



**West Virginia Division of Economic Development (WVDED)**  
 CDBG, CDBG-CV, CDBG-MIT, RHP  
**REQUEST FOR QUOTATION (RFQ) PROCUREMENT CHECKLIST**  
 COMPETATIVE PROCUREMENT \$349,999.99 OR LESS  
 (CONSTRUCTION AND DEMOLITION)

<b>Subrecipient:</b>		<b>Project #:</b>	
<b>Project Name:</b>			
<b>Procured Service:</b>		<b>Selected Candidate:</b>	
<b>Prepared By:</b>		<b>Date:</b>	

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 Advertisement		
2.	Affidavit of Advertisement Publication		
3.	Bid Tabulation Sheet		
4.	Proof of Contacting Unsuccessful Bidders		
5.	Cost Reasonableness Form		
6.	Non-Conflict of Interest Form		
7.	Draft of Proposed Contract		

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Typed Name and Title of Preparer

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Signature of Preparer

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Date