MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS

This list applies to all contracts, amendments and exercises of renewal options. All supporting documents must be submitted for every contract, amendment or renewal of a contract.

1. Current VI Business License (to conduct activity covered by contract being pursued); and/ or copy of a current business license issued by a state. IRS 501(c)(3) certification letter required for non-profit corporations.
2. Proof of Commercial General Liability Insurance with the Government of the Virgin Islands as Certificate Holder and Additional Insured as indicated on Endorsement (policy number on endorsement must match policy number on certificate). An endorsement that explicitly names the Government of the Virgin Islands as an additional insured is required– blanket insurance endorsements that do not name the Government of the Virgin Islands are not accepted)
3. Proof of Worker's Compensation Coverage/ Government Insurance Coverage
4. Proof of Professional Liability Coverage with Government of the Virgin Islands as Certificate Holder for professional services contract. Professional services include but are not limited auditing and accounting firms, doctors, lawyers, architectural and engineering services, consulting, marketing firms. Professional liability (also known as errors and omissions/ malpractice insurance) is required only to professional services contracts where the Government will rely on the advice and services of the Contractor in its decision-making processes OR where the government can suffer harm/ losses from faulty performance of the services from the quality of the contractor's work.
5. **Corporations (Inc., Corp, Co., Corporation)**
    a. Articles of Incorporation (and applicable amendments)
    b. Tradename Certificate if company uses a tradename (valid for two years)
    c. Certificate of Good Standing (valid from July 1st thru June 30th)
    d. Corporate Resolution on company letterhead (signed/ attested & dated by corporate secretary authorizing signatory)
6. **Limited Liability Company (LLC)**
    a. Articles of Organization (and applicable amendments)
    b. Tradename Certificate if company uses a tradename (valid for two years)
    c. Certificate of existence (valid from July 1st thru June 30th)
    d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
7. **General Partnerships**
    a. Partnership agreement (if it exists)
    b. Memorandum authorizing signatory signed by all partners or secretary if one exists (valid for two years)
    c. Tradename Certificate if company uses a tradename (valid for two years)
8. **Limited Partnerships (L.P/ LLP/ LLLP)**
    a. Certificate of Limited Partnership or Statement of Qualification for LLP/LLLP
    b. Tradename Certificate if company uses a tradename (valid for two years)
    c. Certificate of Existence (valid from July 1st thru June 30th)
    d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)

9. **Sole Proprietorship**
    a. Tradename certificate if a tradename is used (valid for two years)

Note: Documents listed in Nos. 1-3 above are required for all contractors. Documents listed in No. 4 apply to professional services contracts only. Documents listed in Nos. 5-9 are specific to each organization type, and are required in addition to the documents listed in Nos. 1-3 and 4 (if applicable). If a contractor is not performing work in the Virgin Islands and do not require local documents, agency has an obligation to verify expiration dates of all documents in the applicable state. Do not submit expired documents to DPP.