

State of West Virginia  
Purchasing Division

# MULTIPLE AWARD DETERMINATION

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*West Virginia Code § 5A-3-11c and West Virginia Code of State Rules § 148-1-7.9 require that the Director of the Purchasing Division ("Director") determine in writing that an award to multiple vendors is in the best interest of the state by considering a number of factors listed below. 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.*

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The person signing below hereby finds that an award of Solicitation No. \_\_\_\_\_ to an individual bidder would be insufficient and recommends to the Director that the above identified solicitation be awarded to multiple bidders.

**Factors:** In making this recommendation that an award to multiple vendors is in the best interest of the State of West Virginia, the undersigned considered the following factors, in so far as they are applicable, and offers the following explanations:

1. The quality, availability, and reliability of the supplies, materials, equipment, or service and their adaptability to the particular use required;

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The ability, capacity, and skill of the bidder;

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The sufficiency of the bidder's financial resources;

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The bidder's ability to provide maintenance, repair parts, and service;

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The compatibility with existing equipment;

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The need for flexibility in evaluating new products on a large scale before becoming contractually committed for all use;

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Any other relevant factors;

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature: \_\_\_\_\_ Title of Person Signing: \_\_\_\_\_

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**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 above, that a single award of the solicitation identified above 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 interests of the state.

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

**West Virginia Department of Administration  
Purchasing Division**

Director: \_\_\_\_\_

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