

# **Ordering Instructions**

## **Statewide Contract**

### **CMA WVARF15 Commodity and Services**

**Ordering Requirements** – For contract releases valued at or less than \$25,000.00 in a year's time, Spending Unit (s) shall issue a wvOASIS Agency Delivery Order (ADO) to The West Virginia Association of Rehabilitation Services (WVARF). The ADO shall have the following attachments: the vendor's Service Agreement signed by both agency and vendor and the Current Year Commodity or Service Fair Market Price Form.

For contract releases valued at more than \$25,000.00 in a year's time, Spending Unit (s) shall submit a Central Delivery Order (CDO) to the Purchasing Division for processing. The CDO shall have the following attachments: the vendor's Service Agreement signed by both agency and vendor and the Current Year Commodity or Service Fair Market Price Form

To determine the servicing Community Rehabilitation Program (CRP), the agency should contact the vendor.

Pricing for contract services will be at the listed hourly rate for the servicing CRP.

**Special Instructions** – All State agencies are required by West Virginia Code §5A-3-10, to purchase commodities and services from sheltered workshops whenever such commodities and services are available and meet certain quality and price standards which are comparable to open-market sources.

**Approvals Required** - None

#### **Agency and/or Vendor Contact Information:**

WVARF  
Phone: (304) 205-7970  
Fax: (304) 205-7915

**Type of Delivery Order** – An ADO must be created in Oasis with the appropriate documentation attached.

**How to submit the completed order to the Vendor** – For ADO: Assemble document, print and submit the ADO to the vendor. For CDO: Assemble document, print and submit the CDO to the Purchasing Division.