



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.	Copy of scoring criteria (i.e., years of experience, past performance, capacity, etc.)*		
c.	List of selection committee members, title, and attendance sheet		
d.	Score sheet for each member of selection committee		
e.	Scoring tally		
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