



West Virginia Purchasing Division

# STANDARDIZATION: Approval Request Form

**Statutory Authority:** Pursuant to *West Virginia Code* §5A-3-61, a state agency may standardize the purchase of commodities used on a repeated basis if certain requirements are met. The Agency requesting authority to Standardize on a certain commodity must complete this form in its entirety and submit it to the Purchasing Division for consideration prior to pursuing standardization.

**Standardization**

**Agency / Department:** \_\_\_\_\_

**Procurement Officer:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Desired Duration of Established Standard:**     1 Year     2 Years     3 Years     4 Years

1. **Description** – Provide description of commodity being standardized (Include anticipated annual purchase quantity):

2. **Core Mission** – Explain how commodity represents core function of the Agency's mission (Per W. Va. Code § 5A-3-61(b)):

3. **Savings:** Explain how standardization would save time and money (reduction in procurement time/effort cannot be grounds for savings) (Per W. Va. Code § 5A-3-61(b)):

- 4. Testing, Evaluation, Interoperability** – Explain how the commodity requires testing or evaluation to determine accuracy or consistency or require interoperability in a larger system or network (Per W. Va. Code § 5A-3-61(b)):
- 5. Evaluators:** Identify the individuals who will be evaluating the commodities (at least one evaluator must be the spending unit's procurement officer) (Per W. Va. Code § 5A-3-61(d)(2):
- 6. Evaluation Method:** Explain how the spending unit intends to test or evaluate commodities submitted for standardization purposes (field tests, professional reviews, etc.)
- 7. Interoperability:** Explain how the commodity in question needs to be interoperable within a larger system.
- 8. Vendors Known to Have an Interest:** List any vendors that are known to have an interest in having their commodities considered for standardization.

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*Agency Procurement Officer Signature*

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*Date:*

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*Head of Spending Unit Signature*

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*Date:*

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*For Purchasing Division's Use Only*

- Request to Pursue Standardization Denied
- Request to Pursue Standardization Approved

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*Purchasing Director / Designee Signature*

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*Date:*