

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: June 11, 2021

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RFP No. 041-T-2021 (P)

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 **Wednesday, July 14, 2021 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

This Scope of Services (SOS) is for the Development of an Updated Traffic Records Strategic Plan for the Virgin Islands Police Department Office of Highway Safety in 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 may select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firm/s or person/s so selected, 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) Project Approach (37 points); (b) Qualifications (22 points); (c) Experience (20 points) (d) Cost (10 points) and (e) References (6 points)-RFP Selection Committee Rating Form is attached. 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-041-T-2021 (P) Development of an Updated Traffic Records Strategic Plan for the Virgin Islands Police Department Office of Highway Safety in 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. The **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.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-041-T-2021 (P) Development of an Updated Traffic Records Strategic Plan for the Virgin Islands Police Department Office of Highway Safety in U.S. Virgin Islands.**

C. PROPOSE SCOPE OF WORK

I. BACKGROUND

Traffic Safety is the top priority in Virgin Islands Office of Highway Safety's (VIOHS) plans and programs. Along with the Virgin Islands Police Department

(VIPD), VIOHS is actively engaged in several safety-related initiatives and this project involves the development of an updated Traffic Records Strategic Plan (TRSP) for the Territory's Traffic Records Coordinating Committee. The last update to the Virgin Islands' TRSP was in 2015 and it described the desired future of the Traffic Records Systems to support data driven safety decisions and how to get there.

II. CONTENT

The updated TRSP will cover multiple years but updated annually with the purpose of providing a blueprint for measuring progress towards advancing the accessibility, accuracy, completeness, timeliness, and uniformity of the Virgin Islands Traffic Records System (TRS) and strengthening the Traffic Records Coordinating Committee's (TRCC) programs. It will also aim to provide agencies with a common basis for moving ahead with TRS upgrades, integration, and data analysis required to conduct highway safety evaluation in the Territory.

The completed TRSP will be based on the recommendations of the latest Traffic Records Assessment, will also adhere to the description and criteria outlined in the latest edition of the Traffic Records Program Assessment Advisory.

The Selected Contractor shall be responsible for:

- 1) Engaging with all Traffic Record stakeholders.
- 2) Evaluating stakeholder representation.
- 3) Identifying new potential stakeholders.
- 4) Evaluating the capabilities of the Virgin Islands' Traffic Records System.
- 5) Developing performance measurements for measuring the accuracy, completeness, accessibility, uniformity, and integration of the Traffic Records System.
- 6) Developing the Virgin Islands' Traffic Records Strategic Plan.
- 7) Safeguarding all information/data collected.
- 8) Providing the formal copies of the TRSP.

Traffic Records Strategic Plan Description

The Virgin Islands Traffic Records Strategic Plan is a multi-year plan, updated annually, that addresses all the recommendations from the Territory's most recent Traffic Records assessment, sets the framework for improving all aspects of the Territory's traffic records system, and provides goals and objectives for activities over the short and long term. The TRS consist of six-core data systems; crash database, vehicle database, driver database, roadway database, injury surveillance (EMS) database and the citation & adjudication database.

The Traffic Records Strategic Plan is data-driven, addresses measurable areas of opportunity, and works towards Territory-defined performance metrics to enhance system performance. The Territory Traffic Records Strategic Plan includes activities that improve the timeliness, accuracy, completeness, uniformity, integration, and accessibility of the Territory's highway safety data. By identifying and addressing these traffic records data quality issues, the strategic plan enhances the Virgin Islands' ability to conduct traffic safety problem identification, select and develop countermeasures, and measure the effectiveness of said countermeasures.

Developed by the Selected Contractor and approved by the Virgin Islands Traffic Records Coordinating Committee (TRCC), the ideal Traffic Records Strategic Plan:

- Identifies performance-based measures and corresponding metrics for each of the six-core data systems.
- Demonstrates quantitative improvement in a data attribute (accuracy, completeness, timeliness, uniformity, accessibility, or integration) of a core database on an annual basis.
- Addresses areas of opportunity to improve existing data and data systems, and documents how these will be addressed.
- Identifies strategies that address the timeliness, accuracy, completeness, uniformity, integration, and accessibility of the six-core data systems.
- Indicates what funds will be used to undertake efforts detailed in the strategic plan and describes how these allocations address the plan's stated goals.
- Prioritizes traffic records improvement projects.
- Identifies and addresses technical assistance and training needs.
- Leverages federal funds and assistance programs relative to traffic records.
- Establishes timelines and responsibilities for the projects in the plan; and,
- Integrates state and local data needs and goals into the highway safety data and traffic records system strategic plan.

Reference Materials

The VIOHS will provide the selected contractor consultant with the following materials.

- 2017 Virgin Islands Traffic Records Program Assessment
- 2015 Virgin Islands Traffic Records Strategic Plan
- Traffic Records Program Assessment Advisory
- NHTSA Strategic Planning Guide

Additional information can be requested through the VIOHS.

Review

The Selected Contractor will prepare a **draft** Strategic Plan for the Virgin Islands Traffic Records Coordinating Committee (TRCC) to review. Comments and changes from TRCC will be incorporated into the final plan. The final plan must be approved by the TRCC and contain the following language below.

DISCLAIMER

The preparation of this report has been funded by the USDOT/NHTSA FY2021 Virgin Islands Traffic Records Strategic Plan Development project. This document is disseminated under the sponsorship of the US Department of Transportation in the interest of information exchange. The Government of the Virgin Islands assumes no liability for its contents or its use thereof.

III. DELIVERABLES

Annual project deliverables must include, at a minimum, all tangible products (e.g. transcripts) derived or produced in the course of completing the work described in the above section.

One (1) draft copy and ten (10) final hard copies of the strategic plan, along with one (1) electronic copy in PDF format are required.

IV. CONTRACT TERM

The term of the contract awarded under this RFP shall be for a period of one (1) year with an additional one (1) year renewal option.

V. COST PROPOSAL

The cost proposal must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefits, overhead, profit, etc., must be identified, yielding a total project cost. Please also include a list of key personnel arranged by title and level with hourly rates.

D. TIMETABLE


Last Day for Written Clarification is Wednesday, June 30, 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 delivered to the Department of Property and Procurement no later than **Wednesday, July 14, 2021 at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must include the Company's Name – Solicitation Number and Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 041-T-2021 (P) – July 14, 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"**

 Send	To	ebids_proposals@dpp.vi.gov
	Cc	
	Bcc	
Subject ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020		

All electronic submissions must be received at 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 GVI has accepted proposal.

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. 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 or pay of any cost incurred in preparing and submitting 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: 3 letters minimum related to the project being solicited. To obtain maximum allotted points, each letter must:
 - a. Include information about past performance on similar project from authorized representative;
 - b. Include a working telephone number; and email address to be contacted; and
 - c. Notarized.
6. Proof of Sam.Gov registration
7. **Cost Proposal *must* be submitted in a separate file.**

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 SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS.pdf](#)

Government of the Virgin Islands
RFP SELECTION COMMITTEE RATING FORM

LOCATION: TEAMS
EVALUATION FACTORS (PROFESSIONAL SERVICES) *

RESPONDENT: _____

Directions: In the spaces provided, assign numerical values to each evaluation factor.

I. QUALIFICATION (22 TOTAL POINTS)	PTS	COMMENTS
(A) FIRM BACKGROUND (3 pts: 1.5 pts each) ____ Names, address, email, and telephone numbers ____ Type of service for which individual /firm is qualified		
(B) CORPORATE DOCUMENTS 6 pts: 1 pt. each) ____ Business License or State Register for Services being advertised ____ Articles of Incorporation (For Corporations or Article of Organization for (LLC’s) or Statement of Qualifications (Limited Partnerships), <i>if applicable</i> ____ Current Tradename Registration Certificate, <i>(if applicable)</i> ____ Certificate of Good Standing dated July 1, 2020 or later ____ Copy of Certificate of Resolution/Memorandum Authorizing Signatory <i>on company letterhead and signed/attested by secretary or all members</i> ____ Copy of Sam.gov registration and DUNS number		
(C) SUB-CONTRACTOR (5 pts: 2.5 pts each) ____ Listing of Sub-contractors retained for this project including phone numbers with copy of written statements of agreement from subcontractors ____ Provided the percentage of work that will be retained for each sub-contractor		
(D) STAFFING (8 pts: Personnel-3 pts; Org. Chart-1 pt.; Expertise-4pts) ____ Key Personnel ____ Organizational Chart ____ Expertise		
II. PROJECT APPROACH (37 TOTAL POINTS)	PTS	COMMENTS
(A) TECHNICAL RESPONSE (30 pts) ____ Narrative description of your approach to this project, your anticipated project schedule and any unusual aspects or problems you foresee with this project; Does the project plan address the criteria identified in the RFP Scope? Is there a project plan against which to measure progress?		
(B) QUALITY OF PROPOSAL (7 pts)		
III. EXPERIENCE (20 TOTAL POINTS)	PTS	COMMENTS
(A) RELEVANT EXPERIENCE ON SIMILAR PROJECTS (10 pts) ____ Provided a list of projects performed within the last three (3) year. Include a brief description of the work performed and cost of each project.		
(B) EXISTING PROJECTS (10 pts) ____ Indicate the number and value of active projects now being handled by your firm. Include a brief description of the project and percentage completed		
IV. COST (15 TOTAL POINTS)	PTS	COMMENTS
____ Does the proposed price compared to the (a) planned budget and to (b) other proposals (when cost is a rating factor)?		
V. REFERENCES (6 TOTAL POINTS)	PTS	
____ 1 st Reference (2 pt.) ____ 2 nd Reference (2 pt.) ____ 3 rd Reference (2 pt.)		
TOTAL POINTS <i>(not to exceed 100 combined)</i>		

RATED BY: _____ DATE: _____