

## CONTRACT CHECKLIST

1. Did the User Agency submit a letter of justification?
2. Is there a **Purchase Order/PFA Letter** in the amount at least equal to the contract in accordance with Title 31, §233 VIC.
3. Is there an IFB, RFP or RFQ number provided? If no, explain. Under what provision of the VI code is approval requested? For Professional Service Contracts, if the contract was approved through the RFP process, please include the RFP number within the **WHEREAS** portion of the contract.
4. If construction contract, Are the specifications and plans referenced in the contract and approved by **DPW** and/or **DPNR**?
5. Does the compensation provision reflect the total compensation under the contract, exclusive of travel expenses?
6. Have the services already been rendered (confirming order)? If yes, has the User Agency provided a letter of justification?
7. If this is a Professional Services Contract, is the signature of the head or acting head of the User Department/Agency, with a witness, included?
8. Is the signature of the contractor, with a witness, included?
9. Is the **Addendum I** (Scope of Work) attached with original initials by contractor?
10. Is **Addendum II** attached with original initials by contractor?
  - (a) Professional Services Contract (Compensation)
  - (b) Construction Contract (General Provisions)
11. If this is a Construction Contract, is **Addendum III** (Termination of Contracts) attached?
12. If this is a Construction Contract, is **Addendum IV** (Compensation) attached?
13. Are all pages of the Addenda initialed by the contractor (with original initials)?
14. Were three (3) original copies of the contract, with original signatures, submitted?
15. If this is a Construction Contract, are all applicable Bonds or Affidavits of Individual Surety attached?

16. Is there a copy of the Contractor's valid business license? (If the contractor is doing work in the Virgin Islands, they must submit a current Virgin Islands Business License.)

17. For General Liability Insurance, the Government of the Virgin Islands must be listed as an additional insured and must be accompanied by an endorsement page.

18. All contracts, renewal options, reinstatements and amendments are required to be submitted with current business documents. (i.e. business licenses, articles of incorporation, etc.)

19. If Doing Business As (d/b/a) attach a Trade Name Certificate.

### **IF THE CONTRACTOR IS A CORPORATION**

20. Is there a copy of the Articles of Incorporation attached?

21. Is there a copy of the current Certificate of Good Standing attached? If the contractor is doing work in the Virgin Islands, they need a Virgin Islands Certificate of Good Standing. The Certificate of Good Standing should be dated from July 1<sup>st</sup> of the current year.

22. Is there a copy of the Resolution of the Board of Directors authorizing signatory rights on behalf of the Corporation attached on company's letterhead, signed or attested and dated by Secretary of the company?

### **IF THE CONTRACTOR IS NOT A CORPORATION**

23. Is there a copy of the current Certificate of Trade Name attached?

### **IF THE CONTRACTOR IS A NON-PROFIT**

24. Is there a copy of the Articles of Incorporation, Certificate of Good Standing and the Corporate Resolution?

### **LIMITED LIABILITY COMPANY**

25. Is there a copy of the current Certificate of Existence, Corporate Resolution or Memorandum of Authorizing Signatory and Articles of Organization?

**Note: These Requirements are subject to change**