

**GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: January 11, 2021

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RFP No. 008-T-2021 (P)

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Pursuant to 31 V.I.C. 236 (i) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as GVI, Department of Property and Procurement shall receive proposals for the work described below. Proposals shall be received no later than **Tuesday, February 16, 2021 at 4:30 p.m.** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

This Scope of Services (SOS) is to provide **Internal Connection Services (cabling and fiber) under the E-Rate Program** for the Department of Education at various public schools in the U.S. Virgin Islands.

**NEGOTIATED PROCEDURES:**

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the **“Factors for Discussions”**. After reviewing and rating the proposals the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** The Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2) deemed to be the most highly qualified.

**FACTORS FOR DISCUSSIONS**

Selection criteria will include (i) Professional qualification, registration and general reputation of principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location (s) in which services will be performed; (iv)

project approach and capability of meeting schedules; and (v) quality of performance on other similar projects. Proposals will be evaluated according to the following criteria in descending order: (a) Qualifications (b) Responsiveness (c) Experience (d) References and (e) Cost. The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interviews.

#### **NEGOTIATION:**

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations, if conducted.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas  
Commissioner  
Property and Procurement

## INSTRUCTION TO PROPOSERS

### A. NOTICE

#### **RFP-008-T-2021 (P) Provide Internal Connection Services (cabling and fiber) under the E-Rate Program for the Department of Education at various public schools in the U.S. Virgin Islands**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Assistant Commissioner of Procurement, Lisa M. Alejandro** at [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov).

### B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-008-T-2021 (P) Provide Internal Connection Services (cabling and fiber) under the E-Rate Program for the Department of Education at various public schools in the U.S. Virgin Islands**

### C. PROPOSE SCOPE OF WORK

#### A. PURPOSE / OVERVIEW

1. **Purpose/Overview:** The purpose of this Request for Proposals (RFP) is to seek qualified service provider(s)/vendor(s) with the knowledge,

experience, and expertise to provide Internal Connection Services (cabling and fiber) for the Virgin Islands Department of Education (VIDE).

2. **Categories of Services:** This RFP is requesting proposals for Category Two internal connection services. Respondents may elect to limit their proposals to a single service within this category, or both services. **Proposers may respond to one or more of the requested services. If a Proposer is responding to more than one category of service, a separate proposal and proposed pricing for each service must be developed and submitted, unless a single proposal combines multiple services as a more cost- effective solution.** One or more proposer may be selected to provide the services outlined herein.

**B. BACKGROUND**

**Virgin Islands Department of Education**

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

<b>ST. THOMAS/ST. JOHN SCHOOL DISTRICT</b>	<b>Number</b>
<b>Schools</b>	<b>12</b>
Elementary Schools	7
Middle Schools	2
Junior High School	1
High Schools	2
<b>Programs</b>	<b>3</b>
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	15
<b>Number of Students</b>	<b>5,489*</b>
<b>ST. CROIX SCHOOL DISTRICT</b>	
<b>Schools</b>	<b>5</b>
Elementary Schools	3

High Schools	2
Junior High	0
<b>Programs</b>	<b>3</b>
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	23
<b>Number of Students</b>	<b>5,467</b>
<b><u>BOTH DISTRICTS</u></b>	
<b>TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS</b>	17
<b>TOTAL NUMBER OF PROGRAMS</b>	6
<b>TOTAL NUMBER OF STUDENTS</b>	<b>10,956*</b>
<b>TOTAL NUMBER OF TEACHERS/ADMINISTRATORS</b>	1,225*

On the island of St. John, one (1) school serves the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The Office of Instructional Technology has been designated and will serve as the VIDE liaison on this project.

**C. ADMINISTRATIVE STRUCTURE**

Honorable Racquel Berry-Benjamin, Commissioner heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the VIDE is as follows:

Virgin Islands Department of Education  
 1834 Kongens Gade  
 St. Thomas, US Virgin Islands 00802-6742

**D. E-RATE PROGRAM BACKGROUND AND REQUIREMENTS**

**History of the Program**

The Universal Service Fund was established in 1934 as a part of a telecommunications act enacted to ensure that all citizens have access to “rapid, efficient, nationwide...communications services with adequate

facilities at reasonable charges.” E-Rate, which stands for “Education Rate” was established by the Snowe-Rockefeller amendment to the

Telecommunications Act of 1996 and provides affordable access to telecommunications services for all eligible schools and libraries in the United States. The program provides discounts from 10% to 90% on telecommunications services, Internet access and internal wiring installation and maintenance.

### **Program Administration**

The Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) administers the E-Rate program. USAC is an independent, not-for-profit corporation that operates under the direction of the Federal Communications Commission (FCC). USAC administers the Universal Service Fund, which was created by the Telecommunications Act of 1996 to ensure that consumers in all states and territories of the United States have access to quality telecommunications and information services at affordable rates. Before each new funding year, the FCC reviews the list of services and equipment eligible for E-rate discounts and adds, deletes and/or modifies items as it sees fit. To review the FCC’s Eligible Services List, go to: <https://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

The Universal Service Administrative Company’s E-Rate program has two (2) categories of service for which funds are available include:

#### **Category One:**

Category One Services can be generally defined as services needed to support broadband connectivity to schools and libraries. Specifically, eligible Category One services are such as data transmission services and Internet access and voice services. This category consists of the services that provide broadband to eligible locations including data links that connect multiple points, services used to connect eligible locations to the Internet, services that provide basic conduit access to the Internet and voice and telephone services.

#### **Category Two:**

Category Two Services are generally defined as the equipment and services needed for E-Rate Support. Category Two services are inclusive to

internal connections needed for broadband connectivity within schools and libraries. Support is limited to the internal connections necessary to bring broadband into, and provide it throughout, schools and libraries. These are broadband connections used for educational purposes within, between, or among instructional buildings that comprise a school campus and basic maintenance of these connections, as well as services that manage and operate owned or leased broadband internal connections.

The following table details the categories of services and the eligible components.

### **Vendor Qualification**

#### Universal Service (E-Rate Program) Requirements

To warrant consideration for an award of contract resulting from this Request for Proposals, vendors must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (commonly known as the “E-rate” Program), as provided for and authorized under the federal Telecommunications Act of 1996 (47 U.S.C. § 254, “Universal Service”). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund (“USF”) subsidies.

To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

- **USF Knowledge**

Vendor shall have, at a minimum, a working knowledge of the federal E-rate Program. Vendor must submit with its proposal a written statement explaining how it acquired that knowledge and listing its E-rate Program-related experience.

- **USF Registration**

Vendor shall submit with its proposal a valid Service Provider Identification Number (“SPIN”) and a valid Federal Communications Commission Registration Number (“FCCRN”). Call the SLD at 888-641-8722 or access their web site at for additional information.

- **USF Participation**

Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with VIDE, the Universal Service Administrative

Company (“USAC”), and any agency or organization administering the E-rate Program to ensure that VIDE receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor’s services and/or products.

○ **USF Documentation**

Vendor shall provide VIDE’s staff and/or any entity legally acting on behalf of the Department, including but not limited to consultants, within a commercially reasonable period of time, all of the information and documentation that the Vendor has, or, that Vendor reasonably can acquire that VIDE may need to prepare its E-rate applications and/or to document transactions eligible for E- rate support.

○ **Invoicing Procedures**

Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to VIDE for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number (“FRN”)
- Vendor’s signature on invoice attesting to the accuracy and completeness of all charges
- Detailed description of services performed, and materials supplied that matches Government of the Virgin Islands, Virgin Islands Department of Education’s (VIDE) contract specifications, Form 470 and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to VIDE (non-discounted amount of eligible charges)
- Invoice on Vendor’s letterhead or on a Vendor-generated form
- District’s Billed Entity Number
- District’s Federal Communications Commission Registration Number
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)



○ **Delayed USF Funding Commitment**

Vendor understands that, due to circumstances beyond VIDE's control, VIDE may not receive an E-rate funding commitment by the beginning of the E-rate funding year, July 1, for the services it intends to purchase from Vendor during that funding year.

• Retroactive Invoicing

When E-rate funding is approved, Vendor shall invoice USAC for the discounted amount VIDE is owed retroactive to July 1st of the funding year or to whenever approved service to VIDE began, whichever date is later.

○ **USF Audit and Document Retention Requirement**

Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services to VIDE. All such records shall be retained for ten (10) years following completion of services and shall be subject to inspection and audit by VIDE or other authorized entities and/or persons. Vendor shall include in all subcontractor agreements for services, provisions requiring subcontractors to maintain the same records and allowing VIDE and other authorized entities and/or persons the same right to inspect and audit those records as set forth herein.

In addition to the foregoing, Vendor will create, implement, and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:

- Separating ineligible project management and other professional services costs, if any, from other charges
- Where labor is involved, maintaining detailed, signed individual timesheets
- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and VIDE's Form 470 and Form 471
- Ensuring that services or products are not provided to VIDE without District's express written permission or official purchase authorization
- Ensuring that district-approved substitute services or products are prominently noted on invoices submitted to USAC and VIDE
- Where applicable, non-recurring services provided prior to September 30th and recurring services provided prior to June 30th
- Supporting documentation sufficient to evidence that what was approved per the FCDL and provided to VIDE, was actually provided to VIDE and when
- If E-rate eligible services and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support

for the allocation of E-rate eligible amounts and reconciliation of that total to the total amount billed

- If E-rate eligible services or equipment are allocated to multiple sites, support for the allocation consistent with the amount and locations identified in the Form 471
- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to VIDE in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Ensuring that Forms 472 are signed/dated by vendor's representative in a timely manner
- Maintaining fixed asset list of E-rate-supported equipment provided to VIDE with detailed information for each item (model number, serial number, product description) and made available to VIDE in electronic format

<b>VIDE APPLICABLE DISCOUNT</b>	90%
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**E. CONTRACT TYPE**

The contract awarded under this RFP will be for professional services. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

Proposers are put on notice that if awarded a contract for professional services, proposer is expected to enter into a written Contract for Professional Services with the Government of the Virgin Islands, Department of Property and Procurement on behalf of the Department Education. The Contract will contain, among other mandatory provisions, provisions regarding the E-Rate Program Background and Requirements and the Scope of Services contained herein, and any other negotiated for and accepted provisions.

**F. CONTRACT TERMS**

Unless otherwise agreed pursuant to negotiations, the term of each contract awarded under this RFP shall be for a two-year (2) period commencing July 1, 2021 and ending June 30, 2023.

**G. CONTRACT TERM MODIFICATION**

The Government reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E- rate “program year” or an extended service end date for an E-rate program year pursuant to a “service delivery deadline extension,” as those terms are defined by the FCC and/or USAC.

**H. CONTRACT CANCELLATION**

If the SLD denies the VIDE’s E-rate funding request, the Government reserves the right to cancel and terminate for that reason any contract with vendor(s) entered into pursuant to this RFP. In no event will the Government be held liable for any express or implied guarantees. The Government may also terminate the contract with or without cause upon the thirty (30) days’ notice to the selected contractor(s).

**I. SELECTION OF CONTRACTOR**

A contract shall be negotiated with a proposer(s) deemed to be the most qualified and responsive to this solicitation. Such a proposer(s) is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government’s decision in selecting the provider. These factors include, but are not limited to, proposer’s knowledge, participation, and qualification in the E-rate program in conjunction with proposer’s ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, cost, and specialty in providing similar services; quality of supporting resources; and responsibility status. Proposers that are unable or unwilling to participate in the E-rate program and to discount their invoices will be rated accordingly as this is an E-rate funded project.

**J. INCURRED COSTS**

The Department is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

**K. LATE PROPOSALS**

Any Proposal received after the exact time specified for receipt will not be considered.

**L. GIFTS FROM CONTRACTOR**

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

**M. LICENSES, FEES & TAXES**

The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold the Department harmless for all claims arising from payment of such taxes and fees.

The selected contractor shall obtain, and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

**N. PROPOSAL FORMAT**

Each proposal must also meet the following requirements:

***Part I: Narrative***

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of all required parts and documents.

4) Technical Response

Demonstrate ability and capacity to provide services described in the Scope of Services. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

**Service Level Agreement**

The Proposer shall present a Service Level Agreement (SLA) for review and acceptance by the VIDE. The SLA must warrant that Support Services

will be provided as requested in the Scope of Services. The VIDE will negotiate and establish service level agreements for the services delivered under this RFP. The SLA will define the levels of service expected for the various areas of service delivered, divided into priorities according to importance to the supported systems or functions. The SLA will also provide a warranty for services, including a means for compensation of breach to the SLA.

In addition to specific performance objectives, the SLA will also include commitments to:

- **Response Time.** The Proposer will agree to respond and resolve all order and maintenance requests within a reasonable time given the priority of the request. Requests in which the response time falls outside the basic service hours will carry-over to the next VIDE business day. The VIDE will work with the Proposer to determine how priority levels will be assigned to cable warranty service requests. The VIDE also reserves the right to adjust priorities and response and resolution times, as needed:
- **Priority Impact Response Resolution**
  - Critical component down 15 minutes as required
  - Critical component degraded 45 minutes 4 hours
  - Non-critical component 4 hours 8 hours
  - MAC Work less than 5 stations 1 day
  - MAC Work more than 5 stations 2 days
  - Other requests, question 8 hours 12 hours

**Proposer Requirements.** The Proposer must submit:

- Resumes for all key personnel.
- Training and Certification for cabling of all personnel
- A proposed organization chart.
- USAC Service Provider Identification Number

- (SPIN) or evidence of application for a SPIN.
- Federal Communications Commission Registration Number (FCCRN);
- Written statement setting forth the amount of E-rate Program knowledge that the Proposer's organization has, who has it, and how it was acquired, along with a list detailing the Proposer's E-rate Program related experience. Additionally, address all other requirements indicated under I. General Information, 9. E-rate Program Background and Requirements, C. Vendor Qualification.

**References.** A minimum of three (3) reference letters from programs of similar scope and magnitude, for which the Proposer has provided services similar to the Services required herein within the past two (2) years, including email address and the telephone number of the contact person, must be provided. The Government may contact these references. **Letters must be Notarized. At least one reference must be from a school district where the Proposer is currently providing E-Rate eligible services.**

**Financial Statements.** Copies of audited financial statements or tax returns signed by the preparer for the three (3) previous fiscal years and the most recent quarterly report must be provided. Financial Statements must include auditor's letter of opinion, auditor's notes, balance sheet, and statement of income/loss. Each prime or joint venture partner must submit this information. The VIDE reserves the right to accept alternative information and/or documentation submitted by Proposer(s).

## ***Part II: Cost Proposal***

The cost proposal shall provide the proposed compensation for the services to be provided as described in the *Scope of Services*.

**Proposers should identify all government and/or education discounts the VIDE is eligible to receive for each item in each cost proposal. In addition, each cost proposal must be separated into E-Rate eligible and E-Rate ineligible categories.**

Pricing Sheet and General Pricing Instructions. Pricing shall be as follows:

- a. Quoted in U.S. dollars (\$)

- b. Must include labor and transportation costs.
- c. Shall include all standard freight charges prepaid, unless otherwise stated.

**D. TIMETABLE**

**Last Day for Written Clarification is Tuesday, January 26, 2021 at 12:00 noon**  
Atlantic Standard Time.

**E. SUBMISSION OF PROPOSAL**

All interested parties shall submit **one (1)** electronic copy of proposals in **PDF format**, which are to be submitted to the Department of Property and Procurement no later than **Tuesday, February 16, 2021 at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions which must include the Company’s Name – Solicitation Number – Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 008 – T-2021(P) – February 16, 2021.

The First Page of each electronic submission must also include Company’s Name – Solicitation Number and Due Date. The second page of each electronic submission must only contain the following words in red font: **“CONFIDENTIAL BID SUBMISSION”**

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Send	To	<a href="mailto:ebids_proposals@dpp.vi.gov">ebids_proposals@dpp.vi.gov</a>
	Cc	
	Bcc	
Subject ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020		

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All electronic submissions must be received at [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than the date and time listed in each advertisement. There will be no exceptions.

**F. WITHDRAWALS OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

## **G. INTERPRETATION OF SPECIFICATIONS**

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Assistant Commissioner of Procurement, Lisa M. Alejandro** at [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov). GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

## **H. CONSIDERATION OF PROPOSAL**

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

## **I. ACCEPTANCE OF PROPOSALS**

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

## **J. CONTENTS OF PROPOSAL**

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP and failure to comply with any requirement as outlined may disqualify the respondent.

1. Organization:
  - a. Introductory letter about the respondent:
    - i. Name, address, email and telephone numbers.



- ii. Type of service for which individual/firm is qualified.
  - b. Provide a list of staff available for the project (Local & Off-Territory)
  - c. Current Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
  - d. Current trade name registration certification; if applicable
  - e. Certificate of Good Standing dated July 1, 2020 or later
  - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
  - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
  
- 2. Sub-Contractors:
  - a. Provide listing of Sub-Contractors that shall be retained for this project including phone numbers.
  - b. Provide what percentage of work will be sub-contracted.
  
- 3. Project Experience:
  - a. Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
  - b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
  
- 4. Project Approach:
  - a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
  
- 5. References Letters:
  - a. See section C - Propose Scope of Work (N – Proposal Format - References)
  
- 6. Proof of Sam.Gov registration

**K. CONFLICT OF INTEREST**

A proposer filing a proposal hereby certifies that no officer, agent, or employee of GVI has a pecuniary interest in this proposal or has participated in

contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

**L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS**

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

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

1. See Attached.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.



Mandatory List of  
Required Supportin