

DOCUMENTS REQUIRED FROM AGENCY FOR A CHANGE ORDER

Change Orders: A purchasing process used to extend or renew terms, modify costs and/or revise the scope of services, etc.

The information below is a checklist of agency responsibilities in processing a Change Order. Please note, however, that while this information is accurate in most cases, there may be occasion where additional information may be needed or required.

CHECKLIST FOR CHANGE ORDERS

√	DESCRIPTION
	Pre-approvals , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Capitol Building Commission, Surplus Property, Statewide Interoperability Executive Committee)
	Verification that is Vendor Properly Registered with the Purchasing Division (check for suspension or debarment), and ensure Taxpayer Identification Number (TIN) in wvOASIS matches the TIN on the bid
	Verification of Vendor in Good Standing within wvOASIS (with all laws and requirements of the state, Insurance Commission, Federal and State Debarment, and Workers Compensation)
	Verification of Vendor in Good Standing with Secretary of State (check the Secretary of State's database)
	Signed and Dated Vendor Letter / Price Quote
	Verify current contractor's license and insurance , if applicable
	Include bond rider , if applicable
	Agency Justification Letter

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