

Ordering Instructions

CMA WVARF23 Commodity and Services

Ordering Requirements – For contract releases valued at or less than \$250,000.00 in a year's time, Spending Unit (s) should issue a wvOASIS Agency Delivery Order (ADO) to The West Virginia Association of Rehabilitation Services (WVARF). For contract releases valued at more than \$250,000.01 in a year's time, Spending Unit (s) should submit a Central Delivery Order (CDO) to the Purchasing Division for processing.

DOH Rest Area Janitorial/Ground Maintenance (Commodity line#1), the ADO should have the following attachments: the vendor's Service Agreement signed by both agency and vendor and the Current Year Commodity pricing page 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.

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

Vendor Contact Information:

WVARF

Andrea Higginbotham, Contract Administrator

Phone: (681) 661-0145 (Direct)

Fax: (304) 205-7915

Type of Delivery Order – A Delivery Order should be created in wvOasis 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
3. For Pcard Payments complete the WVARF P-Card Authorization Form. Then Fax the authorization form to 304-205-7915.