



State of West Virginia  
Department of Administration • Purchasing Division

# CERTIFICATE OF COMPLETION

This certificate verifies that

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[NAME OF INDIVIDUAL WHO COMPLETED THE COURSE]

an employee of

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[NAME OF DEPARTMENT AND/OR AGENCY]

has successfully viewed the Purchasing Division's ***Best Value Purchasing Evaluation Training*** Online Resource Module available on the Purchasing Division's web site. The individual noted above certifies that s/he understands the requirements of this module as prescribed by ***West Virginia Code*** §5A-3, the ***Code of State Rules*** 148 CSR 1, and the Purchasing Division Procedures Handbook.

Verified by Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

*This training serves as the required RFP evaluation training, which should be completed within one year of commencing any RFP evaluation. Additionally, for candidates seeking the state's procurement certification (West Virginia Procurement: Basic or Advanced Certification), this training serves as .5 credit hours toward the course requirements. A copy of this certificate must be submitted to the Purchasing Division for record. It may be emailed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov) or faxed to (304) 558-6026. For questions regarding this module, contact Samantha Knapp at (304) 558-7022.*