

HIGHER EDUCATION SYSTEM
WV-96 AGREEMENT ADDENDUM PROBLEM SUMMARY FORM

Please print or type.

Institution _____
Contact Name _____
Address _____

Date _____
Phone # _____
Email _____

Contract Information:

Purchase Order No: _____

Was the Contract bid? Yes No
Was WV-96 part of the bid document? Yes No
Was vendor lowest bid? Yes No (If no, attach justification material)
Is this a sole-source contract? Yes No (If no, attach justification material)

If appropriate, summarize other bids on back of this form.

Vendor Contact Information: (This person must have authority to negotiate **and approve** terms and conditions for the vendor.)

Vendor Name _____ Phone# _____
Contact person & title _____ Email _____
Address _____

Background Summary:

Contract Purpose & significance to institution/department: _____

Deadline for contract approval: _____ (Due to expiring funds, grant conditions, etc.)

Reason: _____

Vendor's stated objection(s) or desired changes (Attach appropriate documentation or relevant communications):

Possible alternatives or suggested solutions: _____

Notes:

1. Please attach a copy of the P.O. and contract documents with this form.
2. Send form and associated materials directly to Deputy Attorney General Dawn Warfield, Room E-26 State Capitol Building, Charleston, WV 25305 or by email to dawn.warfield@wvago.gov