less than \$250,000, including the estimated construction costs.

The information below is a checklist of agency responsibilities in processing an Expression of Interest. Please note that while this information is accurate in most cases, there may be occasion where additional information may be necessary or required.

## CHECKLIST FOR EOI LESS THAN \$250,000

✓	DESCRIPTION
	<b>WV-35 Purchase Requisition or RQH Screen (TEAM)</b> signed by agency.
	<b>*WVFIMS Agency Cover Sheet (P-Document)</b> . Not applicable for open-end contracts.
	<b>Pre-approvals</b> , when applicable.
	<b>Agency Memorandum or Letter Providing Project Description, List of Firms Contacted and Firm Selected.</b>
	<b>Verification of Vendor Properly Registered with the Purchasing Division.</b>
	<b>Verification of Vendor in Good Standing</b> (with all laws and requirements of the state, including Secretary of State, Insurance Commission, and Workers Compensation).
	<b>Agency Contract Negotiated with Successful Firm</b> (AIA Document or WV-48 Agreement, as applicable).
	<b>Certification of Non-Conflict of Interest Signed by Agency Procurement Officer and Other Appropriate Staff.</b>
	<b>Purchasing Affidavit</b> signed and dated by successful vendor (may be provided through bid process).
	<b>Insurance</b> (professional liability).
	<b>WV-96 Agreement Addendum</b> signed by vendor and agency, if applicable.

\*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 sources must be named on the WV-35 Purchase Requisition to be carried forward on the purchase order.

*Revised March 15, 2012*