

DOCUMENTS REQUIRED FROM AGENCY FOR AN EXPRESSION OF INTEREST (EOI) PROJECT \$250,000 OR MORE

Expression of Interest: A purchasing method used for the selection of architectural and engineering services \$250,000 or more, including the estimated construction costs.

The information below is a checklist of agency responsibilities in processing an Expression of Interest. Please note that while this information is accurate in most cases, there may be occasion where additional information may be necessary or required.

CHECKLIST FOR EOI \$250,000 OR MORE

✓	DESCRIPTION
	Solicitation
	WV-35 Purchase Requisition or RQH Screen (TEAM) signed by agency.
	*WVFIMS Agency Cover Sheet (P-Document). Not applicable for open-end contracts.
	Standard EOI Format Template Completed, inclusive of evaluation point criteria.
	Pre-approvals, when applicable.
	Bid Process
	Mandatory Pre-bid Attendee List, if applicable.
	Addendums, if applicable. (Information prepared by agency for processing by Purchasing Division).
	Award Process
	Certification of Non-Conflict of Interest (signed by Evaluation Committee Members, Advisors, and Agency Procurement Officer).
	Evaluation Signed by All Evaluation Committee Members.
	Purchasing Division Approves Agency Evaluation and Authorizes Agency to Negotiate with Highest Scoring Firm (approval may be written or electronic).
	Agency Submits Contract with Successful Firm for Processing by the Purchasing Division.
	Purchasing Affidavit signed and dated by successful vendor (may be provided through bid process).
	Verification of Vendor Properly Registered with the Purchasing Division
	Verification of Vendor in Good Standing (with all laws and requirements of the state, including Secretary of State, Insurance Commission, and Workers Compensation).
	AIA Documents (for construction).
	WV-96 Agreement Addendum signed by vendor and agency, if applicable.
	Purchasing Division obtains bonds and insurance, if applicable.

*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 sources must be named on the WV-35 Purchase Requisition to be carried forward on the purchase order.

Revised March 15, 2012