

# DOCUMENTS REQUIRED FROM AGENCY FOR AN EXPRESSION OF INTEREST (EOI) PROJECT IN EXCESS OF \$250,000 OR MORE

**Expression of Interest:** A Best Value Procurement tool used for architectural and engineering services which is defined in *West Virginia Code* §5G-1, as “those professional services of an architectural or engineering nature as well as incidental services that members of those professions and those in their employ may logically or justifiably perform.”

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 PROJECTS OF \$250,000 OR MORE

| ✓ | DESCRIPTION  |
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|   | <b>Solicitation</b>  |
|   | <b>Standard EOI Format Template Completed</b> , inclusive of evaluation point criteria , master terms and conditions   |
|   | <b>List of Evaluation Committee Members</b>  |
|   | <b>Pre-approvals</b> , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Capitol Building Commission, Surplus Property, Statewide Interoperability Executive Committee)                    |
|   | <b>Bid Process</b>   |
|   | <b>Mandatory Pre-bid Attendee List</b> , if applicable.  |
|   | <b>Addendums</b> , if applicable (Information prepared by agency for processing by Purchasing Division).   |
|   | <b>Award Process</b>   |
|   | <b>Certification of Non-Conflict of Interest</b> (signed by Evaluation Committee Members, Advisors, and Agency Procurement Officer)  |
|   | <b>Evaluation Signed by All Evaluation Committee Members</b>   |
|   | <b>Purchasing Division Approves Agency Evaluation and Authorizes Agency to Negotiate with Highest Scoring Firm</b>   |
|   | <b>Agency Submits Contract with Successful Firm for Processing by the Purchasing Division</b> (AIA Document, WV-48 Agreement or other negotiated agreement, as applicable, with inclusion of Terms and Conditions) |
|   | <b>Purchasing Affidavit</b> signed and dated by successful vendor (may be provided through bid process).   |
|   | <b>Verification of Vendor Properly Registered with the Purchasing Division</b> (check for suspension or debarment)   |
|   | <b>Verification of Vendor in Good Standing within wvOASIS</b> (with all laws and requirements of the state, including Insurance Commission, Federal Debarment and Workers Compensation)                            |
|   | <b>Verification of Vendor in Good Standing with Secretary of State</b> (check the Secretary of State’s database)   |
|   | <b>WV-96 Agreement Addendum</b> signed by vendor and agency, if applicable.  |
|   | <b>Purchasing Division obtains bonds and insurance, if applicable.</b>   |