

# Ordering Instructions

## CMA WVARF19 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.

All releases for **DOH Rest Area Janitorial/Ground Maintenance (Commodity line#1)** require a **CDO** regardless of dollar amount. 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.

**NOTE:** The attached **Exhibit\_A Pricing Pages** are grouped into categories that correspond to the commodity lines in wvOasis. The Reference column in the pricing pages will serve as a guide to identify where the most current/updated Fair Market Price (FMP) sheets can be located for each commodity or service item.

**Approvals Required** - None

### **Agency and/or Vendor Contact Information:**

WVARF

Phone: (304) 205-7970

Fax: (304) 205-7915

**Type of Delivery Order** – An ADO or CDO 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. The submitted ordering preference is as follows:

1. Complete the WVARF Order Form
2. Submit the ADO and Order Form to: [orders@wvarf.org](mailto:orders@wvarf.org)
3. For Pcard Payments complete the WVARF P-Card Authorization Form. Then Fax the authorization form to 304-205-7915.

For CDO: Assemble document, print and submit the CDO to the Purchasing Division.