



Department of Property & Procurement

Government of the United States Virgin Islands

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HTTP://DPP.VI.GOV



POLICY MEMORANDUM No.: 005 - 2019

To: All Departments, Agencies, Boards and Commissions of the Executive Branch
All Current and Potential Vendors, Contractors, Business Owners

From: Anthony D. Thomas 
Commissioner Nominee, Department of Property and Procurement

Cc: Division of Procurement, Department of Property and Procurement

Date: May 9, 2019

Re: *Vendor Set-Up and Maintenance Required to Conduct Business with the Government of the Virgin Islands*

The Government of the Virgin Islands would like to take this opportunity to thank you for your years of service and looks forward to your continued efforts to provide goods and services to the Government in the future.

In an ongoing effort to properly manage Disaster Recovery Funding and to improve our processes to benefit the People of the Virgin Islands, the Department of Property and Procurement is pleased to announce that the Government, through the Department of Property and Procurement is currently implementing new process updates to its Vendor Maintenance System. As such, all vendors doing business with the Government are required to submit all of their business documents and current System for Award Management/Sam.Gov registration to obtain and maintain a vendor number with the Government of the Virgin Islands.

I. REGISTERING WITH SAM.GOV

In order to register with Sam.Gov, vendors must know their Company's Data Universal Numbering System ("DUNS") ID number. If your company does not have a DUNS number, you will be required to acquire one.

Registering with SAM.Gov entitles your business to do business with the United States Government and the Virgin Islands Government. The Virgin Islands Government is a substantial recipient of federal funds, and as a result, all of our vendors are required to register with SAM.Gov. **All vendors currently providing goods and services to the Government of the Virgin Islands or who currently hold a vendor number and have not registered with SAM.Gov, must do so immediately and provide a copy of their current status to the Department of Property and**

Procurement to avoid removal from the vendor portal or payment and business delays.

Please submit all requested information to the Department of Property and Procurement by email at vendormaintenance@dpp.vi.gov. The subject line of the email should include your company name followed by SAM.Gov Registration, for example, “**ABC Corporation – SAM.Gov Registration.**”

All vendors must be registered with SAM.Gov no later than July 1, 2019.

The following information is provided to assist you with getting your company registered and compliant.

Getting Started

Due to the influx of Billions in Federal funding into the Territory, you must have an active registration in SAM.Gov to do business with the Federal Government and to do business with the Government of the Virgin Islands. To register in SAM.Gov, at a minimum, you will need the following information:

U.S. Registrants:

1. Your company's DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
If your company does not already have a DUNS number, you can request one for free from D&B at <https://fedgov.dnb.com/webform> or by calling 1 (866) 705- 5711.
2. Your company's Taxpayer Identification Number (TIN) and Taxpayer Name associated with the TIN. Review your company's tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
3. Your company's bank's routing number, bank account number, and bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

International Registrants:

1. Your company's NATO Commercial and Government Entity (NCAGE) Code.
If your company does not already have one, you can request one for free at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
2. Your company's DUNS Number, Legal Business Name, and Physical Address from your D&B record. Ensure your DUNS information and NCAGE information match.
If your company does not already have a DUNS number, you can request one for free from D&B at <https://fedgov.dnb.com/webform> or by calling 1 (866) 705- 5711.

Once a vendor successfully registers with Sam.gov, **you must renew this registration on an annual basis.**

II. SUBMISSION OF BUSINESS DOCUMENTS TO THE DEPARTMENT OF PROPERTY & PROCUREMENT

In addition to registering with SAM.Gov, all vendors with existing vendor numbers are required to provide the following documents to the Department of Property and Procurement no later than **July 31, 2019** via email to vendormaintenance@dpp.vi.gov:

1. Articles of Incorporation and all amendments for Corporations;
2. Articles of Organization and all amendments for Limited Liability Companies (LLC);
3. Current Tradename Registration, if applicable;
4. Current business licenses;
5. Corporate resolution or equivalent;
6. Certificate of Limited Partnership (LP) or Statement of Qualification (LLP and LLLP); and
7. Certificate of Good Standing (expire June 30th of every year).

Please include your company's name followed by submission of business documents in the subject line of your email, for example: **"ABC Corporation – Submission of Business Documents."** Vendors will be required to submit any renewals or updated documents to the Department of Property and Procurement when applicable. For example, upon renewal of a business license, vendors must provide the Department of Property and Procurement with a copy of the renewed business license. Failure to provide the above-referenced documents will result in your account being removed from our vendor system.

As your business is important to us, if your company is not registered with SAM.Gov, we ask that you undertake this registration immediately and submit the Sam.Gov registration information at your earliest opportunity, but no later than July 1, 2019 to avoid payment delays. All additional documentation should be submitted by or before close of business on July 31, 2019 to avoid removal from the vendor portal, or payment and business delays.

Should you have any questions, please contact Shirleen Richards, Asset and Risk Loss Manager at (340) 774-0828 extension 244. Thank you for your continued cooperation.