

# DOCUMENTS REQUIRED FROM AGENCY FOR A REQUEST FOR QUOTATION

Request for Quotation: A preferred purchasing method, containing the specifications or scope of work and all contractual terms and conditions, which is used to solicit written bids. Conformity to specifications and price are the only factors used in the evaluation process.

The information below is a checklist of agency responsibilities in processing a Request for Quotation (RFQ). Please note that while this information is accurate in most cases, there may be occasion where additional information may be needed or required.

## CHECKLIST FOR RFQ

√	DESCRIPTION
	<b>Solicitation</b>
	Agency submits <b>Electronic Requisition with</b> maximum budget amount , master terms and conditions
	<b>Specifications and Suggested Vendor List</b> for at least three vendors with name, address, and email (Enter in wvOASIS under Vendor Tab or in Free Form Vendors, if not registered)
	<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>Addendums</b> , if applicable. (Information prepared by Agency for processing by Purchasing Division)
	<b>Mandatory Pre-bid Attendee List</b> , if applicable
	<b>Award Process</b>
	<b>Signed Agency Recommendation for Award</b> (with disqualifications and those meeting requirements). Letter should state the lowest responsible vendor and that it meets specifications
	<b>Second Chief Technology Officer/IS&amp;C approval</b> , if applicable
	<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 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>Certification of Non-Conflict of Interest</b> (signed by Agency Procurement Officer and other appropriate staff)
	<b>AIA Documents</b> (for construction)
	<b>Disclosure of Interested Parties</b> (signed by successful vendor; may be provided through bid process)
	<b>WV-96 Agreement Addendum (or WV-96A for Software)</b> signed by vendor and agency, if applicable
	<b>Purchasing Division obtains bonds and insurance, if applicable</b>

\*Maximum budget amounts must be reflected on the Electronic Requisition to allow for price negotiations as authorized and described in **West Virginia Code §5A-3-11a** and **Code of State Rules 148-1-7.10**.

Revised January 1, 2018