

# DOCUMENTS REQUIRED FROM AGENCY FOR A CHANGE ORDER

**Change Orders:** A purchasing process used to extend or renew terms, modify costs and/or revise the scope of services, etc.

The information below is a checklist of agency responsibilities in processing a Change Order. Please note, however, that while this information is accurate in most cases, there may be occasion where additional information may be needed or required.

## CHECKLIST FOR CHANGE ORDERS

| √ | DESCRIPTION   |
|---|---|
|   | <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>Verification that is 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, Insurance Commission, Federal and State Debarment, and Workers Compensation)        |
|   | <b>Verification of Vendor in Good Standing with Secretary of State</b> (check the Secretary of State's database)  |
|   | <b>Signed and Dated Vendor Letter / Price Quote</b>   |
|   | <b>Verify current contractor's license and insurance</b> , if applicable  |
|   | <b>Include bond rider</b> , if applicable   |
|   | <b>Agency Justification Letter</b>  |

*Revised January 1, 2018*