



Department of Property & Procurement

Government of the United States Virgin Islands

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POLICY MEMORANDUM.: NO. 022018

TO: All Executive Branch Departments, Agencies and Offices

FROM: Lloyd T. Bough, Jr. 
Commissioner, Property and Procurement

DATE: September 28, 2018

RE: Updated Templates for Contractual Documents – (i) Professional Services Contract, (ii) Sample Addendum I and Addendum II, (iii) Exercise of Renewal Option Form, (iv) Amendment of Professional Services Contract, (v) Contract Checklist for User Agency, and (vi) List of Mandatory Supporting Documents for Contractors.

Please be advised that the Department of Property and Procurement (“DPP”) hereby informs all Executive Branch Departments, Agencies and Offices that the following updated templates and new documents are available on our website at <https://dpp.vi.gov/forms-documents>:

1. Updated Professional Services Contract Template;
2. Sample Addenda;
 - a. Sample Addendum I (Scope of Services)
 - b. Sample Addendum II (Compensation) for Professional Services Contracts;
3. Updated Exercise of Renewal Option Form;
4. Template for Amendments to Professional Services Contracts;
5. Updated Contract Checklist for User Agency; and
6. List of Mandatory Supporting Documents for Contractors.

Effective **October 1, 2018**, all agencies must utilize the updated versions of the templates dated **September 17, 2018** for the professional services contracts, amendments, and renewal option forms. However, if an agency has any contracts, amendments, and renewal option forms that were executed by the contractors prior to October 1, 2018, those documents will be accepted on the 2016 templates until **October 31, 2018**.

Effective **October 1, 2018**, all agencies must utilize the Contract Checklist for User Agency dated **September 17 2018**. There will be no exceptions and the October 31, 2016 version will not be

accepted. Contract packages that are submitted to DPP without the updated checklist will be returned to the agencies.

When using the updated templates, you will notice the first page contains instructions and various sections of the templates contain information in red font. All text in red font require revisions by the user agency and the red font is inserted to draw your attention to those areas. Upon completion of those changes in the contract or other document, **please change the font to black**. The instruction pages of all the documents must be deleted when preparing the contracts and submitting them to DPP.

We encourage you to utilize the sample addenda, which are now included on the website as well as the list of required supporting documents for various types of business provided.

Please be reminded that all contracts for professional services (e.g. auditing and accounting services, architectural and engineering services, consultants, marketing firms, lawyers, doctors), regardless of amount must:

1. be signed by the Commissioner of the Department of Property and Procurement in accordance with 31 V.I.C. § 232;
2. be accompanied by proof of funding to satisfy 33 V.I.C. 3101;
3. be approved for legal sufficiency by the Department of Justice;
4. be approved by the Governor; and
5. satisfy all other requirements on the user agency checklist, to include the submission of the required supporting documents.

Please be further reminded that only **original/ inked** signatures and initials are accepted on contractual documents. Therefore, those packages must be physically submitted to the Department of Property and Procurement. Do **not** submit contracts and/or justification letters associated with contracts to the justification letter email of justificationletters@dpp.vi.gov. That email is strictly for justification letters for the purchase of goods and the basic acquisition of services that do not require a contract.

Should you have any questions, please contact Dynell R. Williams, Deputy Commissioner of Procurement at (340) 773-1561 or via email at dynell.williams@dpp.vi.gov.