

Ordering Instructions

Statewide Contract

CMA WVARF15 Commodity and Services

Ordering Requirements – For contract releases valued at or less than \$250,000.00 in a year's time, Spending Unit (s) shall issue a wvOASIS Agency Delivery Order (ADO) to The West Virginia Association of Rehabilitation Services (WVARF).

For contract releases valued at more than \$250,000.00 in a year's time, Spending Unit (s) shall submit a Central Delivery Order (CDO) to the Purchasing Division for processing.

Releases for **Rest Area Janitorial and Ground Maintenance** require a CDO. The CDO shall have the following attachments: the vendor's Service Agreement signed by both agency and vendor and the Current Year Commodity or Service Fair Market Price Form

Pricing for contract services will be at the listed hourly rate for the servicing CRP.

To determine the servicing Community Rehabilitation Program (CRP), the agency should contact the vendor.

Special Instructions – All State agencies are required by West Virginia Code §5A-3-10, to purchase commodities and services from sheltered workshops whenever such commodities and services are available and meet certain quality and price standards which are comparable to open-market sources.

Approvals Required - None

Agency and/or Vendor Contact Information:

WVARF

Phone: (304) 205-7970

Fax: (304) 205-7915

Type of Delivery Order – An ADO must be created in Oasis with the appropriate documentation attached.

How to submit the completed order to the Vendor – For ADO: Assemble document, print and submit the ADO to the vendor. For CDO: Assemble document, print and submit the CDO to the Purchasing Division.