

CONTRACT CHECKLIST for USER AGENCY

Revised (October 31, 2016)

Yes	No	N/A	Is there a copy of the Contractor's current Virgin Islands Business License or License from a state if a VI license is not required?
Yes	No	N/A	Attach current Quote of Insurance with General Liability Insurance listed
Yes	No	N/A	<u>IF THE CONTRACTOR IS A CORPORATION AND NON-PROFITS</u>
Yes	No	N/A	1.) Is there a copy of the Articles of Incorporation and Amendments (if applicable) attached?
Yes	No	N/A	2.) 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 1st of the current year.
Yes	No	N/A	3.) 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?
Yes	No	N/A	<u>IF DOING BUSINESS AS (D/B/A)</u>
Yes	No	N/A	1.) If Doing Business As (d/b/a) Is there a copy of the current Certificate of Trade Name attached?
Yes	No	N/A	<u>LIMITED LIABILITY COMPANY</u>
Yes	No	N/A	1.) Is there a copy of the current Certificate of Existence, Corporate Resolution or Memorandum of Authorizing Signatory, Articles of Organization, and Operating Agreement?
Yes	No	N/A	If this is a Construction Contract, are all applicable Bonds or Affidavits of Individual Surety attached?
Yes	No	N/A	All contracts and renewal options are required to be submitted with current business documents. (i.e. business licenses, articles of incorporation, etc.)
Yes	No	N/A	If funding or any corporate documents are expiring within 30 days of transmittal, please notify DPP by inserting a BOLD statement (or "RED FLAG") in the justification and transmittal letter to DPP.
Yes	No	N/A	Did the User Agency submit a letter of justification providing a summary of the scope of services?
Yes	No	N/A	Is there an IFB, RFP or RFQ number provided within Justification Letter? If no, explain in the Justification Letter under what provision of the VI code is approval requested (in accordance with 31 VIC §239 and/or 31 VIC §249)? 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.
Yes	No	N/A	Is there a Purchase Order/PFA Letter in the amount at least equal to the contract in accordance with Title 31, §233 VIC and has not expired.
Yes	No	N/A	PO does not exceed 10% of contract price
Yes	No	N/A	Must identify the line item "appropriation" for at least one year from an approved statute; if a multi-year contract the user agency must insert a BOLD statement (or "RED FLAG") in the justification letter to alert P&P that funding in subsequent years will be requested via the Office of Management & Budget
Yes	No	N/A	If construction contract, Are the specifications and plans referenced in the contract and approved by DPW and/or DPNR ?

Yes	No	N/A	Does the compensation provision reflect the total compensation under the contract, inclusive of travel expenses?
Yes	No	N/A	Have the services already been rendered (confirming order)? If yes, has the User Agency provided a letter of justification? For confirming orders, attach all supporting documentation and DPP will forward the contract to the Governor and Legislature for approval.
Yes	No	N/A	Is the signature of the head or acting head of the User Department/Agency, with a witness, included? A letter appointing others to sign on behalf of the Commissioner as Acting should be provided.
Yes	No	N/A	Is the signature of the contractor, with a witness, included? The signature block must reflect the title of the person signing and representative capacity on behalf of a corporate entity, i.e. Preseident, Vice President, etc.
Yes	No	N/A	If the contractor is a corporate entity, is the name of the corporate entity and the signatory official position included in the signature block
Yes	No	N/A	Is the Addendum I (Scope of Work) attached with original initials by contractor? Scope of Work must be detailed.
Yes	No	N/A	Does the contract require deliverables and does it state the deliverable dates after the effective date of the contract within the SOW?
Yes	No	N/A	Are deliverables quantifiable, measurable and verifiable? Deliverables need to state estimated period (date) that a particular contract line item needs to be delivered.
Yes	No	N/A	Is Addendum II attached with original initials by contractor?
Yes	No	N/A	(a) Professional Services Contract (Compensation). Compensation must have clear terms regarding how payments will be made, when they are required and how travel and business costs will be approved and paid
Yes	No	N/A	(b) Construction Contract (General Provisions)
Yes	No	N/A	If this is a Construction Contract, is Addendum III (Termination of Contracts) attached?
Yes	No	N/A	If this is a Construction Contract, is Addendum IV (Compensation) attached?
Yes	No	N/A	Is the written dollar amount exactly the same as the numerals provided?
Yes	No	N/A	If construction contract compensation is over \$500,000 include certification of employment clause (31 V.I.C. SECTION 236 (h)).
Yes	No	N/A	If construction contract is federally funded, is Davis Bacon Act clause included?
Yes	No	N/A	If the contract is federally funded, is the Debarment Clause included in the Contract with Debarment Status from sam.gov?
Yes	No	N/A	Are all other attachments and/or exhibits referenced in the contract attached?
Yes	No	N/A	Are all pages of the contract, including the Addenda, initialed by the contractor (with original initials)?
Yes	No	N/A	If the contractor is a corporation, Are the persons authorized to sign the contract in the corporate resolution the same name as the signatory on the contract?
Yes	No	N/A	Submit one original copy of the contract, with original signatures

****Note****

Please submit checklist with contract to P&P. If you answered NO to any of the questions, do not transmit the contract to P&P. Please call or email a contract specialist for clarification and assistance.

****Note****

A template for Professional Services Contracts and Construction Contracts can be found online at <http://dpp.vi.gov/forms-documents> under Procurement & Central Stores

****Note****

Once Contract is executed by Governor, before DPP forwards contract back to user agency with a Notice to Proceed, the User Agency will have to submit a current Certificate of Insurance with General Liability Insurance listed. Attach the Endorsement page which must have the Government of the Virgin Islands listed as an additional insured. Policy Number on Endorsement page must match policy number on Certificate of Insurance

Name of Contract Reviewer

Date of Review

Signature of Contract Reviewer

Email: _____

Telephone: _____