

DOCUMENTS REQUIRED FROM AGENCY FOR A DIRECT PURCHASE ORDER (DPO)

Direct Purchase Order (DPO): Used for sole source purchases.

The information below is a checklist of Agency responsibilities in processing a Direct Purchase Order (DPO). 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
** WVFIMS Agency Cover Sheet (P-Document)
Pre-Approvals When Applicable (AG; CTO/ISC; Design Build; Gen Ser; Prison Industries; Surplus Property)
Written Agency Justification (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)
Sole Source Template (completed by agency with all appropriate information)
Verify Vendor Eligibility (check for suspension or debarment)
Signed & Dated Vendor Letter/Price Quote (may be electronic and must include specific description, terms, FOB shipping point, and price)
Purchasing Affidavit Signed by Appropriate Vendor Representative
Certification of Non-Conflict of Interest Signed by Agency Procurement Officer & Other Appropriate Staff
WV-96 Agreement Addendum signed by Vendor & Agency (if applicable)

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

** 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.