

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

Expression of Interest (EOI): Used for selection of architectural & engineering services in excess of \$250,000 including estimated construction costs.

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 |
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| WV-35 Requisition or RQH Screen Signed by Agency |
| ** WVFIMS Agency Cover Sheet (P-Document) |
| Standard EOI Format Template Completed Inclusive of Evaluation Point Criteria |
| List of Evaluation Committee Members |
| Pre-Approvals when applicable (AG; CTO/ISC; Design Build; Gen Ser; Prison Industries; Surplus Property) |
| Mandatory Pre-Bid Attendee List (if applicable) |
| Addendums (information prepared by agency for processing by Purchasing Division) |
| Evaluation Signed by All Evaluation Committee Members |
| *Purchasing Division Approves Evaluation and Authorizes Agency Contract Negotiations with Highest Scoring Firm (approval may be written or electronic) |
| Certification of Non-Conflict of Interest Signed by Evaluation Committee Members & Advisors |
| Agency Submits Contract as Negotiated with Successful Firm for Processing |
| Purchasing Affidavit Signed and Dated by Appropriate Firm Representative |
| WV-96 Agreement Addendum Signed by Firm and Agency (if applicable) |

* 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.