



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-02-2024

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0313 0313 DEP2300000005 3	Procurement Folder:	1101264
Document Name:	DEP Employee Physical Examinations	Reason for Modification:	Change Order 02 To Renew Contract
Document Description:	DEP Employee Physical Examinations		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000202910	Requestor Name:	Jessica S Chambers
UNIV FAMILY MEDICINE		Requestor Phone:	304-926-0499
1600 MEDICAL CENTER DR STE 1500		Requestor Email:	jessica.s.chambers@wv.gov
HUNTINGTON	WV 25701		
US			
Vendor Contact Phone:	304-691-1284		
Extension:			
Discount Details:			
Discount Allowed	Discount Percentage	Discount Days	
#1 No	0.0000	0	
#2 No			
#3 No			
#4 No			

2025
 FILE LOCATION _____

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS	VARIOUS AGENCY LOCATIONS
AS INDICATED BY ORDER	AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

10-7-24 66

Purchasing Division's File Copy

Total Order Amount:	Open E
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JH 10.3.24
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Mindy Oest 10/3/2024*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Cathy Per 10-8-24*
 ELECTRONIC SIGNATURE ON FILE

10/8/2024

Extended Description:

Change Order

Change Order No 2 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract including authorized change orders.

Effective Date of Renewal : 11/01/2024 through 10/31/2025

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111717			EA	104.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: PHYSICAL EXAMINATION OF EMPLOYEE

Extended Description:

PHYSICAL EXAMINATION OF EMPLOYEE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111717			EA	27.900000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: VISUAL ACUITY

Extended Description:

VISUAL ACUITY

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80111717			EA	38.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: AUDIOGRAM

Extended Description:

AUDIOGRAM

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80111717			EA	49.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: PULMONARY FUNCTION

Extended Description:

PULMONARY FUNCTION

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80111717			EA	66.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: ELECTROCARDIOGRAM (EKG)

Extended Description:
ELECTROCARDIOGRAM (EKG)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80111717			EA	11.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: URINALYSIS

Extended Description:
URINALYSIS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80111717			EA	11.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: CBC

Extended Description:
CBC

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80111717			EA	13.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: COMPREHENSIVE METABOLIC PANEL

Extended Description:
COMPREHENSIVE METABOLIC PANEL

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80111717			EA	25.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: LIPID PANEL

Extended Description:
LIPID PANEL

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80111717			EA	11.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: HEPATIC FUNCTION PANEL

Extended Description:
HEPATIC FUNCTION PANEL

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80111717			EA	135.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: CHEST X-RAY (B READER)

Extended Description:
CHEST X-RAY (B READER)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80111717			EA	495.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: EKG STRESS TEST

Extended Description:
EKG STRESS TEST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80111717			EA	82.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: HEAVY METAL PROFILE

Extended Description:
HEAVY METAL PROFILE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80111717			EA	33.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: HEPATITIS A TITER

Extended Description:
HEPATITIS A TITER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	80111717			EA	27.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: HEPATITIS B TITER

Extended Description:
HEPATITIS B TITER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	80111717			EA	165.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: HEPATITIS A BOOSTER

Extended Description:
HEPATITIS A BOOSTER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80111717			EA	73.000000
	Service From	Service To		Service Contract Amount	0.00

Commodity Line Description: HEPATITIS B BOOSTER

Extended Description:
HEPATITIS B BOOSTER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80111717			EA	44.000000
	Service From	Service To		Service Contract Amount	0.00

Commodity Line Description: TETANUS VACCINATION

Extended Description:
TETANUS VACCINATION

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	80111717			EA	165.000000
	Service From	Service To		Service Contract Amount	0.00

Commodity Line Description: HEPATITIS A VACCINATION SERIES

Extended Description:
HEPATITIS A VACCINATION SERIES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	80111717			EA	121.000000
	Service From	Service To		Service Contract Amount	0.00

Commodity Line Description: HEPATITIS B VACCINATION SERIES

Extended Description:
HEPATITIS B VACCINATION SERIES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	80111717			EA	110.000000
	Service From	Service To		Service Contract Amount	0.00

Commodity Line Description: EXPOSURE HISTORY AND REPORT PREP

Extended Description:
EXPOSURE HISTORY AND REPORT PREP

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	80111717			EA	65.000000
	Service From	Service To		Service Contract Amount	0.00

Commodity Line Description: RESPIRATOR FIT TEST

Extended Description:
RESPIRATOR FIT TEST



west virginia department of environmental protection

Administrative Services
601 57th Street SE
Charleston, WV 25304-2345
304-926-0499 Phone
304-926-0491 Fax

Harold Ward, Cabinet Secretary
dep.wv.gov

September 16, 2024

University Family Medicine
1600 Medical Center Dr Ste 1500
Huntington, WV 25701
VIA EMAIL: watters@marshall.edu

Contract Number: CMA DEP2300000005 DEP Employee Physical Examinations

The West Virginia Department of Environmental Protection is offering to renew subject contract under the same terms, conditions, pricing and specifications. The renewal dates are November 01, 2024 through October 31, 2025. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

In Addition to this form, we will need a current copy of your Certificate of Insurance.

Please let me know if you have questions.


Cindy Fisher, Procurement Specialist, Senior
WV Dept of Environmental Protection
601 57th ST S.E.
Charleston, WV 25304
304-926-0499 x 41155
cindy.fisher@wv.gov

Cindy
Fisher

Digitally signed by:
Cindy Fisher
DN: CN = Cindy
Fisher email = cindy.
fisher@wv.gov C = AD
Date: 2024.09.16 11:
14:09 -04'00'

To Be completed by the Vendor:

We agree to renew the contract for the period as stated above, according to the terms, conditions, prices and specifications contained in the original contract including all authorized change orders.


Name/Signature
Judy Watters
Printed Name

9.24.2024
Date

Promoting a healthy environment.

CERTIFICATE OF LIABILITY INSURANCE

Additional Insured: **University Physicians and Surgeons
1600 Medical Center Dr. Ste. 3407
Huntington, WV 25701-3655**

Certificate No: **L 9007 – July 1, 2015**

This certifies that the Insured named above is an Additional Insured for the Coverage indicated below under General Liability Policy RMGL 995-27-15 and Automobile Policy RMCA 981-27-49 issued to the state of West Virginia by NATIONAL UNION FIRE INSURANCE CO. OF PITTSBURGH, PA.

Coverage Period: July,1 2024 to July,1 2025; 12:01 a.m. Eastern Time

Coverages Afforded: Comprehensive General Liability Insurance
Personal Injury Liability Insurance
Professional Liability Insurance
Stop Gap Liability Insurance
Wrongful Act Liability Coverage
Comprehensive Auto Liability Coverage
Auto Physical Damage Insurance
Garagekeepers Insurance

Limit of Liability: \$1,000,000 each occurrence*

\$1,961,000 Medical Professional Liability Pursuant to WV Code 55-7H-4

* For all coverages combined. The per-occurrence limit is not increased if a claim is insured under more than one coverage or if claim is made against more than one insured.

Special Limits: The auto physical damage limit is the actual cash value of each vehicle subject to a deductible of \$ 1,000.

Claim Reporting: Claims should be reported to:
Claim Manager
West Virginia Board of Risk & Insurance Management
1124 Smith Street, Suite 4300
Charleston, WV 25301
304-766-2646

THE INSURANCE EVIDENCED BY THIS CERTIFICATE IS SUBJECT TO ALL OF THE TERMS, CONDITIONS, EXCLUSIONS AND DEFINITIONS IN THE POLICIES. IT IS A CONDITION PRECEDENT OF COVERAGE UNDER THE POLICIES THAT THE ADDITIONAL INSURED DOES NOT WAIVE ANY STATUTORY OR COMMON LAW IMMUNITY CONFERRED UPON IT.

By: 
AUTHORIZED REPRESENTATIVE

Dated: June 4, 2024

CERTIFICATE OF PROPERTY INSURANCE

INSURED: UNIVERSITY PHYSICIANS AND SURGEONS

**1600 MEDICAL CENTER DR STE 3407
HUNTINGTON WV 25701-3655**

CERTIFICATE NO: P 9007 - Jul 1, 2015

This certifies that the State Spending Unit named above is insured for first party Property Coverages procured and/or administered by the West Virginia Board of Risk and Insurance Management (BRIM). The coverages are provided through a combination of custom designed and conventional commercial insurance products.

THE INSURANCE EVIDENCED BY THIS CERTIFICATE IS SUBJECT TO ALL OF THE TERMS, CONDITIONS, EXCLUSIONS AND DEFINITIONS CONTAINED IN THE POLICIES.

COVERAGE PERIOD: Jul 1, 2024 to Jul 1, 2025 12:01 a.m. Eastern Time

LIMIT OF LIABILITY: Stated values, for real and personal property, which have been declared to and accepted by BRIM, not to exceed the maximum coverage procured by BRIM.

Individual Faithful Performance Bonds are limited to the amount of coverage that is required by statute.

SPECIAL LIMITS: Each policy shall be governed by the special limits of liability contained therein.

DEDUCTIBLE: The State of West Virginia has a \$1,000,000.00 deductible on coverages it procures. The above listed insured has a \$2,500 deductible that is applicable to each loss.

**CLAIM REPORTING: Claims should be reported to:
Claim Manager
West Virginia Board of Risk & Insurance Management
1124 Smith Street, Suite 4300
Charleston WV 25301**

BY:  AUTHORIZED REPRESENTATIVE

DATED: June 4, 2024

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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

UNIVERSITY PHYSICIANS & SURGEONS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/13/1976		5/13/1976	Domestic	Non-Profit			

Organization Information			
Business Purpose	6211 - Health Care and Social Assistance - Ambulatory Health Care Services - Offices of Physicians		Capital Stock 0.0000
Charter County	Cabell	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	1001 10TH AVENUE HUNTINGTON, WV, 25701
Mailing Address	P O BOX 1896 HUNTINGTON, WV, 257191896 USA
Notice of Process Address	BETH HAMMERS 1600 MEDICAL CENTER DRIVE HUNTINGTON, WV, 25701
Principal Office Address	1600 MEDICAL CENTER DRIVE HUNTINGTON, WV, 25701 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	CHARLES H. MCKOWN, JR. M.D., DEAN MARSHALL UNIVERSITY JOAN C. EDWARDS SCHOOL OF MED. 1600 MEDICAL CENTER DRIVE HUNTINGTON, WV, 25701 USA
President	LARRY DIAL, M.D. 1600 MEDICAL CENTER DRIVE HUNTINGTON, WV, 25701
Secretary	MEHIAR EL-HANDANI, MD 1600 MEDICAL CENTER DRIVE HUNTINGTON, WV, 25701
Vice-President	DAVID GOZAL, MD 1600 MEDICAL CENTER DRIVE HUNTINGTON, WV, 25701
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
BRUCE CHERTOW DIABETES CENTER	TRADENAME	11/25/2013	
CAPITOL NEUROLOGY	TRADENAME	11/25/2013	
CAPITOL NEUROLOGY OF SOUTH CHARLESTON	TRADENAME	8/17/2010	11/25/2013
CHILDREN'S MEDICAL CENTER	TRADENAME	4/8/1996	11/25/2013

HANSHAW GERIATRIC CENTER	TRADENAME	4/8/1996	
HELPING HANDS CHILD DEVELOPMENT CENTER	TRADENAME	6/4/1997	11/25/2013
HELPING HANDS DEVELOPMENT CENTER	TRADENAME	6/4/1997	11/25/2013
HUNTINGTON SURGICAL ASSOCIATES	TRADENAME	3/19/2001	11/25/2013
KENOVA MEDICAL CENTER	TRADENAME	4/8/1996	11/25/2013
KEY HEALTH SERVICES	TRADENAME	4/8/1996	11/25/2013
MARSHALL CARDIOLOGY	TRADENAME	1/3/2013	
MARSHALL CENTER FOR HEALTHY AGING	TRADENAME	3/20/2024	
MARSHALL CLINICAL RESEARCH CENTER	TRADENAME	9/4/2013	
MARSHALL DENTISTRY & ORAL SURGERY	TRADENAME	6/23/2016	
MARSHALL DENTISTRY AND ORAL SURGERY	TRADENAME	6/23/2016	
MARSHALL DERMATOLOGY	TRADENAME	7/30/2014	
MARSHALL DIABETES CENTER	TRADENAME	3/19/2001	11/25/2013
MARSHALL EARS, NOSE & THROAT	TRADENAME	11/25/2013	
MARSHALL EYE SURGEONS	TRADENAME	10/2/2015	
MARSHALL FAMILY MEDICINE	TRADENAME	1/3/2013	
MARSHALL HEALTH	TRADENAME	6/11/2013	
MARSHALL INTERNAL MEDICINE	TRADENAME	1/3/2013	
MARSHALL KIDNEY AND HYPERTENSION CENTER	TRADENAME	1/3/2013	
MARSHALL MEDICAL OUTREACH	TRADENAME	9/4/2013	
MARSHALL NEUROLOGY	TRADENAME	1/31/2019	
MARSHALL NEUROSCIENCE	TRADENAME	1/3/2013	3/21/2016
MARSHALL NEUROSCIENCE	TRADENAME	1/3/2013	
MARSHALL NEUROSURGERY	TRADENAME	1/31/2019	
MARSHALL OB/GYN	TRADENAME	1/3/2013	
MARSHALL OBSTETRICS & GYNECOLOGY	TRADENAME	1/3/2013	
MARSHALL ORAL AND MAXILLOFACIAL SURGERY	TRADENAME	11/25/2013	10/28/2016
MARSHALL ORTHOPAEDICS	TRADENAME	1/3/2013	
MARSHALL PATHOLOGY	TRADENAME	1/3/2013	
MARSHALL PEDIATRICS	TRADENAME	1/3/2013	
MARSHALL PHARMACY	TRADENAME	1/12/2015	

MARSHALL PLASTIC AND RECONSTRUCTIVE SURGERY	TRADENAME	1/3/2013	
MARSHALL PODIATRY	TRADENAME	8/18/2023	
MARSHALL PSYCHIATRY	TRADENAME	1/3/2013	
MARSHALL PULMONOLOGY CENTER FOR LUNG HEALTH	TRADENAME	6/26/2015	
MARSHALL SENIOR PAIN AND WELLNESS CENTER	TRADENAME	3/20/2024	
MARSHALL SPORTS MEDICINE INSTITUTE	TRADENAME	6/26/2015	
MARSHALL SURGERY	TRADENAME	1/3/2013	
MARSHALL TOXICOLOGY	TRADENAME	5/16/2023	
MARSHALL UROLOGY	TRADENAME	11/25/2013	
MARSHALL-HEALTH	TRADENAME	7/9/2012	11/25/2013
PEDIATRIC SPECIALTY CENTER	TRADENAME	4/8/1996	11/25/2013
PROJECT HOPE FOR WOMEN & CHILDREN	TRADENAME	12/10/2018	
UNIV. PHYS. & SURGEONS BREAST CTR.	TRADENAME	3/19/2001	11/25/2013
UNIVERSITY BREAST CENTER	TRADENAME	3/19/2001	11/25/2013
UNIVERSITY CARDIAC SURGERY	TRADENAME	6/3/1996	11/25/2013
UNIVERSITY CARDIOVASCULAR SERVICES	TRADENAME	3/19/2001	
UNIVERSITY EYE ASSOCIATES	TRADENAME	4/8/1996	
UNIVERSITY EYE SURGEONS	TRADENAME	3/19/2001	
UNIVERSITY FAMILY PHYSICIANS	TRADENAME	6/3/1996	
UNIVERSITY FAMILY PRACTICE	TRADENAME	4/8/1996	
UNIVERSITY FAMILY PRACTICE & OCCUPATIONAL MEDICINE	TRADENAME	3/19/2001	
UNIVERSITY FAMILY PRACTICE CEREDO KENOVA	TRADENAME	11/16/2001	11/25/2013
UNIVERSITY FAMILY PRACTICE MIDTOWN	TRADENAME	7/30/2002	11/25/2013
UNIVERSITY FAMILY PRACTICE OF WAYNE COUNTY	TRADENAME	3/19/2001	11/25/2013
UNIVERSITY LABORATORY SERVICES	TRADENAME	4/8/1996	
UNIVERSITY OBSTETRICS & GYNECOLOGY	TRADENAME	3/19/2001	
UNIVERSITY OBSTETRICS/GYNECOLOGY	TRADENAME	6/3/1996	
UNIVERSITY ORAL MAXILLOFACIAL SURGERY	TRADENAME	3/19/2001	10/28/2016

UNIVERSITY ORTHOPAEDIC SURGERY	TRADENAME	3/19/2001	
UNIVERSITY PATHOLOGY SERVICES	TRADENAME	3/19/2001	
UNIVERSITY PEDIATRICS	TRADENAME	6/3/1996	
UNIVERSITY PHYSICIANS INTERNAL MEDICINE	TRADENAME	4/8/1996	
UNIVERSITY PLASTIC SURGERY	TRADENAME	7/30/2002	11/25/2013
UNIVERSITY PSYCHIATRIC ASSOCIATES	TRADENAME	4/8/1996	
UNIVERSITY RADIOLOGY SERVICES	TRADENAME	4/8/1996	11/25/2013
UNIVERSITY REHABILITATION SERVICES	TRADENAME	4/8/1996	
UNIVERSITY RETINA ASSOCIATES	TRADENAME	4/8/1996	
UNIVERSITY SURGICAL ASSOCIATES	TRADENAME	7/30/2002	
UNIVERSITY WOMEN & FAMILY CARE	TRADENAME	3/19/2001	
VILLAGE MEDICAL CENTER	TRADENAME	3/19/2001	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
9/29/2023	AMENDED AND RESTATED ARTICLES
12/6/2017	AMENDED & RESTATED ARTICLES - CHANGED INCORPORATOR
5/18/2016	AMEND FILED TO UPDATE ADDRESS/AGENT 5/18/16 KA2
5/17/2012	AMEND. SERV. OF PROCESS NAME 05-17-2012...DRL
6/25/2010	RESTATED ARTICLES
8/26/1994	CHANGE OF NAME AMENDMENT FROM JOHN MARSHALL MEDICAL SERVICES, INC.
9/11/1986	AMENDMENT TO ARTICLES
10/25/1982	CHANGE OF NAME: FROM FAMILY CARE OUTPATIENT CENTER, INC.
Date	Amendment

Annual Reports
Filed For
2024
2023
2022



Important Reqs and Certs Update Show Details
Jul 18, 2024



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Entity Validation Show Details
Sep 17, 2024



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Chambers</u> Date: <u>10-3-24</u> Solicitation No. <u>CMA DEP2305</u> <u>c/o # 2</u>	Agency: WV Department of Environmental Protection Procurement Officer Submitting Requisition: Jessica Chambers Requisition No. CMA DEP230000005 PF No.: 1101264
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

