WEST VIRGINIA
PURCHASING DIVISION

Prequalification Agreement Request (WV-41)

Statutory Authority: Pursuant to West Virginia Code § 5A-3-10e(b)(4), a state agency may establish a list of prequalified vendors from which it can subsequently obtain bids through a delegated process for commodities and services covered by the prequalification agreement.

Agency: The agency identified below Intends to prequalify vendors to provide the commodity or service identified below. Justification for the prequalification and any additional documentation has been included in this form or as an attachment.

Vendor Interest: Any vendor interested and able to provide the commodity or service in question must submit a response prior to the deadline published in wvOASIS. That response will be evaluated and each vendor meeting all qualifications will be awarded a prequalification agreement that allows the vendor to participate in the delegated prequalification bidding.

Agency Information:

Agency/Department: _____

Procurement Officer: _____

Date of Request: _____

Prequalification Agreement Information:

1. Provide a detailed description of the commodity or service to be covered by the prequalification agreement:

2. Identify one or more requirements that each vendor must meet to be approved for the prequalification agreement, which may include but not be limited to, experience, quality assurance, licensing, delivery terms, and quantity terms.

3. Provide an estimation of the quantity and price of the commodity or service to be purchased over the terms of the contract. Use historic agency data to support your response.

4. Please include any forms, if any, that will be utilized in the delegated pre-qualification bidding.

Agency Procurement Officer Signature _____ Date _____

For Purchasing Division Use Only:

☐ Request to Advertise Prequalification Agreement Denied

☐ Request to Advertise Prequalification Agreement Approved

Purchasing Division Buyer Signature _____ Date _____