

DOCUMENTS REQUIRED FROM AGENCY FOR A REQUEST FOR QUOTATION (RFQ)

Request for Quotation (RFQ): Used for one-time/single purchases, open-end contracts.

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

Description
*WV-35 Requisition or RQH Screen Signed by Agency (with estimated value & maximum budget amts)
Specifications & suggested vendor list (name & address)
** WVFIMS Agency Cover Sheet (P-Document)
Pre-Approvals when applicable (AG; CTO/ISC; Design Build; Gen Ser; Prison Industries; Surplus Property)
Mandatory Pre-Bid Attendee List
Addendums (information prepared by agency for processing by Purchasing Division)
Signed Agency Recommendation for Award
Purchasing Affidavit Signed and Dated by Successful Vendor (may be provided through bid process)
Certification of Non-Conflict of Interest Signed by Agency Procurement Officer & Other Appropriate Staff
WV-96 Agreement Addendum signed by Vendor & Agency (if applicable)

* Maximum budget amounts must be reflected on the WV-35 to allow for price negotiations as authorized and described in 5A-3-11a of the Code and 148-1-7, 7.11 of the Code of Rules.

** Projects that are funded by sources whereby invoices will not be processed by the State Auditor's Office do not require a P-Document. However, in those cases the funding source must be named on the WV-35 to be carried forward on the Purchase Order.