

# DOCUMENTS REQUIRED BY AGENCY FOR A SOLE SOURCE PURCHASE

Sole Source Purchase: A purchasing method that allows for the direct purchase of commodities or services from a vendor when only one vendor can supply the needed commodity or service.

The information below is a checklist of agency responsibilities in processing a sole source purchase. 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 SOLE SOURCE PURCHASE

√	DESCRIPTION
	<b>WV-65 Sole Source Request for Consideration</b> to be completed by Agency and submitted to Purchasing Division with signed and dated vendor letter/price quote*, written justification** and pre-approvals***, when applicable
	* <b>Signed and Dated Vendor Letter / Price Quote</b> (may be electronic and must include specific description, master terms and conditions, FOB shipping point, and price)
	** <b>Written Agency Justification</b> (describing market research to determine suggested vendor is only known source; or describing how item or service is of unique or special nature; and the request is not an attempt to circumvent the normal bid process)
	*** <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>If WV-65 is approved</b> , provide the Purchasing Division with Sole Source Determination, including signed Purchasing Master Terms and Conditions and <i>Purchasing Affidavit</i> , signed and dated by vendor
	<b>Advertisement</b> in the West Virginia Purchasing Bulletin
	<b>If no vendors respond to advertisement</b> , Agency submits Electronic Requisition (CRQS/CRSM). If vendors do respond and Purchasing Division determines there is competition, the Agency must follow process for a Request for Quotation
	<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>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

In cases where other vendors respond to the sole source posting and it is determined competition is available, the agency is required to develop specifications and pursue the competitive bid process.