
Forms and Documentation



Presented by

Larry McDonnell
Senior Buyer

Brandon Barr
Buyer

**This training session is
brought to you by:**

W. Va. Code § 5A-3-1

Process/Law Changes to Help You

- **Purchasing Affidavit Eliminated (2022)**
Affidavit is no longer required.

(Does not apply to exempt Agencies)

- **Moved All Forms to Internet (2020)** At the request of several agencies, the Purchasing Division aggregated all forms on a single internet page instead of the intranet

- **Forms page revamped on WV Purchasing's website (2022-ish)**

WEST VIRGINIA PURCHASING DIVISION

FORMS

WV.gov | Administration | Purchasing | Forms A ++ | A | A- Translate (that switch browser to Chrome or Firefox) Select Language | V

The following forms are in PDF format. Use your [Adobe Reader \(TM\)](#) to view and print them:

[Agency](#) | [Alternative Purchasing Methods](#) | [Construction](#) | [Contract Management](#)

[Miscellaneous](#) | [RFP Packet](#) | [Surplus/Inventory Management](#) | [Templates](#)

[Alternative Purchasing Methods](#) | [Terms and Conditions](#) | [T](#)

Agency

1. [Agreement \(WV-48\)](#)
2. [Agreement \(WV-48A\)](#)
3. [Compliance Checklist \(for RFOs and change orders\)](#)
4. [Non-Conflict of Interest Certification](#)
5. [Pre-Bid Conference Sign In Sheet](#)
6. [RFO Recommendation for Award and Manual](#)
7. [RFO Recommendation for Award and Manual](#)
8. [Risk Assessment Template \(WV-114\)](#)
9. [Verbal Bid Quotation Summary \(WV-49\)](#)

Construction

1. [Bond Forms](#)
 - a. [Bid Bond Preparation Instructions](#)
 - b. [Bid Bond](#)
 - c. [Labor and Material Payment Bond](#)
 - d. [Maintenance Bond](#)
 - e. [Performance Bond](#)
2. [Drug Free Workplace Compliance Affidavit](#)
3. [Drug Free Workplace Report Cover Sheet](#)
4. [Supplementary Conditions to AIA Forms](#)
 - a. [A201-2017 Supplementary Conditions](#)
 - b. [B101-2017 Supplementary Conditions \(Architecture and/or Engineering only\)](#)

Contract Management

1. [Post Award Conference Requirement \(WV-90\)](#)
2. [Reports Requirement \(WV-92\)](#)

Objectives

- How to Find the Forms
- Types of Forms
- Purpose of each form (Code and Rule)
- How to Complete Forms
- Common Pitfalls, Misunderstandings, and Problem Areas



How To Find The Forms www.WVPurchasing.gov

WEST VIRGINIA PURCHASING DIVISION
2019 WASHINGTON STREET, EAST • CHARLESTON, WV 25305
TELEPHONE: 304-558-2306 • BID FAX: 304-558-3970

"To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers."

WV.gov | Administration | Purchasing | Search | Go | Translate | Select Language

News, Events, & Job Opportunities

Vendor Resource Center | Agency Resource Center | Emergency Purchasing Procedures | Debarred and Suspended Vendors | Contact Us

AWARDED CONTRACTS

News | Vendor Registration | Bid Information | Transparency | Procedures | Contracts | Training | Programs | Forms | Local Government Outreach | Site Map | Resources | Minority Business | wvOASIS

Welcome to the West Virginia Purchasing Division. This website is dedicated to providing valuable information to our customers: state agencies, vendors, and the general public.

AGENCY RESOURCE CENTER

WV.gov | Administration | Purchasing | Agency Resource Center | A++ | A | A- | Translate | Select Lang

Welcome to the Agency Resource Center (ARC). To assist our agency procurement officers, the Purchasing Division has a collection of reference material which may prove useful to you.

PURCHASING.HELP@WV.GOV

Purchasing Division's Dedicated Email Support Helpline

Quick Links

1. [Forms](#)

2. [Purchasing Division Procedures Handbook](#)

3. [wvOASIS](#)

FORMS



[WV.gov](#) | [Administration](#) | [Purchasing](#) | Forms

A ++ | A | A -

Translate (Must switch browser to Chrome or Firefox)

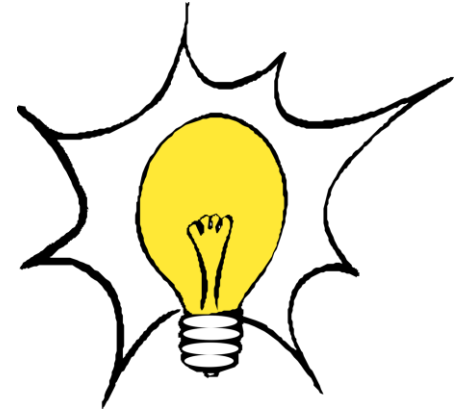
Select Language ▼

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[Terms and Conditions](#) | [Travel Management](#) | [Vendor](#) | [Resources](#)

Agency

1. [Agreement \(WV-48\)](#)
2. [Agreement \(WV-48A\)](#)
3. [Compliance Checklist \(for RFQs and change orders\) \(WV-36\)](#)
4. [Non-Conflict of Interest Certification](#)
5. [Pre-Bid Conference Sign In Sheet](#)
6. [RFQ Recommendation for Award and Manual Vendor Compliance Search Verification Form \(Agency Delegated Purchases\)](#)
7. [RFQ Recommendation for Award and Manual Vendor Compliance Search Verification Form \(Central Purchases\)](#)
8. [Risk Assessment Template \(WV-114\)](#)
9. [Verbal Bid Quotation Summary \(WV-49\)](#)



**TIP: Bookmark the page for
easy access!**
(CTRL + D) for most browsers



Types of Forms

- Agency Forms
- Alternative Purchasing Methods
- Construction
- Contract Management
- Miscellaneous
- Resources
- RFP Packet
- Surplus/Inventory Management
- Templates
- **Terms and Conditions**
- Travel Management
- Vendor



Agency Forms

Agency

1. Agreement (WV-48)
2. Agreement (WV-48A)
3. Compliance Checklist (for RFQs and change orders) (WV-36)
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WV-36 Compliance Checklist

(for RFQs and Change Orders)

Why do I need the Checklist?

To help eliminate work

When do I use the Checklist?

Anytime you submit a Request For Quote or a Change Order

How do I use the Checklist?

See example

REMEMBER: RFQ / CO will be rejected if it's not included, or the checklist is blank!

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use:

Buyer: _____ Date: _____

Solicitation No. _____

Agency:

0432 Division of Culture & History

Procurement Officer Submitting Requisition:

Dale Malcomb

Requisition No.

CRQS DCH24*01

This checklist **MUST** be completed by a Purchase Requisition to the Purchasing procurement officer has obtained and process the requisition without future submit the checklist by attaching it to Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CROM → CMA]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Non-Conflict of Interest Certification

- State code prohibits conflict of interest
- The Purchasing Division requires all evaluators of *solicitations* to sign.
- All evaluators must attest that they have not had or will not have contact relating to the solicitation with any participating vendor between the time of the bid opening and the award without prior approval of the Purchasing Division.



STATE OF WEST VIRGINIA
Purchasing Division

CERTIFICATION OF NON-CONFLICT OF INTEREST

West Virginia Code § 5A-3-31: "It shall be unlawful for any person to corruptly act alone or combine, collude or conspire with one or more other persons with respect to the purchasing or supplying of services, commodities or printing to the state under the provisions of this article if the purpose or effect of such action, combination, collusion or conspiracy is either to: (1) Lessen competition among prospective vendors; or (2) cause the state to pay a higher price for such services, commodities or printing than would be or would have been paid in the absence of such action, combination, collusion or conspiracy; or (3) cause one prospective vendor or vendors to be preferred over one or more other prospective vendor or vendors. Any person who violates any provision of this section is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than one nor more than five years, and be fined not exceeding \$10,000."

West Virginia Code § 6B-2-5(b)(1): "A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person."

West Virginia Code § 6B-2-5(d)(1): "[N]o elected or appointed public official or public employee or member of his or her immediate family or business with which he or she is associated may be a party to or have an interest in the profits or benefits of a contract which the official or employee may have direct authority to enter into, or over which he or she may have control. . . ."

The individual(s) listed below have been charged to evaluate or serve as members or advisors of an evaluation committee for the solicitation as specified [_____]

By signing this form, each individual acknowledges that: (1) his or her service on the evaluation committee is not in violation of West Virginia Code § 5A-3-31, § 6B-2-5, or any other relevant code section; (2) his or her service on the evaluation committee does not create a conflict of interest with any of the participating vendors; and (3) he or she has not had or will not have contact relating to the solicitation identified above with any participating vendors between the time of the bid opening and the award recommendation without prior approval of the Purchasing Division.

Name/Title	Agency	Signature	Date

Revised June 30, 2022

Pre-Bid Conference Sign In Sheet

Pre-Bid Sign-In Sheet

Solicitation Number:
Date of Pre-Bid Meeting:
Location of Prebid Meeting:

Please Note:

Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting.
Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid.
For further verification, please also provide a business card if possible.

Firm Represented:*	Rep Name (Printed):	Firm Address:	Telephone #:	Fax #:	Email:

**One Vendor Per Representative - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.*

Remember:

- When vendor's sign in; it must be legible. If you can't read it, then it didn't happen.
- If they do not sign in, they cannot participate.
- Once pre-bid meeting is over, send the sign in sheet to the buyer (if Purchasing Delegated) or do an addendum to post the sign-in sheet (if Agency Delegated).
- Sign-In Sheet will be a part of the contract file.



WV-50: RFQ Recommendation for Award

Before sending recommendation for award to your buyer, remember to provide the following information:

- Tell us the vendor to award.
- Tell us if any vendors are disqualified and the mandatorys they missed.

You must certify that the vendor compliance checks are completed.

WV-50
Rev. 1/20/2023

**Award Recommendation and
Manual Vendor Compliance Search Verification Form
(Central Purchases)**

DATE: [insert date]
TO: [insert designated buyer], [insert buyer's title]
West Virginia Purchasing Division
FROM: [must be from Procurement Officer]
[insert State Agency name]
SUBJECT: Recommendation for Award

Solicitation Number: _____ Procurement Officer: _____
Solicitation Description: _____

Bid Information:
[List Vendor # 1 Name - TOTAL BID AMOUNT]
[List Vendor # 2 Name - TOTAL BID AMOUNT]
[List Vendor # 3 Name - TOTAL BID AMOUNT]
[List Vendor # 4 Name - TOTAL BID AMOUNT]

Award Recommendation: Check the appropriate box below.

Lowest Bid: By signing below, the procurement officer has properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications.

Multiple Award: By signing below, the procurement officer has properly evaluated and recommends award to multiple bidders. Those bidders receiving an award are identified as follows: _____

Other Than Lowest Bid: By signing below, the procurement officer has properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications made due to disqualifications described in more detail below: _____

List Vendor # Name –
Reason for Disqualification/Missed specification: _____

Procurement Officer Signature _____ Date _____
Procurement Officer Printed Name _____

WV Purchasing Division Use Only

I have reviewed the recommendation to award and agree with the agency's recommendation to award to the bidder(s) identified.

Purchasing Division Signature (_____) _____

If "Other than Lowest Bid" box review/signature is required below

I have reviewed the recommendation to award to the bidder(s) identified.

Purchasing Division Signature (_____) _____

WV-50A: RFQ Recommendation for Award

WV-50A
Rev. 1/20/2023

Award Recommendation and Manual Vendor Compliance Search Verification Form (Agency Delegated Purchases)

DATE: [insert date]

TO: Memo to File

SUBJECT: Recommendation for Award

Solicitation Number: _____ Procurement Folder Number: _____

Solicitation Description: _____

Bid Information:

[List Vendor # 1 Name - TOTAL BID AMOUNT]
[List Vendor # 2 Name - TOTAL BID AMOUNT]
[List Vendor # 3 Name - TOTAL BID AMOUNT]
[List Vendor # 4 Name - TOTAL BID AMOUNT]

Award Recommendation: Check the appropriate box below.

Lowest Bid: By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications.

Other Than Lowest Bid: By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications. Award to the lowest bid was not made due to disqualifications described in more detail below:

List Vendor # Name –
Reason for Disqualification/Missed specification:

List Vendor # Name –
Reason for Disqualification/Missed specification:

WV-50A
Rev. 1/20/2023

Manual Search Verifications: By signing below the procurement officer certifies that he or she has verified that:

- Vendor is in compliance** with the Secretary of State requirements for business registration (or is not required to register with that office or has obtained the necessary exemption), that the vendor is not identified as a debarred vendor within the Federal SAM system, and that the vendor is not listed on the West Virginia Purchasing Division's list of debarred vendors.
- Vendor is not in compliance** with the Secretary of State requirements for business registration and this will need to be remedied before contract award.

Procurement Officer Signature

Date

Procurement Officer Printed Name



Risk Assessment Template (WV-114)

Risk Assessment & Constitutional Compliance Check

Contract Information:

Solicitation/Contract Number: [insert information here]
Commodity/Service Contracted For: [insert information here]
Vendor: [insert information here]
Agency: [insert information here]

Proposed Liability Limit:

Please quote below the proposed contract language that would establish the vendor's proposed liability limit.

[insert liability limit language here]

Assessment:

1. Risk of Temporary Interruption

- a. Identify the types of temporary interruption that could occur in this contract and the consequences associated with them.

[insert information here]

- b. Complete the chart below to provide an estimate of the cost of the risk associated with a Temporary Interruption.

Potential Costs	Estimated Cost to the State	Probability of Occurrence	Probability Adjusted Cost
Lost Revenue			
Cost of Replacement			
Loss of Funding			
Cost of Inability to Perform Mission			
Penalties or Fines Against Agency			
Potential Litigation			
Other Mitigation Costs			

State agencies cannot contractually agree to limit a vendor's liability at a level less than the potential risk.

The risk assessment is intended to assist agencies in determining if a vendor's proposed liability limit complies with the constitutional mandate.

NOTE: This assessment is not for determining appropriate insurance limits. Reach out to BRIM to determine those limits.

Alternative Purchasing Methods

Alternative Purchasing Methods

1. Cooperative Purchasing Request, Justification, and Approval (WV-40)
2. Direct Award Request for Consideration (Agency Delegated) (WV-65A)
3. Direct Award Request for Consideration (Central) (WV-65)
4. Multiple Award Determination (WV-70)
5. Section 9 Exemption Opinion Request Form (WV-68)
6. Section 9 New Exemption Request Form
7. Standardization Request and Notice Form (WV-80)

Cooperative Purchasing Request, Justification, and Approval (WV-40)

WV-40 Revised 4/1/2019

COOPERATIVE PURCHASING REQUEST, JUSTIFICATION AND APPROVAL

In accordance with *West Virginia Code* §5A-3-19, and *Code of State Rules* 148-1-7.8.a, the Director of the West Virginia Department of Administration, Purchasing Division, may permit a spending unit to engage in cooperative purchasing if the legally mandated parameters are met. Please complete the form below to request that the Purchasing Director review the spending unit's request to engage in cooperative purchasing.

Requesting Agency: _____ Cooperative Contract Name/Number: _____
Agency Contact: _____ Contract Purpose: _____
_____ Estimated Contract Spend: _____

Contract Source (Identify the source of the cooperative contract by checking the appropriate box):

Public Cooperative Entity (Ex: NASPO)
List cooperative entity: _____

West Virginia state entity
(Ex: General Services Division)
List state entity: _____

Federal Government (Ex: GSA contract)

State entity other than West Virginia
(Ex: Pennsylvania)
List state entity: _____

Other Public Body
(Ex: City of Charleston)
List public body: _____

Intended Use of Contract (check the box below that applies):

Single (One-Time) Purchase

Join As A Party or Add Spending Unit to Existing Contract (Open End Contract)

Lead or Participate In Solicitation for Cooperative Procurement

Verification Requirements:

Proper Award and Availability: Provide documentation verifying that the proposed contract is valid, available for use, and properly awarded.

Financial Advantage to State: Provide documentation verifying that the contract is financially advantageous to the state and is comparable to what can be obtained through competitive bidding.

Existing State Contracts Comparison: In the space provided below, please identify any existing contracts the agency is required to utilize that provide the same or similar service as the proposed contract identified above. If no known contracts fulfill the same or similar purpose, list NONE on line 1 below.

1. _____


Agency Representative: _____ Purchasing Division Representative _____
Submitted by: _____ Approved by: _____
Signature: _____ Signature: _____
Date: _____ Date: _____

When submitting the WV-40 provide the following information:

- Contract number and a copy of the contract.
- Identify the source of the cooperative contract.
- How does the Agency intend to use the contract
- Documentation showing the contract is valid and was properly awarded
- How is a cooperative contract financially advantageous to the state and why it cannot be obtained by competitive bidding

Direct Award Request for Consideration (WV-65 / WV-65A)

WV-65
Revised
06/08/2018


West Virginia Purchasing Division
DIRECT AWARD POSTING:
Agency Request and Public Notice Form

Public Notice Instructions

Statutory Authority: Pursuant to West Virginia Code § 17-2-2, the West Virginia Purchasing Division may award, a contract directly to a vendor. Those requirements include providing the following information along with providing certain information to the Purchasing Division:

Agency Request: The agency identified below to the vendor identified below to provide the contract, and any additional documentation has been provided to the Purchasing Division.

Vendor Interest: Any vendor interested and their interest known, prior to the deadline published in the West Virginia Purchasing Division Buyer Identified as the app, to be valid by the Purchasing Division, this Direct Award Request for Consideration Form.

Direct Award Information

Agency / Department: _____
Procurement Officer: _____
Date of Request: _____

1. Provide description of commodity or service to be purchased. If requesting software as a sole source, indicate Yes or No.

2. Justification showing that the direct award is in the best interest of the State of West Virginia.

3. Basis for Direct Award: Please select one of the following and provide details and documentation sufficient to confirm the basis:

Competition is not available from any other source: (If this item is selected answer the question below)

A. The agency attempted to identify other sources by: _____

No other source would be willing or able to replace the existing source without a detrimental effect on the spending unit (Please describe the detrimental effect in detail): _____

4. Other Information Required for Direct Award Posting:

A. A time-period by which delivery must be made or performance must occur: _____

B. The price that will be paid for the commodity or service (include vendor quote): _____

C. Any limitations that a competing vendor would need to satisfy: _____

Agency Procurement Officer Signature: _____ Date: _____

For Purchasing Division's Use Only

Request to Advertise Direct Award Denied
 Request to Advertise Direct Award Approved

Purchasing Director / Designee Signature: _____ Date: _____

Tips for completing the WV-65(A)

- Make sure all the words can be seen in the text box. If you get the little black plus sign, then write “See attached” and create a word document with the information. Be sure to reference the section of the form.

C. Any limitations that a competing vendor would need to satisfy:

Needs to provide maintenance to out current software
Needs to have a contract in place by September 30, 2023
Needs to perform inspections in adherence to NIST Handbook 133-Supplement 4, NIST Handbook 44 and NCIWM Publication 10 in a state government environment



- For section 3A: Agency attempted to identify other sources by - Internet only is not enough information.
- Do not forget to sign and date the form.
- If at the Agency level, remember, Direct Award Determinations are advertised for 10 working days.

Multiple Award Determination (WV-70)

- Request for approval from the Purchasing Division to award the contract to multiple vendors
- Multiple award is not allowed at the Agency level. Must go through WV Purchasing.
- Form must be completed in its entirety and submitted to be reviewed by the WV Purchasing Division. Must get approval prior to creating solicitation.
- Specifications must have Multiple Award language in the contract award section.
- Basis for award must be included in the specifications (i.e., Region, Location, Type). Must match how it is listed on the WV-70.
- Do not forget to sign the form.

WV-70
Approved / Revised 08/01/15

State of West Virginia
Purchasing Division

MULTIPLE AWARD DETERMINATION

West Virginia Code § 5A-3-11c and West Virginia Code § 5A-3-11d. The Purchasing Division ("Director") determines in writing the state by considering a number of factors listed below. Provide written justification when requesting an award. Required written determination and justification.

The person signing below hereby finds that an award would be insufficient and recommends to the Director the following factors:

Factors: In making this recommendation that an award would be insufficient, the undersigned considered the following explanations:

1. The quality, availability, and reliability of the goods or services to the particular use required;
Explanation: _____
2. The ability, capacity, and skill of the bidder;
Explanation: _____
3. The sufficiency of the bidder's financial resources;
Explanation: _____

Explanation: _____

6. The need for flexibility in evaluating new products on a large scale before becoming contractually committed for all use;
Explanation: _____

7. Any other relevant factors;
Explanation: _____

Selection Method: Please describe the recommended selection method among multiple vendors. Examples include, but are not limited to: selection based on rank order, selection based on location of need, etc.

Award To Multiple Bidders Is Recommended By:
Agency Name: _____ Date: _____
Signature: _____ Title of Person Signing: _____

Pursuant to W. Va. Code § 5A-3-11c and W. Va. CSR § 148-1-7.10, the Director:

(Approved) has determined, based on the information provided above, that a single award of the solicitation identified above to an individual bidder would be insufficient and that an award to multiple bidders is warranted. The Director also finds that the basis for the selection among multiple contracts at the time of purchase is the most practical and economical alternative and is in the best interests of the state.

(Denied) has determined that the request to award to multiple bidders is not warranted at this time.

West Virginia Department of Administration
Purchasing Division

Director: _____
Date: _____

WV-70 Multiple Award Determination
Created 03/20/13

Miscellaneous

Miscellaneous

1. Disclosure of Interested Parties to Contracts
2. Vendor Non-Performance Notification Form (WV-82)
3. Vendor Non-Performance/Contract Breach Demand Letter Template (WV-82A)

Disclosure of Interested Parties

W.Va. Code §6D-1-2 – An agency may not allow a vendor to perform work on a contract(s) that have an actual or estimated value of **\$1 MILLION** or more until the vendor completes the disclosure of interested parties. Agency is responsible for submitting to Ethics.

Business Entity: entity recognized by law through which business is conducted.

Interested Party(ies): Vendor performing work or service per the applicable contract. This includes subcontractors.

State Agency: I.E., board, commission, office, department, agency, and publicly funded institutions.

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts
(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: _____ Address: _____

Name of Authorized Agent: _____ Address: _____

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract
 Check here if none, otherwise list entity/individual names below.
2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)
 Check here if none, otherwise list entity/individual names below.
3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)
 Check here if none, otherwise list entity/individual names below.

Signature: _____ Date Signed: _____

Notary Verification

State of _____, County of _____:

I, _____, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this _____ day of _____, _____.

Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____

Vendor Non-Performance Notification (WV-82/ WV-82A)

WV-82: Formal notification from the Agency to *contract holders/vendors* of related and general performance issues. This form is to memorialize any agreed to resolutions.

WV-82A: Template for a Notice of Breach and Opportunity to Cure.

NOTE: The memo and form is for the Agency to send to the vendor. The Agency is to contact WV Purchasing when issues are not resolved with the Vendor.

VENDOR NON-PERFORMANCE NOTIFICATION FORM
Rev. 4/5/2022
WV-82

PO No. _____
Procurement Folder No. _____

The purpose of this form is to formalize the notification from West Virginia state agencies to contract holders/vendors of contract-related and general performance issues and to memorialize any agreed to resolution.

PART I:
REPORTING DEPARTMENT/AGENCY INFORMATION

REPORTING DEPARTMENT/AGENCY NAME: _____
NAME OF CONTRACT ADMINISTRATOR/AGENCY CONTACT: _____
TELEPHONE NUMBER: _____

March 7, 2022

[Recipient Address]

Re: Notice of Breach and Opportunity to Cure
Contract # [insert number] for [insert commodity/service description]

[Recipient Name],

Please consider this letter as notice that [insert company name] is in breach of its contractual obligations under the above identified contract. More specifically, [insert company name] failed to [insert contractual failure] as required by section [insert section of contract breached] of the contract.

This failure must be remedied by [insert the desired remedy] no later than [insert drop dead date for cure/contract time period for cure] or the State will be forced to pursue all available remedies, including but not limited to, contract cancellation, breach of contract suit, vendor suspension, and vendor debarment. Should you have any questions regarding this matter, please contact [insert contact name and phone number/address/email].

Respectfully,

[insert sender information]

COMPLAINT DESCRIPTION:

CONTRACT CLAUSE(S)/PROVISION:

Resources

(Forms, Documents, and More)

Resources (Forms, Documents, etc.)

1. [A Guide to wvOASIS Document Submission](#)
2. [Agency Process Checklists](#)
3. [Change Orders Reference Guide](#)
4. [Insurance Guidance Document for Purchasing](#)
5. [Newsletter \(The Buyers Network\)](#)
6. [Procedures Handbook](#)
7. [Specification Drafting Tips](#)
8. [Welcome Packet](#)

Guides and Checklists

Guide to wvOASIS Document Submissions:

- Solicitation Requests (i.e., CRQS/CRQM)
- Change Order
- Addendums
- Central Delivery Order (CDO)
- Other Helpful Information

Agency Process Checklists:

- Request For Quotes (RFQ)
- Change Orders (CO)
- Direct Award
- Central Delivery Order (CDO)
- Emergency Purchase
- EOIs (under 250K / over 250K)
- Request For Proposals (RFP)

DOCUMENTS REQUIRED FROM AGENCY FOR A REQUEST FOR QUOTATION

Request for Quotation: A preferred purchasing method, containing the specifications or scope of work and all contractual terms and conditions, which is used to solicit written bids. Conformity to specifications and price are the only factors used in the evaluation process.

The information below is a checklist of agency responsibilities in processing a Request for Quotation (RFQ). Please note that while this information is accurate in most cases, there may be occasion where additional information may be needed or required.

V	
	Solicitation
	Agency submits Electronic Requisition with maximum budget amount and master terms and conditions
	Specifications and Suggested Vendor List for at least three vendors with name, address, and email (Enter in wvOASIS under Vendor Tab or in Free Form Vendors, if not registered)
	Pre-approvals , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Capitol Building Commission, Surplus Property, Statewide Interoperability Executive Committee)
	Bid Process
	Addendums , if applicable. (Information prepared by Agency for processing by Purchasing Division)
	Mandatory Pre-bid Attendee List , if applicable
	Award Process
	Signed Agency Recommendation for Award (with disqualifications and those meeting requirements). Letter should state the lowest responsible vendor and that it meets specifications and those meeting requirements)
	Second Chief Technology Officer/IS&C approval , if applicable
	Verification of 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, including 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)
	Certification of Non-Conflict of Interest (signed by Agency Procurement Officer and other appropriate staff)
	AIA Documents (for construction)
	WV-96 Agreement Addendum (or WV-96A for Software) signed by vendor and agency, if applicable
	Purchasing Division obtains bonds and insurance , if applicable

*Maximum budget amount and described in West Virginia Code §5A-3-11a and Code of State Rules 148-1-7.10.

Revised July 1, 2022

DOCUMENTS REQUIRED FROM AGENCY FOR A REQUEST FOR QUOTATION

Request for Quotation: A preferred purchasing method, containing the specifications or scope of work and all contractual terms and conditions, which is used to solicit written bids. Conformity to specifications and price are the only factors used in the evaluation process.

The information below is a checklist of agency responsibilities in processing a Request for Quotation (RFQ). Please note that while this information is accurate in most cases, there may be occasion where additional information may be needed or required.

CHECKLIST FOR RFQ

V	DESCRIPTION
	Solicitation
	Agency submits Electronic Requisition with maximum budget amount and master terms and conditions
	Specifications and Suggested Vendor List for at least three vendors with name, address, and email (Enter in wvOASIS under Vendor Tab or in Free Form Vendors, if not registered)
	Pre-approvals , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Capitol Building Commission, Surplus Property, Statewide Interoperability Executive Committee)
	Bid Process
	Addendums , if applicable. (Information prepared by Agency for processing by Purchasing Division)
	Mandatory Pre-bid Attendee List , if applicable
	Award Process
	Signed Agency Recommendation for Award (with disqualifications and those meeting requirements). Letter should state the lowest responsible vendor and that it meets specifications and those meeting requirements)
	Second Chief Technology Officer/IS&C approval , if applicable
	Verification of 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, including 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)
	Certification of Non-Conflict of Interest (signed by Agency Procurement Officer and other appropriate staff)
	AIA Documents (for construction)
	WV-96 Agreement Addendum (or WV-96A for Software) signed by vendor and agency, if applicable
	Purchasing Division obtains bonds and insurance , if applicable

*Maximum budget amounts must be reflected on the Electronic Requisition to allow for price negotiations as authorized and described in West Virginia Code §5A-3-11a and Code of State Rules 148-1-7.10.

Revised July 1, 2022

Guides and Checklists

Change Order Guides and Standard Language:

Instructional Guide

Standard Language - Change Orders

- Renewals
- Renewals w/ Increase
- Renewals w/ Decrease
- Notice to Proceed
- Construction Extension of Time (increase /decrease)

Standard Language - Cancellations

- Entire Contract/Purchase Order
- Partial Cancellation

Standard Language - Administrative Changes

- Name Change
- Address Change
- Closeout / Rescinding of Unused Funds

Don't reinvent the wheel



Roll it down a different street

Insurance Guidance Document

Insurer Rating

Occurrence v. Claims Made Insurance Coverage

Coverage Term

Cancellation

Deductibles

Types of coverage requirements

- Commercial General Liability (CGL)
- Automobile Liability
- Workers Compensation / Employer's Liability
- Cyber Liability
- Builder's Risk / Installation Floater
- Professional Liability / Malpractice / Errors & Omissions
- Commercial Crime & Third-Party Fidelity
- Pollution Liability
- Aircraft Liability

ACORD		CERTIFICATE OF LIABILITY INSURANCE		1 DATE (MM/DD/YYYY)	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER West Virginia Board of Risk & Insurance Management 1124 Smith Street Suite 4300 Charleston, WV 25301		POLICY POLICY NO. 706-2646 POLICY UNDERWRITING@WV.GOV		POLICY POLICY NO. 588-0004 POLICY UNDERWRITING@WV.GOV	
INSURED SPECIMEN		INSURER A: National Union Fire Co of Pittsburgh PA 19445		INSURER B: INSURER C: INSURER D: INSURER E:	
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDSORSEMENTS.					
NO	TYPE OF INSURANCE	ISS. DATE	POLICY NUMBER	PERIOD	LIMITS
A	COMMERCIAL GENERAL LIABILITY		SPECIMEN	07/01/2017 07/01/2018	EACH OCCURRENCE BODILY INJURY/PROPERTY DAMAGE MED EXP (Per person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS-COMPLAINTS
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				\$1,000,000 \$500,000 \$0 \$ INCLUDED \$ NONE \$ NONE
	<input checked="" type="checkbox"/> WRONGFUL ACT		6	7	
	<input checked="" type="checkbox"/> PROFESSIONAL		5		
	EXCL. AGGREGATE: HWY IMPER PERM				
	POLICY <input type="checkbox"/> RES <input type="checkbox"/> LOC				
	OTHER				
A	AUTOMOBILE LIABILITY		SPECIMEN	07/01/2017 07/01/2018	COMBINED SINGLE LIMIT OF ACCIDENT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE PER ACCIDENT
	ANY AUTO				\$1,200,000
	<input checked="" type="checkbox"/> GENERAL AUTOS ONLY	<input checked="" type="checkbox"/> BICYCLES	6	7	\$
	<input checked="" type="checkbox"/> AUTOS ONLY	<input checked="" type="checkbox"/> RECREATIONAL AUTOS ONLY			\$
	UMBRELLA LIMB	<input type="checkbox"/> OCCUR	5		\$
	EXCESS LIMB	<input type="checkbox"/> CLAIMS MADE	6	7	\$
	EXCL. AGGREGATE				\$
	EXCL. AGGREGATE				\$
A	WORKERS COMPENSATION		SPECIMEN	07/01/2017 07/01/2018	STATE
	ANY EMPLOYEE OR NONEMPLOYEE	Y/N	6	7	\$
	EMPLOYEE ONLY	N/A	5		\$1,000,000
	EMPLOYEE ONLY - EMPLOYERS BENEFIT				\$1,000,000
	EMPLOYEE ONLY - EMPLOYERS BENEFIT		5		\$1,000,000
	STOP GAP		6	7	\$
			5		\$
DESCRIPTION OF OPERATION(S) / LOCATION(S) / VEHICLES (ACCORD 91, Additional Remarks Schedule, may be attached if more space is required)					
SPECIMEN					
CERTIFICATE HOLDER		CANCELLATION			
SPECIMEN		11			
		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
		12 AUTHORIZED REPRESENTATIVE M. Drake			
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Links, and Tips

Newsletter – The Buyers Network

WV Purchasing Handbook

Welcome Packet

- Resources, tools, and other information for new procurement officers completing day-to-day tasks.

Specification Drafting Tips

- Draft specs for the appropriate procurement method
- Clearly describe desired commodity or service
- Ensure critical contract terms included
- Ensure specs have incorporated changes from prior solicitations
- Price evaluation
- Eliminate “with the bid” requirements
- General drafting best practices
- Proper requisition types

Step-by-Step Procurement Guide

Revised 7/1/2022



West Virginia Purchasing Division

West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
WVPurchasing.gov
(304) 558-2306

A Message to All Designated Procurement Officers:

West Virginia
Pur
2019
Cha

You are receiving this email because you serve as a procurement contact for your agency, as designated by your agency head. In this role, you play a critical part in obtaining the goods and services needed to help your agency perform its mission. If you are new to West Virginia state procurement, I am pleased to welcome you. If you are not new to the public procurement field, I hope you still find value in the information provided as part of this packet.

Tel
In-State Toll-F

The goal of this packet was to compile and make available in one location resources, tools, and other procurement information designed to assist agency procurement officers in completing their day-to-day jobs. This packet includes quick reference links (we encourage you to bookmark these in your browser), a procurement guide that highlights the steps required once an agency identifies

Request for Proposal (RFP) Packet

RFP Packet

1. RFP Agency Approval Request (WV-110)
2. RFP Evaluation Committee Designation Form (WV-111)
3. RFP Recommendation for Award Memorandum (WV-113)
4. RFP Technical Evaluation Committee Scoring Memorandum (WV-112)
5. RFP Technical Scoring Spreadsheet

Approvals, Committee, Evaluation, Scoring, and Award

WV-110 RFP Agency Approval Request

Per *§5A-3-10b and WV CSR §148-1-7.7*, a state agency may request, and the director of WV Purchasing may approve, the use of an RFP, provided certain requirements are met and have been incorporated into the request form.

WV-111 RFP Evaluation Committee Designation

Agency must list evaluators and advisors prior to the release of the RFP. Must provide a minimum of 3 but no more than 5 evaluators. Agency Procurement Officer must be an evaluator.

WV-112 RFP Technical Evaluation Committee Scoring Memo

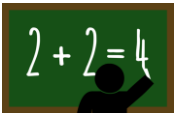
Memo stating that the Evaluation Committee has completed technical and has reached a consensus. List vendors in order from highest score XX/70. Then an explanation of vendors that failed to meet the minimum score and any disqualified vendors for missing mandatories.

WV-113 RFP Recommendation for Award Memo

List vendors with the highest score; then list vendors that were disqualified for failure to attain minimum acceptable score and vendors that missed mandatories. **Show the math!**

RFP Technical Scoring Spreadsheet

Template to help the Agency with the evaluation process.



Approvals, Committee, Evaluation, Scoring, and Award

NV-110
Revised
07/01/2019



West Virginia Purchasing Division

REQUEST FOR PROPOSAL: Agency Approval Request

Instructions

Statutory Authority: Pursuant to W. Va. Code §5A-3-10b, and W. Va. CSR §148-1-7.7, a state agency may request, and the Director of the Purchasing Division may approve, the use of a request for proposal provided that certain requirements are met. Those requirements have been incorporated into this request form.

Agency Request: By submitting this form, the agency identified below is requesting that the Purchasing Division grant permission to utilize the request for proposal method of procurement. The requesting agency must completely fill out the form and include any additional documentation that supports its request when submitting this form.

Requestor Information

- Agency / Department: _____
- Procurement Officer: _____
- Date of Request: _____

General Information

- Description of service being sought with RFP:

- Estimated Budget (Spend through contract established by RFP):

- Solicitations utilized to procure this service in the Past:

	Date of Procurement	Procurement Folder Number	Type of Procurement (RFO, RFP, Direct Award, Etc.)
1.			
2.			
3.			

NV-111
Revised
07/01/2019



West Virginia Purchasing Division

REQUEST FOR PROPOSAL: Evaluation Committee Designation Form

Instructions:

Form Submission: The agency must list each evaluator and advisor on this form along with any additional information requested prior to the release of the request for proposal.

Evaluators: The Purchasing Division requires a committee of at least three and recommends no more than five evaluators be included on an RFP evaluation committee charged with evaluating proposals submitted in response to the RFP identified below. The agency procurement officer must be one of the evaluators. All evaluators have a vote in proposal scoring. A non-state employee shall not serve as voting member of the evaluation committee.

Advisors: The agency may also invite individuals to serve as advisors who are subject matter experts, knowledgeable in the area of discussion. The advisors may assist the evaluators in understanding the proposals, but are not permitted to vote in proposal scoring.

General Information

Agency / Department: _____ Procurement Officer: _____
Date of Form Submission: _____ Solicitation No. (if known): _____

Description of service being sought with RFP:

Evaluation Committee Members

Name	Committee Role	Employer	Position Title
1. _____	Procurement Officer Committee Co-Chair	_____	_____*
2. _____	Voting Member Co-Chair (if desired)	_____	_____*
3. _____	Voting Member	_____	_____
4. _____	Voting Member	_____	_____**
5. _____	Voting Member	_____	_____**

* The Procurement Officer must be either the Chair or Co-Chair of the evaluation committee.
** Committee members 4 and 5 are optional. The Purchasing Division only requires 3.

NV-112
Revised
07/01/2019

TECHNICAL EVALUATION COMMITTEE SCORING MEMORANDUM

DATE: [insert date]
TO: [insert designated buyer], [insert buyer's title]
West Virginia Purchasing Division
FROM: [must be from Evaluation Committee Chairperson]
[insert State Agency name]
SUBJECT: Technical Evaluation of [insert procurement folder and RFP number]

The Evaluation Committee has completed the technical evaluation for the proposal received for the above referenced CRFP and has reached a consensus decision on the technical scoring of the proposal.

The proposals received the following technical scores out of 70 possible points:

1. [insert first vendor name] XX/70
2. [insert second vendor name] XX/70

A more detailed explanation of the technical score is attached. The following vendors failed to meet the minimum acceptable score.

3. [insert second vendor name] XX/70
4. [insert second vendor name] XX/70

The following proposals were disqualified for failing to meet one or more mandatory requirements as more fully detailed below.

5. [insert first vendor name disqualified for failing to meet mandatory requirements]
[insert mandatory requirement vendor failed to meet with a reference to the specification number and location in the vendor's proposal]
- [insert mandatory requirement vendor failed to meet with a reference to the specification number and location in the vendor's proposal]
6. [insert second vendor name disqualified for failing to meet mandatory requirements]

Approvals, Committee, Evaluation, Scoring, and Award

NV-112
Revised
07/01/2019

TECHNICAL EVALUATION COMMITTEE SCORING MEMORANDUM

DATE: [insert date]
 TO: [insert designated buyer], [insert buyer's title]
 West Virginia Purchasing Division
 FROM: [must be from Evaluation Committee Chairperson]
 [insert State Agency name]
 SUBJECT: Technical Evaluation of [insert procurement folder and RFP number]

The Evaluation Committee has completed the technical evaluation for the proposal received for the above referenced CRFP and has reached a consensus decision on the technical scoring of the proposal.

The proposals received the following technical scores out of 70 possible points:

- [insert first vendor name] **XX**/70
- [insert second vendor name] **XX**/70

A more detailed explanation of the technical score is attached. The following vendors failed to meet the minimum acceptable score.

- [insert second vendor name] **XX**/70
- [insert second vendor name] **XX**/70

The following proposals were disqualified for failing to meet one or more mandatory requirements as more fully detailed below.

- [insert first vendor name disqualified for failing to meet mandatory requirements]

[insert mandatory requirement vendor failed to meet with a reference to the specification number and location in the vendor's proposal.

[insert mandatory requirement vendor failed to meet with a reference to the specification number and location in the vendor's proposal.

- [insert second vendor name disqualified for failing to meet mandatory requirements]

NV-113
Revised
11/01/2022

MEMORANDUM

DATE: [insert date]
 TO: [insert designated buyer], [insert buyer's title]
 West Virginia Purchasing Division
 FROM: [must be from Evaluation Committee Chairperson]
 [insert State Agency name]
 SUBJECT: Technical and Cost Scoring of [insert procurement folder and RFP number]
 Recommendation for Award

By our signature below, the undersigned, have reached a consensus decision regarding the Request for Proposal in the above referenced solicitation. The total points allowed for the technical review and cost review are 100 and the result of our decision is as follows:

[List Vendor # 1 Name - TOTAL SCORE - **99 38**
 [List Vendor # 2 Name - TOTAL SCORE - **97**

The following vendors were disqualified:

- [List Vendor #3 Name - Failure to attain the minimum acceptable score as detailed in the technical evaluation.
- [List Vendor #4 Name - Failure to attain the minimum acceptable score as detailed in the technical evaluation.
- [List Vendor #5 Name - Failure to meet one or more mandatory requirement as detailed in the technical evaluation.
- [List Vendor #6 Name - Failure to meet one or more mandatory requirement as detailed in the technical evaluation.

The justification/explanation for the technical and cost evaluation is attached for the above referenced vendors. We recommend the award be made to [List name of vendor with highest total score].

Insert Vendor # 1 Name A1:F11			
Insert CRFP Number			
Section 4.2.1. Approach and Methodology to Goals and Objectives - (insert total points possible) Points			
RFP Section #	Points Deducted	Point Reduction Justification	Location in Vendor Proposal, if applicable (page, section, etc.)
[insert section # of first point deduction]		(Example: Vendor's proposed approach of monitoring widget production through remote cameras was deficient in that it failed to also include supplemental in person monitoring as desired.	
[insert section # of first point deduction]		(Example: Vendor's proposal was inferior to ABC Corp's proposal because it only provided for 3 remote camera's instead of the 6 proposed by ABC Corp.)	
Vendor Total Score for Section 4.2.1 - (insert total points after deductions) Points			
Section 4.2.2. Approach & Methodology to Compliance with Mandatory Project Requirements - (insert total points possible) Points			
RFP Section #	Points Deducted	Point Reduction Justification	Vendor Proposal Location (if applicable)
[insert section # of first point deduction]		(Example: Vendor's proposed method of real time access to road runner data for one user met the mandatory requirements of providing access but was less desirable than ABC Corp's provision of real time access for unlimited users.	
[insert section # of first point deduction]		(Example: Vendor's security protocols for road runner data security met the mandatory requirements for data security, but were less desirable than Acme Corp's coyote hackproof security)	
Vendor Total Score for Section 4.2.2 - (insert total points after deductions) Points			

Surplus / Inventory Management

Surplus/Inventory Management

1. Application for Eligibility (Public Agencies and Non-Profit Organizations) (WV-107A)
2. Asset Management Certification Cover Sheet (WV-102)
3. Asset Management Coordinator Designation (WV-101)
4. Cannibalization Asset Request (WV-105)
5. Fixed Asset Reconciliation Approval Statement (WV-100)
6. Surplus Property Retirement Form (WV-103)
7. Surplus Property Retirement Form (For Non-State Agencies) (WV-103N)
8. Vehicle Inventory Certification Cover Sheet (WV-104)

Per WV Code §5A-3-34, the Purchasing Division has authority over inventories and property. §5A-3-35 says heads of spending units of state agencies need to submit a list of real and personal property, equipment, supplies and commodities in its possession. Inventory will be kept on file at the WV Purchasing Division as public record.

- **Application for Eligibility (WV-107A)**

To receive Federal (41 CFR 101-44-207) or State (W.Va. Code §5A-D) Surplus Property.

- **Asset Management Certification Coversheet (WV-102)**

Per WV Code §5A-3-35, agencies are required to certify their inventory and submit it annually to the Purchasing Director by July 15th.

- **Asset Management Coordinator Designation Form (WV-101)**

Per WV Code §5A-3-34, agencies must designate at least one individual to serve as the asset coordinator.

- **Cannibalization Asset Request Form (WV-105)**

For use when retiring equipment by cannibalizing for use of component parts.



- **Fixed Asset Reconciliation Approval Statement (WV-100)**

Form used to convert fixed asset from WVFIMS to wvOASIS. It was also used to certify that items listed were deemed lost and approved for removal from agency's inventory.

- **Surplus Property Retirement Form (WV-103 and WV-103N)**

For retiring equipment that cost \$1,000.00 or more and not listed in wvOASIS Fixed Assets Module. For non-state agencies use this to request WVSASP dispose of asset.

- **Vehicle Inventory Certification Cover Sheet (WV-104)**

Agencies must certify their vehicle inventory and submit annually by July 15th to Purchasing.

The image shows three overlapping forms from the West Virginia State Agency for Surplus Property. The top form is the 'APPLICATION FOR ELIGIBILITY' (WV-100), which includes sections for legal name, applicant status, type of purpose, and source of funds. The middle form is the 'Asset Management' (WV-103) form, which includes sections for agency name, state level, and asset coordinator information. The bottom form is the 'Asset Management Coordinator Designation Form' (WV-104), which includes sections for the designated coordinator's name, title, and agency information. The forms are partially overlapping, with the WV-104 form being the most prominent in the foreground.

Templates

Templates

1. [Catalog Discount RFQ](#)
2. [Construction Specifications](#)
3. [Construction Specification without AIA Documents](#)
4. [Elevator Maintenance](#)
5. [Expression of Interest \(for Architectural and Engineering services\)](#)
6. [HVAC Maintenance](#)
7. [One-Time Purchase RFQ](#)
8. [Open-End RFQ](#)
9. [Request for Information \(RFI\)](#)
10. [Request for Proposal \(RFP\)](#)
11. [Services RFQ](#)
12. [Software Maintenance and Support Specification](#)
13. [Standardization \(RFI\)](#)

There are several specification templates that have been prepared to assist the agency in streamlining the procurement process. An agency can modify it to fit their specific needs.

1. Catalog Discount RFQ
2. Construction Specifications
3. Construction Specifications without AIA Documents
4. Elevator Maintenance
5. Expression of Interest (EOI) for Architectural / Engineering services
6. HVAC Maintenance
7. One-Time Purchase RFQ
8. Open-End RFQ
9. Request for Information (RFI)
10. Request for Proposal (RFP)
11. Services RFQ
12. Software Maintenance and Support Specifications
13. Standardization (RFI)

REQUEST FOR QUOTATION
[RFQ Number] Elevator Maintenance

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of [insert agency name] to establish an open-end contract for Elevator Maintenance. In accordance with W. Va. Code § 5-22-11(a)(5), total payments under this contract will not exceed \$500,000. This includes all payments under the initial contract term, any renewal terms, all delivery orders, and any change orders.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Elevator Maintenance”** means Preventive Maintenance and Corrective Maintenance services provided by Vendor under this Contract.
 - 2.2 **“Preventive Maintenance”** means activities that have been specifically identified on Exhibit A. Preventive maintenance is intended to include regularly scheduled activities that are known and anticipated in advance rather than one-time repairs.
 - 2.3 **“Corrective Maintenance”** includes all work not identified as Preventive Maintenance on Exhibit A. Corrective Maintenance is intended to cover work performed on an as-needed basis to identify and correct a malfunction or failure in an Elevator system, and testing to ensure that equipment is in proper working order after the repair.
 - 2.4 **“Pricing Pages”** means the schedule of prices, estimated quantity, and totals attached hereto as Exhibit C.
 - 2.5 **“RFQ”** means the official RFQ published by the Purchasing Division and identified as [insert RFQ no.].
3. **PERFORMANCE REQUIREMENTS:** Vendor shall provide Agency with Elevator Maintenance on an open-end and continuing basis as outlined in this Contract.
 - 3.1 **Elevator Maintenance (Preventive and Corrective)**
 - 3.1.1 Vendor shall provide Elevator Maintenance in accordance with manufacturer’s recommendations and specifications, as well as industry best practices, at all facilities listed on Exhibit B attached hereto and incorporated herein by reference.

Terms and Conditions

Terms and Conditions

1. [Agreement Addendum \(WV-96\)](#)
2. [Agency Master Terms and Conditions \(Instructions\)](#)
3. [Business Associate Addendum \(BAA\)](#)
4. [Federal Funds Contract Clause Addendum Form](#)
5. [Order of Precedent and Additional Terms Agreement](#)
6. [Purchasing Master Terms and Conditions \(Central\) \(Instructions\)](#)
7. [West Virginia Office of Technology SaaS Addendum \(Cloud Addendum\)](#)
8. [Third Party Software Addendum](#)

Agreement Addendum (WV-96)

WV-96
1/1/2019

STATE OF WEST VIRGINIA
ADDENDUM TO VENDOR'S STANDARD CONTRACTUAL FORMS

State Agency, Board, or Commission (the "State"):
Vendor:
Contract/Lease Number ("Contract"):
Commodity/Service:

The State and the Vendor are entering into the Contract identified above. The Vendor desires to incorporate one or more forms it created into the Contract. Vendor's form(s), however, include(s) one or more contractual terms and conditions that the State cannot or will not accept. In consideration for the State's incorporating Vendor's form(s) into the Contract, the Vendor enters into this Addendum which specifically eliminates or alters the legal enforceability of certain terms and conditions contained in Vendor's form(s). Therefore, on addition in this Addendum are

WV-96
1/1/2019

12. STATUTE OF LIMITATIONS - Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.

13. ASSIGNMENT - The Vendor agrees not to assign the Contract to any person or entity without the State's prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.

14. RENEWAL - Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period from term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.

15. INSURANCE - Any provision requiring the State to maintain any type of insurance for either its or the Vendor's benefit is deleted.

16. RIGHT TO REPOSSSESSION NOTICE - Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.

17. DELIVERY - All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.

18. CONFIDENTIALITY - Any provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act ("FOIA") (W. Va. Code §20-1-1, et seq.) and public government laws. This Contract and other public records may be disclosed without notice to the vendor at the State's sole discretion.

Any provisions regarding confidentiality or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.

19. THIRD-PARTY SOFTWARE - If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unmodified, or web-linked terms and conditions presented or required before using such third-party software conflict with any terms in this Addendum that is has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.

20. AMENDMENTS - The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

Notwithstanding the foregoing, this Addendum can only be amended by (1) identifying the alterations to this form by using initials to identify language being added and ~~initials~~ for language being deleted (do not use track-changes) and (2) having the Office of the West Virginia Attorney General's authorized representative expressly agree to and knowingly approve those alterations.

State: _____ Vendor: _____
By: _____ By: _____

When using a WV-96 the PO/contract should go to the AG's Office for approval (as to form).

What is an Agreement Addendum WV-96?

This acts as an order of precedence when a vendor has their terms/conditions with contractual terms and conditions the State cannot or will not accept.

When Do You Use the WV-96?

Anytime a Vendor presents their own terms and conditions or takes exceptions to the state's (i.e., they're the lowest bid meeting specifications, or entering in a direct award).

How Do I Know If A Vendor Has Their Own T/Cs?

When you see the words terms and conditions, payment terms, conditions, agreement addendum, and or service agreement.

How Do You Use The WV-96?

If Agency delegated purchase; complete the information at the top of the form, writing by hand or use the typewriter tool on Adobe Acrobat or Equal. The Vendor MUST sign it first; then the Agency will sign it.

Do not advertise the WV-96 with the solicitation!

General Terms and Conditions (Agency / Purchasing)

When To Use:

- Anytime a solicitation is advertised at the Agency or Purchasing level.
- Anytime an Agency is entering into an agreement (i.e., purchase order, direct award, fixed period, or open-end.)

How To Use:

Before advertising a solicitation, prepare the required fields

- Pre-bid Meeting
- Vendor Question Deadline:
- Bid Submission
- Term Contract
- Quantities
- Licenses/Certifications/Permits
- Insurance
- Liquidated Damages
- Reports
- Additional Terms and Conditions (Construction, Architect and Engineering contracts only)

If preparing terms/conditions for a direct award, start here.

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **MANDATORY** the use of the words Solicitation will result in a contract.

3. **PREBID MEET**

1. A pre-bid meeting

2. **DEFINITIONS:** As used in this Solicitation Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

All Vendors should start time but pri knowing all matters

Revised 8/24/2023 Revised 8/24/2023

Addendums (Federal, BAA, SaaS, 3rd Party)

Federal Funds Contract Clause Addendum

Per 2 CFR § 200.317-200.327 this clause is intended to modify solicitations to make a contract compliant with requirements to expenditure of certain federal funds.

HIPAA Business Associate Addendum (BAA)

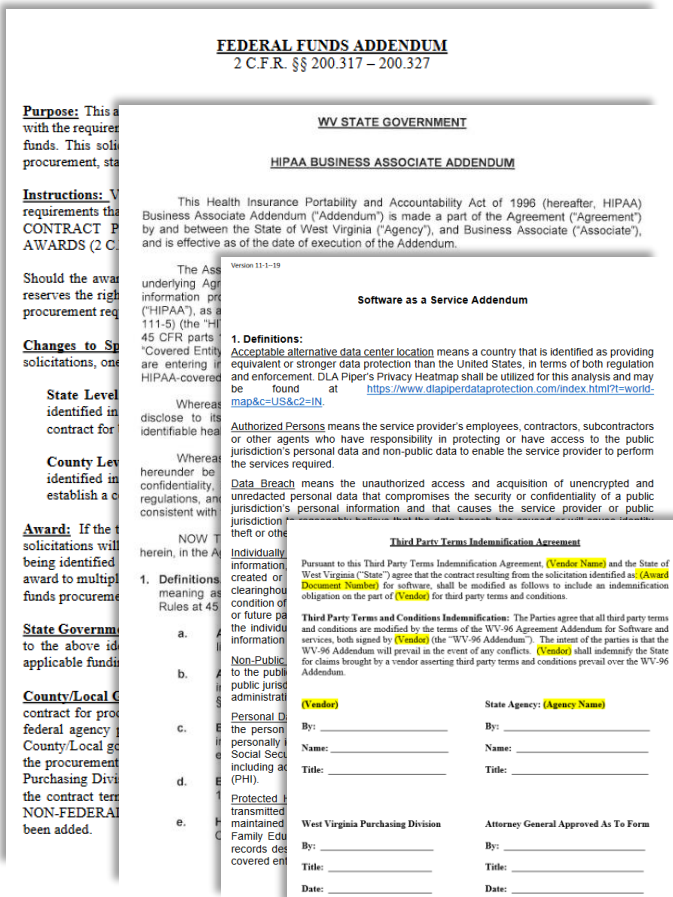
For use when a vendor or their staff may be exposed to records containing to personal health information (PHI) maintained and managed by the State.

Software as a Service Addendum

To be used when the State's data will be sitting on the vendor's servers in the cloud.

Third Party Terms Indemnification Agreement

For use when the vendor is reseller of a software company /manufacturer /developer. This means the Third Party has to agree to the State's terms or the vendor is responsible for them



Order of Precedent and Additional Terms Agreement

Intended to provide an alternative to the standard Agency Delegated terms and conditions on small dollar agency procurements. It is preferred that the Agency still get the Agency Delegated Terms/Conditions signed where possible.

The idea use for this form is on no bid procurements where a purchase is issued, on verbal bid procurements, direct award procurements and emergency purchases.

Do Not Use on the following:

- RFQs for \$20,000 to \$100,000.00.
- Construction Contracts
- EOI Contracts

See instructions on how to use or reach out to your Buyer at WV Purchasing for guidance.

STATE OF WEST VIRGINIA ORDER OF PRECEDENT AND ADDITIONAL TERMS AGREEMENT

THIS ORDER OF PRECEDENT AND ADDITIONAL TERMS AGREEMENT, by and between [] ("Vendor") and the [] ("State") is intended to provide an order of priority for the various documents that comprise the contract resulting from the [] solicitation identified as [], (the "Contract") and to add certain required contract terms to the Contract.

The P

USE INSTRUCTIONS:

1.

STATE OF WEST VIRGINIA ORDER OF PRECEDENT AND ADDITIONAL TERMS AGREEMENT

Purpose: This form is intended to provide an alternative to the standard Agency Delegated Terms and Conditions on small dollar agency procurements in some circumstances. It is preferred that the agency still get the standard Agency Delegated Terms and Conditions signed where possible.

Acceptable Use: This form can be used on no bid procurements where a purchase order is issued, on verbal bid procurements, direct award procurements, and emergency procurements. Please note that this form is not necessary if the agency is completing a no bid procurement without issuing a written purchase order/contract.

2.

This form is not authorized for use on:

- Request for Quotations under delegated written bids (\$20,000 to \$100,000)
- Construction Contracts
- EOI Contracts

Method of Use: If the use restrictions above are met, and the agency has decided to use this form, the form would be completed by the agency and presented to vendor as part of a completed and ready to sign contract document. This would occur after the agency has obtained a quote and vendor terms.

Cautions: This document can expedite contract consummation, but offers the State less protection and more opportunity for legal dispute than the standard Agency Delegated Terms and Conditions. (i.e. insurance is not addressed, nor is licensure, or liquidated damages). Additionally, the document does not include things like price, quantity/scope, term, renewal term, etc. because the assumption is that they are contained in the vendor documents. The agency will need to make sure all necessary contract terms are present in the vendor documents and are acceptable. Finally, the agency will need to determine if additional documents like the Business Associate Addendum or Cloud Addendum are required.

Rev: 1/1

Travel Management

Travel Management

1. Request for Hospitality Service Form (TMO-3)

2. Travel Management Forms

a. Travel Expense Account Settlement

b. Travel Authorization

Hospitality Service / Travel Authorization

Hospitality Services – When an Agency’s spending unit is hosting a meeting, a conference, or an event where meeting spaces is rented and or food and refreshment will be provided, the Agency will need to complete the form and have it with the file.

Travel Authorization – Any Agency’s staff must complete this form for approving travel related requests.

TMO 3 Form – Rev. 06/2011 Agency Ref. # _____

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE


SPENDING UNIT NAME/ORG # _____

CONTACT PERSON _____

TELEPHONE NUMBER _____

FUNCTION SPONSOR _____

LOCATION OF FUNCTION _____



**STATE OF WEST VIRGINIA
TRAVEL AUTHORIZATION**

Original Submitted for payment - Copy 1-Travel Management Office
Copy 2-Spending Unit - Copy 3-Spending Unit

Traveler	_____
Traveler's Title	_____
Department	_____
Division	_____
Section	_____
Contact	_____
Telephone Number	_____

Travel Category

<input type="checkbox"/> Site/Client visit	<input type="checkbox"/> Conference attendance	<input type="checkbox"/> Special mission
<input type="checkbox"/> Informational meeting	<input type="checkbox"/> Training attendance	<input type="checkbox"/> Candidate travel
<input type="checkbox"/> Speech/Presentation	<input type="checkbox"/> Recruiting	<input type="checkbox"/> Relocation
<input type="checkbox"/> Other _____		

Statement of Purpose

Statement of Justification

Request # _____ FY _____

Request Date _____ YR _____

Account Type(s): _____

Account Number(s): _____

General Revenue	_____
Special Revenue	_____
Federal Revenue	_____
Other	_____

DATE	TIME	from	CITY/STATE
		to	

Estimated Costs (Complete all that apply)

	Direct Billed <input type="checkbox"/>	Reimbursed
Transportation		
Commercial Air Carrier <input type="checkbox"/>		
Charter Aircraft		
Rail Service		
Commercial Vehicle Rental <input type="checkbox"/>		
Personal Vehicle _____mi. <input type="checkbox"/>		
Taxi/Ground Transportation		
Other Transportation		
Parking		
Registration		
Lodging \$ _____ per night		<input type="checkbox"/>

Requested By: _____
Traveler Signature & Printed Name

Approved By: _____
Executive Officer Signature & Printed Name

As Required: _____
Travel Management Office Signature & Printed Name



LARRY D. McDONNELL - SENIOR BUYER
304-558-2063
LARRY.D.McDONNELL@WV.GOV

BRANDON L. BARR – BUYER
304-558-2652
BRANDON.L.BARR@WV.GOV

Purchasing.Help@wv.gov
