

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

Request for Proposal: A Best Value Procurement tool used to acquire professional and other services where the scope of work may not be well defined and cost is not the sole factor in determining the award. All criteria by which the bidders will be evaluated must be contained within the bid document.

The information below is a checklist of agency responsibilities in processing a Request for Proposal (RFP). 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 REQUESTS FOR PROPOSALS

✓	DESCRIPTION
	Solicitation
	Agency Written Request to use the RFP process. Please include the previous contract number and expiration date in the letter, if applicable. Pre-approvals should be complete at this time, when applicable (such as Attorney General, Chief Technology Officer/IS&C, Design Build Board, Capitol Building Commission, Property, Statewide Interoperability Executive Committee). If approved, follow steps below.
	Agency submits Electronic Requisition with maximum budget amount, master terms and conditions
	Provide List of Evaluation Committee Members with the Requisition submitted to Purchasing Division
	Standard RFP Form Template Completed including evaluation point criteria and cost bid form
	Suggested Vendor List for at least three vendors with name, address and email, if available. (Enter in wvOASIS under Vendor Tab or in Free Form Vendors, if not registered)
	Bid Process
	Mandatory Pre-bid Attendee List , if applicable.
	Addendums , if applicable. (Information prepared by agency for processing by Purchasing Division).
	Award Process
	RFP Evaluation Committee Member Training Certification prior to evaluation.
	Agency Technical Evaluation Signed by Committee Members (must include agency procurement officer)
	Purchasing Division Approves Technical Evaluation and Establishes Cost Bid Opening
	Cost Bid Evaluation Signed by Committee Members and Signed Agency Recommendation for Award and submitted to Purchasing Division (with disqualifications and those meeting requirements)
	Purchasing Affidavit signed and dated by successful vendor (may be provided through bid process)
	Verification of Vendor Properly Registered with the Purchasing Division (check for suspension or debarment)
	Verification of Vendor in Good Standing within wvOASIS (with all laws and requirements of the state, including Insurance Commission, Federal Debarment and Workers Compensation)
	Verification of Vendor in Good Standing with Secretary of State (check the Secretary of State's database)
	Certification of Non-Conflict of Interest (signed by Agency Procurement Officer and other appropriate staff).
	WV-96 Agreement Addendum (or WV-96A for Software) signed by vendor and agency, if applicable.
	Purchasing Division obtains bonds and insurance, if applicable.

*Maximum budget amounts must be reflected on the CRQS/CRQM to allow for price negotiations as authorized and described in **West Virginia Code** §5A-3-11a and **Code of State Rules** 148-1-7, 7.11.

Revised May 4, 2016