

DOCUMENTS REQUIRED FROM AGENCY FOR A REQUEST FOR QUOTATION

Request for Quotation: A preferred purchasing method, containing the specifications or scope of work and all contractual terms and conditions, which is used to solicit written bids. Conformity to specifications and price are the only factors used in the evaluation process.

The information below is a checklist of agency responsibilities in processing a Request for Quotation (RFQ). 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 RFQ

✓	DESCRIPTION
	Solicitation
	Agency submits Electronic Requisition with maximum budget amount
	Specifications and Suggested Vendor List for at least three vendors with name, address, and email (Enter in wvOASIS under Vendor Tab or in Free Form Vendors, if not registered)
	Pre-approvals , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Capitol Building Commission, Surplus Property, Statewide Interoperability Executive Committee)
	Bid Process
	Addendums , if applicable. (Information prepared by Agency for processing by Purchasing Division).
	Mandatory Pre-bid Attendee List , if applicable.
	Award Process
	Signed Agency Recommendation for Award (with disqualifications and those meeting requirements). Letter should state the lowest responsible vendor and that it meets specifications
	Second Chief Technology Officer/IS&C approval , if applicable
	Purchasing Affidavit signed and dated by successful vendor (may be provided through bid process).
	Verification of Vendor Properly Registered with the Purchasing Division (check for suspension or debarment)
	Verification of Vendor in Good Standing within wvOASIS (with all laws and requirements of the state, including Insurance Commission, Federal Debarment and Workers Compensation).
	Verification of Vendor in Good Standing with Secretary of State (check the Secretary of State's database)
	Certification of Non-Conflict of Interest (signed by Agency Procurement Officer and other appropriate staff).
	AIA Documents (for construction)
	WV-96 Agreement Addendum (or WV-96A for Software) signed by vendor and agency, if applicable.
	Purchasing Division obtains bonds and insurance, if applicable.

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

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