

Statutory Authority: W.Va. Code § 5A-3-11c and West Virginia Code of State Rules § 148-1-7.9 require the State Purchasing Director to determine in writing that an award to multiple vendors is in the best interest of the state by considering a number of factors, including the quality, availability, and reliability of the goods or services; the bidder's ability, capacity, skill, and financial resources; the bidder's capability to provide maintenance and service; compatibility with existing equipment; the need for flexibility in evaluating new products; and any other relevant factors.

Those same provisions also require the spending unit to provide written justification when requesting an award to multiple vendors. This form is intended to provide the required written determination and justification.

I, _____, find that awarding Solicitation No. _____ to a single bidder would be insufficient. Therefore, I recommend to the State Purchasing Director that the aforementioned solicitation be awarded to multiple bidders.

This recommendation for a multiple-vendor award is made because it is in the best interest of the State of West Virginia. The following factors were considered in reaching this conclusion, with explanations provided for their applicability:

FACTOR	EXPLANATION
The quality, availability, and reliability of the supplies, materials, equipment, or service, and their adaptability to the particular use required	
Ability, capacity, and skill of the bidder	
The sufficiency of the bidder's financial resources	
The bidder's ability to provide maintenance, repair parts, and service	
The compatibility with existing equipment	
The need for flexibility in evaluating new products on a large scale before becoming contractually committed for all use	
Any other relevant factors	

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: _____

Signature: _____

Title: _____

Date: _____

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, that a single award of the solicitation, _____, 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 interest of the State of West Virginia.

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

West Virginia Department of Administration, Purchasing Division

Signature (Purchasing Director or Designee): _____

Date: _____