



West Virginia Department of Transportation Policy: **Statewide and Agency Contracts**

Issued by the Secretary of Transportation

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 1 of 19

1.0 INTRODUCTION

A contract is a conditional agreement between a vendor and a buyer for the selling of specific goods or services. The conditions normally include specifications that the products or services must meet a set price per item and a set time in which the contract is in effect. Therefore, contracts provide agencies with a reasonable assurance of getting the right goods and services in terms of quality, quantity, specification, delivery schedules, etc., at a known cost.

Establishing a contract for goods and services needed on a repetitive basis also benefits the agencies by reducing administrative costs. The competitive bidding requirement is satisfied at the time the contract is developed. Once the contract is executed, agencies simply prepare a release order (Form WV-39 and ADO/CDO) against the contract whenever they need items or services. While a few agencies may be involved in establishing a contract, once established, many agencies can submit orders against a contract.

Both Statewide and Agency Contracts are referred to in the *Agency Purchasing Procedures Manual* (published by Department of Administration (DOA) Purchasing Division). There are Centralized Delivery Orders (CDO) and Agency Delivery Orders (ADO). The term "delivery" is used because these contracts cover goods and services that are purchased often by Central Purchasing or by state agencies. These contracts for goods and services purchased repeatedly are awarded to the lowest qualified bidder, so that the State may get the best value possible for the taxpayer's money.

In this chapter, however, the terms "Statewide Contracts" and "Agency Contracts" will be used because these are more familiar to West Virginia Department of Transportation (WVDOT) personnel, and because the WVDOT's REMIS Computer System incorporates abbreviations based upon these terms (State Contract Order (SCO), Equipment Contract Order (ECO), etc.).

1.1 STATEWIDE OPEN-ENDED CONTRACTS (Processed through State Purchasing Division for all state agencies) – CMA Centralized Master Agreement

Statewide contracts are called "open-end" because they do not specify any certain quantities of commodities that may be purchased, although the contracts are for specific time periods.

These contracts are developed by the DOA Purchasing Division, in cooperation with other state agencies. They are awarded by DOA Purchasing Division for and on behalf of all state agencies, including those within the WVDOT. Any notice of contract change, renewal, extension, etc., will also be issued by DOA Purchasing Division.

Statewide contracts include such commodities as vehicle tires, janitorial supplies, interior and exterior paint, and safety and rescue equipment.

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 2 of 19

1.2 **AGENCY CONTRACTS (Processed through WVDOT Budget and Procurement Division, Procurement Section at the central level)– CMA Centralized Master Agreement**

Agency contracts are established with vendors by the Department Of Administration (DOA), Purchasing Division to provide specific commodities or services over a period of time to the WVDOT. This procurement method is convenient for recurring purchases of commodities or services that are not available under Agency Purchasing Authority (purchases under \$100,000). The agency will determine its specific needs and then submit the requisition as a Centralized Master Agreement (CRQM) to DOA Purchasing Division for processing. DOA Purchasing Division requests bid questions, evaluates bids, and awards the Agency Contract to the lowest responsible bidder. West Virginia Division of Highways (WVDOH) Agency Contracts include those initiated and prepared by the WVDOH for such commodities as guardrails, aggregates, first aid supplies, steel, and drilling services. The Division of Multimodal Transportation Facilities (DMTF) initiates contracts for aggregate and rail inspection as well as a variety of Agency Contracts for vehicles. Division of Motor Vehicles (DMV) Agency Contracts include those with firms who provide remedial training to driving under the influence (DUI) offenders.

Agency contracts may consist of any of the following three types.

- A. **Commodity Contracts** are for often purchased commodities and are generally referred to as being “open-ended” because the actual purchase volumes can only be estimated for the period of the contract.
- B. **Business Service Contracts** are for specific types of performance over a contract period and may be for single or multiple types of service or performance. When multiple types of service or performance are required, each must be identified individually. This category may also include equipment rental (not through WVDOH Equipment Division), maintenance, and lease purchase agreements.
- C. **Professional Service Agreements** are used to obtain specialized or skilled services not available within state government.

2.0 DEFINITIONS

- 2.1 **Agency**: means any authority, bureau, commission, or Division or similar cabinet subpart of the Department of Transportation.
- 2.2 **Agency Head**: means the chief executive officer of an agency.
- 2.3 **Department**: means the Department of Transportation.

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 3 of 19

- 2.4 **District Manager**: means the administrative head of the District regardless of whether the person is an engineer or another classification.
- 2.5 **Division Director**: means the administrative head of a WVDOT Division.
- 2.6 **Employee**: means a person who lawfully occupies a position in a DOT agency and who is paid a wage or salary and who has not severed the employee-employer relationship.
- 2.7 **REMIS**: means the Remote Entry Management Information System that was developed as an in-house system to gather detailed information in the areas of payroll, equipment, inventory, accounts payable and accounting. The data is accessible for various reports to assist in decision making. Several REMIS functions have migrated to other programs as REMIS is phased out.
- 2.8 **WVDOH**: means the West Virginia Division of Highways.
- 2.9 **WVDOT**: means the West Virginia Department of Transportation.
- 2.10 **wvOASIS**: means the Enterprise Resource System, the statewide computer system designed to manage the state's business functions Financial Management, Procurement, Asset Management, Personnel Administration, Payroll, Time Reporting, and Benefits Administration.

3.0 CONTRACT ESTABLISHMENT PROCESSES

3.1 STATEWIDE CONTRACT ESTABLISHMENT PROCESS

Statewide Open-End Contracts, for those commodities which represent a common need for all state agencies, are established by DOA Purchasing Division. Establishment of these contracts is completed by DOA Purchasing Division with the input of the various state agencies. DOA Purchasing Division initiates and prepares the required forms, solicits bids, and awards the contract. The "Notice of Contract Award" is provided by DOA Purchasing Division to all agencies, indicating their eligibility to participate.

3.2 AGENCY CONTRACT ESTABLISHMENT PROCESS THROUGH PURCHASING DIVISION - Centralized Master Agreement (CMA)

Although Agency Contracts originate at the request of a particular agency, or of an organization within the agency, they may be used by any state agency (providing the vendor has no objection). However, some Agency Contracts have special procedures that agencies must follow. For example, all telecommunications systems, upgrades, and expansions (regardless of cost) must be approved prior to bid by the Office of Technology. In addition, some commodities, and services, prior to procurement through any means, must be approved by certain WVDOT managers.

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 4 of 19

The WVDOT organization that (primarily) has need of the commodity or service to be contracted is the initiator of the Agency Contract. This organization must ensure that the Agency Contract Requisition meets all of the requirements as prescribed and established by DOA Purchasing Division and any additional requirements prescribed by the WVDOT.

1. The required forms and attachments are known as the "Requisition Package." For commodities, this consists of Form WV-35 and must be entered into OASIS as a CRQM and as a Recurring Payment Order (RPO) in REMIS. The RPO number must include a "C" to designate it is an Open End Contract.
 2. The initiating organization must ensure that the Agency Contract Requisition effectively establishes minimum performance requirements and capabilities, proper justification, projected cost savings, and etc., and that all of the required forms and attachments are satisfactorily completed and documented.
 3. In the case of a Request for Proposals (RFP), a Certification of Non-Conflict of Interest must also be completed and signed by all employees involved in the bid evaluation process and included in the Requisition Package. Once these assurances are made, the organization manager will approve the Requisition Package and forward the entire package to WVDOT Budget Division, Procurement Section.
 4. The initiating organization will enter a RPO Purchase Master in the REMIS System using all zeros for the Federal Employer Identification Number (FEIN), Check Digit, and branch codes, for tracking purposes. The RPO number shall include the letter "C" as part of the number to designate that it is an open end contract.
 5. One copy of the DOT-35, if used, will remain at the initiating organization as a file copy.
- A. WVDOT Budget Division, Procurement Section upon receipt of the Agency Contract Requisition Package, will ensure the following:
1. the accounting information is correct,
 2. the document has been entered into both REMIS and OASIS,
 3. the signature is properly affixed,
 4. the submission format is correct,
 5. the specifications are attached and complete,
 6. the pricing page is complete, and

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 5 of 19

7. the correct version of the Terms & Conditions are attached.

After it has been determined that all requirements are satisfied, the Requisition Package is forwarded to the WVDOT Business Manager for review and approval or disapproval.

- B. If the Requisition Package is determined to be in the best interest of the WVDOT and is within budgetary limits, the Business Manager will approve it by affixing his or her signature. The Requisition Package is then returned to WVDOT Budget Division, Procurement Section.
- C. WVDOT Budget Division, Procurement Section transmits the Requisition Package to DOA Purchasing Division.
- D. DOA Purchasing Division reviews the Requisition Package, solicits bids (if necessary).
- E. Upon receipt of responses to RFPs or bids for complex Request for Quotations, DOA Purchasing Division will return them to the WVDOT Budget Division, Procurement Section. WVDOT Budget Division, Procurement Section will forward the responses or bids to the Agency Evaluation Committee within the WVDOT.
- F. The Agency Evaluation Committee evaluates the responses or bids, documents the assignment of points and submits a written award recommendation to WVDOT Budget Division, Procurement Section who processes the recommendation to DOA Purchasing Division.
- G. In the case of a Request for Quotations (RFQ), a Certification of Non-Conflict of Interest must also be completed and signed by all employees involved in the bid evaluation process and included with the written award recommendation.
- H. DOA Purchasing Division awards the purchase to the successful vendor; and notifies the WVDOT of approval and award by providing copies of a Notice of Contract Award to WVDOT Budget Division, Procurement Section.
- I. WVDOT Budget Division, Procurement Section distributes copies of the Notice of Contract Award to the affected organization(s). WVDOT Budget Division, Procurement Section will maintain the central contract file for the WVDOT.

3.3 CONTRACT APPROVAL

When contracts are approved, DOA Purchasing Division forwards an approved Purchase Order to the vendor.

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 6 of 19

3.4 CONTRACT CHANGES

Any changes to a Statewide Open-End Contract must be initiated by the DOA Purchasing Division and cannot be initiated by any other state agency. Changes to an Agency Contract will be initiated by the WVDOT with the preparation of a new WV-35. The WVDOT's internal processing of the form will be done in the same manner as the prescribed for the originally submitted WV-35.

- A. Changes, renewals, etc., must be approved by DOA Purchasing Division, who will make notification to the affected vendor(s) and to the WVDOT.

3.5 AGENCY CONTRACT ESTABLISHMENT PROCESS AGENCY DELEGATED - AMA

The WVDOT has the authority to issue Agency Delegated Master Agreements for commodities and services covered by the Roadway Construction Exemption W. Va. §17-2A-8. In addition, Agency Delegated Master agreements can be created to provide commodities and services not to exceed the Agency Delegated Limit of \$100,000. Typically, these contracts have been established for one Division or District. Open End contracts that have been established for the entire WVDOH will be designated as such. A complete list of the WVDOT Open End contracts is available at the following URL:

<https://docs.google.com/spreadsheets/d/1EGtgCiRnVPi7kNF2YIsTnYQ9gZoswEe96plVRINaMY/edit#gid=0>

The required forms and attachments are known as the "Requisition Package." For commodities, this consists of Form DOT-35A and must be entered into OASIS as an Agency Master Agreement (ARQM).

The initiating organization must ensure that the Agency Contract Requisition effectively establishes minimum performance requirements and capabilities, proper justification, projected cost savings, and etc., and that all of the required forms and attachments are satisfactorily completed and documented.

Once these assurances are made, the organization manager will approve the Requisition Package and forward the entire package to WVDOT Budget Division, Procurement Section.

The initiating organization will enter a RPO Purchase Master in the REMIS System using all zeros for the FEIN, Check Digit, and branch codes, for tracking purposes. The RPO number shall include the letter "B" as part of the number to designate that it is an agency open end contract.

One copy of the DOT-35A, if used, will remain at the initiating organization as a file copy.

- A. WVDOT Budget Division, Procurement Section, upon receipt of the Agency Contract Requisition Package, will ensure the following:

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 7 of 19

1. the accounting information is correct,
2. the document has been entered into both REMIS and OASIS,
3. the signature is properly affixed,
4. the submission format is correct,
5. the specifications are attached and complete,
6. the pricing page is complete, and
7. the correct version of the Terms & Conditions are attached.

After it has been determined that all requirements are satisfied, the Requisition Package is forwarded to the WVDOT Business Manager for review and approval or disapproval.

- B. If the Requisition Package is determined to be in the best interest of the DOT and is within budgetary limits, the Business Manager will approve it by affixing his or her signature. The Requisition Package is then returned to Transportation Procurement Division.
- C. The Transportation Budget Procurement Division will approve the ARQM in OASIS and will convert it into an ARFQ to solicit bids.
- D. Upon receipt of responses to Request for Proposals or bids for complex Request for Quotations, the Budget Procurement Division will return them to the originating Division or District Evaluation Committee.
- E. The Agency Evaluation Committee evaluates the responses or bids, submits a written award recommendation and Non-Conflict to Budget Procurement Division, who processes the award recommendation and creates the AMA, Agency Master Agreement.
- F. The Budget Procurement Division awards the purchase to the successful vendor(s); and notifies the Division or District of approval and award by providing copies of the approved Agency Master Agreement (AMA).
- G. Transportation Budget Procurement Division Section distributes copies of the Notice of Contract Award to the affected organization(s). Transportation Procurement will maintain the central contract file for the DOT.

3.6 CONTRACT APPROVAL

When contracts are approved, the WVDOT Budget Division, Procurement Section forwards an approved Agency Master Agreement (AMA) to the vendor.

3.7 CONTRACT CHANGES

Policy: Statewide and Agency Contracts

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 8 of 19

Any changes to an Agency Open-End Contract must be initiated by the WVDOT Budget Division, Procurement Section. Changes to an Agency Contract will be initiated by the WVDOT with the preparation of a new DOT-35A.

- A. Changes, renewals, etc., must be approved by WVDOT Budget Division, Procurement Section who will make notification to the affected vendor(s) and to the WVDOT. The WVDOT Budget Division website has a template renewal letter that must be signed by the vendor to initiate the contract renewal process.

4.0 CONTRACT ORDERING PROCESSES

The following processes assume that a currently valid Statewide Open-End or Agency Contract is in effect and is available for use by the WVDOT and the requesting organization. The responsibility assignments in these processes, and the processes themselves, are typical for most kinds of purchases at most WVDOT organizations. However, organization managers are permitted to approve variations of these processes, so long as properly completed paperwork reaches WVDOT Budget Division, Procurement Section and the correct entries are made in REMIS and OASIS. Also, organizations must ensure that adequate separation of responsibilities is maintained, for accountancy purposes.

4.1 ISSUING, REVIEWING, AND APPROVING A State Contract Order (SCO) ORDER REQUEST

- A. The organization with need of on-contract commodities or services prepares and submits an order request to the agency/organization storekeeper.
 - 1. Submit the order request by creating an ADO and creating a WV-39 for the file. The approved ADO must be sent to the vendor by telecommunication (E-mail, facsimile, etc.).
 - 2. The request must itemize what is needed, when it is needed, the quantity and inventory and accounting coding required.
 - 3. All order requests must be signed or requested by an authorized employee.
 - 4. Once an ADO is created it is submitted through a two-step automated workflow process. Level 1 involves an initial accounting review to verify the correct funding authorization is provided and all required fields are completed. Once Level 1 is approved, the ADO is subject to a Level 2 approval by either the Procurement Officer or Assistant Procurement Officer in the WVDOT Budget and Procurement Division.

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 9 of 19

5. An SCO must be created in REMIS when processing ADO for payment through the Finance Division, Accounts Payable Section.
- B. Upon receipt, the agency/organization storekeeper reviews the request to ensure that the order is needed, effective and complies with management guidelines.
 1. Check inventory (within organization, agency, and WVDOT) for possible transfer of requested item.
 2. Check for urgency of the request and, whenever feasible, combine orders of like items from multiple organizations.
 3. Check for REMIS Purchase System and contract order information needs, such as inventory classification, accounting, contract item references, etc.
- C. The storekeeper then supplements the order request with any additional information needed for further management review.
- D. The storekeeper assigns a Purchase Number from Form DOT-3, *Purchase Order Control Log*. (See Chapter 4, Volume 4 for guidance on maintaining control logs and Purchase Number assignment.)
- E. The storekeeper then requests any prior approvals necessary for the commodity or service desired. (See Chapter 4, Volume 4 for a listing).
- F. The storekeeper submits the order request, including prior approval documentation, for management review and approval as specified by his or her organization's chief financial officer.
 1. All management approvals must be properly documented, such as a signed Form WV-39, the agency's own order request form, memo, etc.

4.2 ESTABLISHING AN SCO PURCHASE MASTER AND PREPARING AND ISSUING THE ORDER

- A. Upon approval of the order request, the storekeeper enters a SCO Purchase Master in REMIS using the HW-50, "PS" function.
 1. Use all necessary system control elements, such as, Expense Edit of "B" to "limit" the amounts to be received to the units and dollars ordered.
 2. Make sure that the contract reference fields (State Contract No., Contract LineItem No., and Model/Part/Reference No.) are correctly completed. Contact WVDOT Finance Division, Accounts Payable Section for guidance.

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 10 of 19

B. The storekeeper then prepares Form WV-39 and enters the ADO or CDO based on the contract instructions.

1. The storekeeper can minimize the order form preparation by typing "See Attached List" in the "Description" field and by printing and attaching TSO Report #400.
2. Insert the following address in the "Agency/Invoice To" block of the order:

West Virginia Department of Transportation
Finance Division, Accounts Payable
1900 Kanawha Boulevard East
Building Five, Room A-228
Charleston, WV 25305-0403

Use the ordering organization's address if there are unknown changes when ordering, such as freight, unloading delay penalties, etc.

C. The storekeeper then submits the order to his or her organization manager or designee for approval.

D. Upon receipt of the approved order, the storekeeper sends the original to the contract vendor, sends two copies to the WVDOT Budget Division, Procurement Section including the prior approval documentation and retains a copy for the organization headquarter's files.

1. If the order was written on Form WV-35, retain a copy and send the original to WVDOT Budget Division, Procurement Section to create a CDO (Central Delivery Order) further processing to DOA Purchasing Division.
2. Orders may be placed through telecommunications. However, a follow-up mailing of the original order to the vendor with the notation "Confirming Order Only – Do Not Refill" is required.

4.3 **RECEIVING SCO ORDERED ITEMS AND SERVICES AND RECORDING PURCHASE RECEIPT**

A. Upon delivery/receipt of the ordered goods and services, the authorized receiver (see DOT Volume6, Chapter 10 must:

1. Inspect the delivery for the correct model/part/type number, quantity, quality, damage, etc;
2. Sign and date the delivery ticket and make any necessary notations:

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 11 of 19

- a. items damaged,
 - b. overweight vehicle – number of axles, license number, and
 - c. give the delivery ticket to the organization's accounts payable/storeroom clerk.
- B. The accounts payable/storeroom clerk will:
 - 1. annotate the delivery ticket with purchasing org., purchase no., line item no., inventory units, etc., or complete Form DOT-5;
 - 2. assign a five-digit Receipt Document Number from the *Document Control Log*, Form DOT-1, and perform REMIS Purchase Receipt (PR) entry;
 - a. The Receipt Document Number, once assigned an order, is used by the organization for all subsequent receipts of that order. Each subsequent receipt is identified by assigning a two-digit Session Number as a suffix.
 - 3. initial and date the delivery ticket/receipt document to signify entry;
 - 4. file a copy of the receipt document; and
 - 5. send the original receipt document to the organization/agency's storekeeper or designee.

4.4 PROCESSING SCO INVOICES FOR PAYMENT

- A. The organization/agency's storekeeper or designee will:
 - 1. Print TSO Report #403, *Receipt of Materials/Services – DOT-5* for each delivery daily or as required for his or her organization(s).
 - 2. Ensure that each delivery document bears an authorized receiver's signature and user ID number (see DOT Volume 6, Chapter 10).
 - 3. Print the authorized receiver's name in blue ink on each Report #403 as it appears on the official authorized receivers list and his or her user ID number (see DOT Volume VI, Chapter 10, Section III IV).
 - 4. Match the receipt document(s) to the associated Report #403s as well as any invoices from the vendor and check entries for correctness.
 - 5. Sign and date the Report #403s, print name under signature, and for any invoices apply the "Payment Stamp," sign and date them;

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 12 of 19

6. When processing invoices, the Division or District is required to scan the appropriate documentation in Application Xtender for payment processing.
 7. And prepare a *Transmittal Letter*, Form DOT-104, and attach the associated Report #403s (originals and one copy each) and invoices and forward them to the organization's chief financial advisor.
- B. The chief financial officer will:
1. review the documents for accuracy and sign the *Transmittal Letter*,
 2. retain a copy of all documentation for the organization's files, and
 3. send the original *Transmittal Letter*, with the original Report #403s and one copy of any invoice to WVDOT Finance Division, Accounts Payable Section.

5.0 ADJUSTMENTS TO CONTRACT ORDERS

5.1 APPLYING PENALTIES

Penalties may include, but are not limited to, demurrage, overweight delivery vehicles, and fall down in gradation. These require the establishment of an additional Purchase Line Item Master including a description of the type of penalty. This line item will be established with accounting and inventory data identical to that of the item purchased, but the Purchase Receipt for the penalty will be received at zero units. Also, since penalties typically apply to specific deliveries, the receipt entry must specify the ticket number(s) involved. Receipt entry of the penalty will be documented and processed for payment on Form DOT-5 (or other receipt document). When penalties are assessed, the OASIS procurement document must be updated to reflect the modification and must match the REMIS master.

- A. Depending upon the circumstances (such as demurrage paid by the WVDOT, or a late delivery penalty to be deducted from the vendor's payment) the receipt may be in positive or negative dollar amounts. The cost of penalties must be applied at the prescribed rates.
- B. The processing of penalties requires supportive documentation. The following examples are of penalties that might be applied by the WVDOH.
 1. For overweight delivery vehicles, the license number and the number of axles must be noted on the weigh ticket, in addition to the standard weight ticket information requirements.
 2. Deliveries that fall down in gradation will be documented on a Form ST-4 prepared by Materials Control, Soils and Testing Division.

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 13 of 19

3. A copy of the penalty related weigh ticket and a copy of the Form ST-4, if the penalty is for a fall down in gradation, must be submitted with the Form DOT-5 (or other receipt document) to the District Storekeeper to support the establishment of the Purchase Line Item Master and to facilitate review.
- C. The storekeeper must attach a legible copy of all penalty related support documentation to the Form DOT-5 (or other receipt document) for submission to WVDOT Finance Division, Accounts Payable Section for payment processing.

5.2 CHANGE ORDERS

A Change Order is required for an SCO when the original estimated amount of the purchase order is exceeded (or if the five percent (5%) allowable overrun of ordered quantity for Class 11 is exceeded), the amount to be received is less than the original estimate, or a close-out or termination is required.

The Change Order is initiated with the preparation and processing of the same form used for the original order (Form DOT-35 or the Form WV-39) with the changes, corrections, or cancellation noted, and the entry of the data into the REMIS Purchase Order Master. The change must also be made to the corresponding ADO or CDO. This modification must be approved through the OASIS workflow for the modification to be approved. When a modification is being processed, the reason for the modification must be documented on the modification tab in OASIS.

5.3 TERMINATION DATE

Each WVDOT organization is responsible for periodically reviewing all of their established Purchase Master Records and assigning a Termination Date for completed purchases. Proper assignment of the date aids in managing purchases by preventing further entry of receipts and permitting the purging of completed purchases from REMIS.

- A. For invoice-processing purposes, organizations must make sure that, at the termination date, there is no more than a \$1.00 difference between the amount owed on the invoice and the amount specified on the Purchase Master. If a greater difference exists, either the invoice or the Purchase Master must be adjusted before payment can be made.

6.0 RELEVANT MATERIALS/DOCUMENTS

- 6.1 [FORM DOT-1](#) DOCUMENT CONTROL LOG
- 6.2 [FORM DOT-3](#) PURCHASE ORDER CONTROL LOG
- 6.3 [FORM DOT-5](#) RECEIPT OF MATERIALS/SERVICES RECORD
- 6.4 [FORM DOT-35](#) PURCHASING REQ, & CODE SHEET

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 14 of 19

- 6.5 [FORM DOT-104](#); TRANSMITTAL LETTER
- 6.6 [FORM ST-4](#) QUALITY ASSURANCE CERTIFICATION
- 6.7 [FORM WV-35](#) PURCHASE REQUISITION
- 6.8 [FORM WV-39](#) BLANKET RELEASE FORM
- 6.9 TSO REPORT #400 PURCHASE DOCUMENT VERIFICATION (DOH-35)
- 6.10 TSO REPORT #401 DOT CONFIRMATION OF PURCHASE ORDER (CPO)
- 6.11 TSO REPORT #403 RECEIPT OF MATERIALS/SERVICES (DOT-5)
- 6.12 [WVDOT Open End Contracts List](#)

<https://transportation.wv.gov/employees/Pages/DOTForms.aspx>

7.0 APPENDICES

- 7.1 APPENDIX A – PAYCODES – PROCUMENT ACRONYM DEFINITIONS
- 7.2 APPENDIX B – FORM DOT-35 – SAMPLE
- 7.3 APPENDIX C – FORM WV-35 SAMPLE
- 7.4

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 15 of 19

APPENDIX A – PAYCODES – PROCUREMENT ACRONYM DEFINITIONS

Acronym	Definition
ARQS	Agency Standard Requisition
ARQM	Agency Master Agreement Requisition
ARFQ	Agency Request for Quotation
ASSD	Agency Sole Source Determination – Direct Award
APO	Agency Purchase Order (one-time purchase)
AMA	Agency Master Agreement
ADO	Agency Delivery Order
ACT	Agency Contract Fixed Amount
REMI	S Master Entry In REMIS To Setup Purchase
PRM	Automated Payment Document System Generated
PRC	Manual Payment Document
PRCC	P-Card Payment
RC	Receiving Document
OC	Over the Counter Issuance Document
CRQS	Central Standard Requisition (Purchasing Division)
CRQM	Central Master Agreement Requisition
CSSD	Central Sole Source Determination – Direct Award
CRFP	Central Request for Proposal
CPO	Central Purchase Order
CMA	Central Master Agreement
CCT	Central Contract Fixed Amount
CDO	Central Delivery Order
Procurement Folder	Location in OASIS where related documents are stored
WV-3	5 Central Purchasing Requisition Document
DOT3	5A Requisition Document DOT
WV-49	Verbal Bid Documentation
WV-48	Agreement Form for Services
OT	Approval Required for IT Purchases
IN	Invoice Document
TV	E-Travel Payment in REMIS
GAX	Interface Payment Document

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 16 of 19

APPENDIX B – FORM DOT-35 SAMPLE

STATE OF WEST VIRGINIA DEPARTMENT OF TRANSPORTATION		DOT-35A (REV 04/2016)		PURCHASING REQUISITION	
REQ. NO.	S.P.A. CODE	BUYER	DATE	PAGE	OF PAGE
RETURN BIDS TO:		SHIP TO:			
Enter both the PO (REMIS Number) and Oasis ID. Example: 6823B001 ARQS DOT23*02		This should be your Agency Buyer (Kristy or Dusty)		Date of submission	
RETURN BIDS BY:		ON:			
This only needs to be filled out if this is a DIRECT AWARD. Example: Oracle USA - 000000123456					
AWARDED VENDOR		OASIS NUMBER			
Item No.	Quantity	Description	Unit Price	Amount	
		What you are wanting to procure.			
Enter your fund accounting information. See below for an example.		Put in your estimated cost, it should not exceed \$50,000. \$10,000.01 to \$50,000.00 comes to Procurement for approval.			
REMIS: 0172 MR4151X 366 121 N					
OASIS: 9017 23700 3217 3574 Program/Phase (if needed) 2022060024 / CN0001					
VENDOR: This order is your authorization for shipment of the commodities listed herein pursuant to the terms bid.			TOTAL\$		
Authorized Signature					
Title					
Telephone Number					

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION


Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 17 of 19

APPENDIX C – FORM WV-35 SAMPLE

WV-35 (Rev. 05/15/04)		State of West Virginia Purchasing Division			
PURCHASE REQUISITION					
Requisition No. 6823001 CRQS DOT23*01		Buyer J. ESTEP		Requisition Date 10/06/22	
Agency/Invoice To: John Toomey WVDOT SDM&T Division Procurement Section 1900 Kanawha Blvd. East Building 5, Room 730 Charleston, WV 25305		TEAM Code		WVFIMS Document #	
Agency/Ship To: John Toomey WVDOT SDM&T Division Procurement Section 1900 Kanawha Blvd. East Building 5, Room 730 Charleston, WV 25305		TEAM Code		Suggested Vendors: 1. Oracle USA 2. Mythics 3. DiGiT3 Additional Vendors on Reverse Side	
This Section Only For: Releases, Direct Purchases, Emergency Purchases & Agreements Vendor Name & Address: If Renewal or Direct Award list the Vendor's Name and Address.		PURCHASING DIVISION'S USE ONLY Commodity Code: Instructions: Accounting/Funding Program/Phase Three vendors with email addresses.			
Item No.	Quantity	Description	Unit Price	Amount	
		CRQM DOT23*37 Type of Purchase Oracle Device Appliance Oracle Data Appliance, Licenses and Support or equal (81230038)			
			Make sure you enter the Maximum Budgeted Amount on both the form and in OASIS.		
Authorized Signature Hussein S Elkama		Total Estimated Value of this Requisition: \$1,250,000.00			
Title Division Director		Maximum Budgeted Amount: \$1,500,000.00			
Telephone 304-414-6911		www.state.wv.us/admin/purchase			

Policy: Statewide and Agency Contracts

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 18 of 19

8.0 CHANGE LOG

June 5, 2023-

- Reformatted and completely rewrote.
- Added definitions.
- Listed acronyms.
- Updated process and amounts.

Policy: **Statewide and Agency Contracts**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 6.6

Issue Date: 08/01/2002

Revised: 06/05/2023

Page 19 of 19

Effective Date of Policy: 06/05/2023

Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.