

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

Expression of Interest: A Best Value Procurement tool used for architectural and engineering services which is defined in *West Virginia Code* §5G-1, as “those professional services of an architectural or engineering nature as well as incidental services that members of those professions and those in their employ may logically or justifiably perform.”

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 PROJECTS LESS THAN \$250,000

✓	DESCRIPTION
	Pre-approvals , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Capitol Building Commission, Surplus Property, Statewide Interoperability Executive Committee)
	Agency Memorandum or Letter providing Project Description, List of Firms Contacted and Firm Selected, Master Terms and Conditions.
	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)
	Agency Contract Negotiated with Successful Firm (AIA Document, WV-48 Agreement or other negotiated agreement, as applicable, with inclusion of Terms and Conditions)
	Certification of Non-Conflict of Interest signed by Agency Procurement Officer and other appropriate staff.
	Purchasing Affidavit signed and dated by successful vendor (may be provided through bid process).
	Insurance (professional liability)
	WV-96 Agreement Addendum signed by vendor and agency, if applicable.

Revised May 4, 2016