

**West Virginia Division of Economic Development (WVDED)**

CDBG, CDBG-CV, CDBG-MIT, RHP

**REQUEST FOR QUOTATION (RFQ) PROCUREMENT CHECKLIST**

COMPETITIVE PROCUREMENT \$349,999.99 OR LESS

(CONSTRUCTION AND DEMOLITION)

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 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

Signature of Preparer

Date