



West Virginia Purchasing Division

**DIRECT AWARD POSTING:
Justification and Public Notice Form
(Delegated Procurements \$2,500.01 to \$25,000)**

Public Notice Instructions

Statutory Authority: Pursuant to *West Virginia Code* § 5A-3-10c, a state agency may award a contract directly to a vendor without competitive bidding if certain requirements are met. Those requirements include documenting justification to support the Direct Award, along with providing certain information to the vendor community for a period of no less than 10 business days.

Agency: The agency identified below Intends to make a Direct Award to the vendor identified below to provide the commodity or service identified below. The support for the Direct Award, 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 make their interest known, prior to the deadline published in wvOASIS, by expressing such interest in writing to the procurement officer identified as the appropriate contact in wvOASIS. If interest is expressed and deemed to be valid by the procurement officer, this Direct Award will be converted to a competitive bid.

Direct Award Information

Agency / Department: _____

Procurement Officer: _____

Date of Request: _____

1. Provide description of commodity or service (Include a copy of any proposed contract documents):

If requesting software as a sole source, is this software as a service?

Yes

No

2. Justification showing that the direct award is in the best interest of the state:

3. **Basis for Direct Award:** Please select one of the following and provide details and documentation sufficient to confirm the basis.

Competition is not available from any other source: (If this item is selected answer the question below)

A. **The agency attempted to identify other sources by:**

No other source would be willing or able to replace the existing source without a detrimental effect on the spending unit (Please describe the detrimental effect in detail):

4. **Other Information Required for Direct Award Posting:**

A. A time-period by which delivery must be made or performance must occur:

B. The price that will be paid for the commodity or service (include vendor quote):

C. Any limitations that a competing vendor would need to satisfy:

Agency Procurement Officer Signature

Date:

For Procurement Officer Use Only

Request to Advertise Direct Award Denied

Request to Advertise Direct Award Approved

Agency Procurement Officer

Date: