



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
**Department of Property and Procurement**

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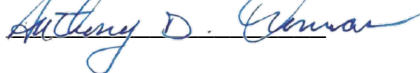
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**MEMORANDUM No. 012-2020.:**

**To:** Executive Branch Commissioners and Directors (Cabinet Members)

**Cc:** Chief Procurement Officers, OPCMR

**From:** Anthony D. Thomas   
Commissioner

**Date:** June 5, 2020

**Re:** **Electronic Justification Form**

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The Department of Property and Procurement (“DPP”) hereby provides notification and release of a standard electronic justification form (“form”) to be used by all Central Government Agencies when requesting approval to procure goods and services under the exemptions to the formal bidding process listed in 31 V.I.C. § 239(a). The purpose of this form is to increase efficiency as the Department continues its efforts to reform the Government’s Procurement System.

The form is a fillable template which provides step-by-step instructions to the user and includes drop-down sections with optional choices based on the requirements necessary for DPP to approve the user’s request. Once an exemption has been approved the user Department shall proceed with requisitioning for the goods or services by attaching the approved justification form and all other supporting documents to the requisition for DPP’s review and Purchase Order issuance.

All affected agencies must use the enclosed form beginning **Monday, June 15, 2020**. The enclosed form supersedes and replaces the justification letter templates for procuring goods and services outlined in DPP Policy Memorandum No. 012018. This form shall **not** be used to request payments for services rendered as such action is a violation of both the Local and Federal Government’s Procurement Laws. This form shall **not** be used to transmit contracts to DPP for processing.

Should you have any questions, please contact Lisa M. Alejandro, Assistant Commissioner at (340) 774-0828 ext. 230 or e-mail her at [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov).

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