



West Virginia Division of Economic Development (WVDED)
CDBG, CDBG-CV, CDBG-MIT, RHP
PROCUREMENT CHECKLIST: ARCHITECTURAL AND ENGINEERING

Subrecipient:		Project #:	
Project Name:			
Procured Service:		Selected Candidate:	
Prepared By:		Date:	
Submission of this checklist and the documents listed below do not authorize the subrecipient to enter a contract with the selected candidate. WVDED staff will notify the project administrator when the subrecipient is approved to enter into an agreement within 2 weeks of receiving this packet. Please note, procurement documentation will not be received and reviewed unless all documents listed below are provided. Each required document should be attached as a separate file in one email along with this checklist.			

Required Document:		File Name:	WVDED Approval Date with Initials:
1.	Tear Sheet of Class I or II Advertisement*		
2.	Affidavit of Advertisement		
3.	Scoring Documentation		
a.	Description of method		
b.	<i>Copy of scoring criteria (i.e., years of experience, past performance, capacity, etc.)**</i>		
c.	<i>List of selection committee members, title, and attendance sheet</i>		
d.	<i>Score sheet for each member of selection committee</i>		
e.	<i>Scoring tally</i>		
4.	Cost Reasonableness Form		
5.	Conflict of Interest Statement from each Scoring Committee Member		
6.	Proof of Contacting All Unsuccessful Bidders		
7.	Draft of Proposed Contract		

**Services \$249,99.99 or less require a Class I advertisement while services \$250,000.00 or more require a Class II advertisement.*

*** Price is to not be a scoring criterion when procuring Architectural and Engineering Services.*

Typed Name and Title of Preparer

Signature of Preparer

Date