



Marshall University Office of Purchasing

DIRECT AWARD POSTING: Department Request and Public Notice Form

Direct Award Posting Notice

Statutory Authority: Pursuant to West Virginia Code §5A-3-10c and Marshall University Board of Governors Policy No. FA-9, the Director of Purchasing may award a contract directly to a vendor without competitive bidding if certain requirements are met. The following form should be completed by the department and submitted to the Purchasing Office for Direct Award transactions.

Approval for Direct Award only exempts the transaction from the formal bidding process. These purchases are not exempt from other Purchasing policies or requirements, including but not limited to: MU Terms and Conditions or WV-96, Banner and wvOASIS Vendor Registration, issuance of an approved purchase order, etc.

Direct Award Information

Department:

Purchasing Agent:

Date of Request:

1. Provide a description of the commodity or service (include any proposed contract documents or quote):

2. Does this request include software or hardware?

Yes

No

3. Provide justification that a direct award is in the best interest of the state and university:

4. Basis for Direct Award: Please select one of the following options and provide the requested information and documentation.

Competition is not available from any other source. Please detail department attempts to identify other sources:

No other vendor would be willing or able to replace the existing source without a detrimental effect on the department or university. Please describe the detrimental effect in detail:

5. Other Information Required for Direct Award:

- a. What is the deadline that the commodities must be delivered or the services completed?

- b. What is the total cost or estimated cost for the commodity or service? (Include vendor quote.)

- c. What are the requirements or limitations a competing vendor would need to satisfy?

- d. Is there any other information the Office of Purchasing should be aware of regarding this request?

Department Signature

Date

Sections Below are for Purchasing Use Only:

Request for Direct Award Approved

Request for Direct Award Denied

Director of Purchasing/ CPO Signature

Date