**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**

|  |  |
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| √ | **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 *wv*OASIS matches the TIN on the bid** |
|  | **Verification of Vendor in Good Standing within *wv*OASIS** (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** |

*Revised June 8, 2018*