

CONTRACT CHECKLIST for USER AGENCY
Revised (September 17, 2018)

Department: _____

Contractor Name: _____

Yes	No	N/A	1.) Is there a copy of the Contractor's current Virgin Islands Business License or current License from a state if a VI license is not required, or IRS 501(c)(3) certification for non-profits? VI license required for all work performed in the Territory.
Yes	No	N/A	2.) Attach current Proof of Insurance with General Liability Insurance (GVI as certificate holder and additional insured via an endorsement that explicitly names the Government of the Virgin Islands as an additional insured – blanket insurance endorsements that do not name the Government of the Virgin Islands are not accepted) and proof of workers' compensation coverage via Government Insurance Fund Certificate or other insurance policy.
Yes	No	N/A	3.) For professional services contracts (e.g. accounting firms, lawyers, doctors, architects, engineers, consultants, etc.) is professional liability/ errors and omissions coverage attached? GVI should be certificate holder only.
Yes	No	N/A	IF THE CONTRACTOR IS A CORPORATION (Inc., Co., Corp., Corporation, etc., NON-PROFITS INCLUDED)
Yes	No	N/A	4.) Is there a copy of the Articles of Incorporation and Amendments (if applicable) attached?
Yes	No	N/A	5.) Is there a copy of the current Certificate of Good Standing attached? If the contractor is doing work in the Virgin Islands, they need a Virgin Islands Certificate of Good Standing. The Certificate of Good Standing is valid from July 1 st to June 30 th . They expire June 30 th of every year regardless of the date of issue.
Yes	No	N/A	6.) If a local Certificate of Good Standing is not applicable, because the contractor is located out of the Territory and does not perform any work in the Territory, is a copy of the Certificate of Good Standing from the applicable state attached? User agency is obligated to verify expiration date from the applicable state.
Yes	No	N/A	7.) Is there a copy of the Resolution of the Board of Directors authorizing signatory rights on behalf of the Corporation attached on company's letterhead, signed or attested and dated by Secretary of the company?
Yes	No	N/A	IF DOING BUSINESS AS (D/B/A)
Yes	No	N/A	8.) If Doing Business As (d/b/a) Is there a copy of the current Certificate of Trade Name from the VI Lieutenant Governor's Office attached? (valid for two years from date of issue). If contractor is out-of-state check that state's requirements for expiration.
Yes	No	N/A	LIMITED LIABILITY COMPANY (LLC)
Yes	No	N/A	9.) Is there a copy of the current Certificate of Existence? If the contractor is doing work in the Virgin Islands, they need a Virgin Islands Certificate of Existence. The Certificate of Existence is valid from July 1 st to June 30 th . They expire June 30 th of every year regardless of the date of issue.
Yes	No	N/A	10.) Is there a copy of a memorandum authorizing the signatory to bind the company, printed on company letterhead and signed or attested and dated by the Secretary of company?

Yes	No	N/A	11.)Is there a copy of the Articles of Organization and amendments (if applicable)?
Yes	No	N/A	GENERAL PARTNERSHIP
Yes	No	N/A	12.)Is there a copy of the Partnership agreement (if one exists)?
Yes	No	N/A	13.)Is there a copy of a memorandum authorizing the signatory to bind the company, printed on company letterhead and signed or attested and dated by the Secretary of the company or all partners?
Yes	No	N/A	LIMITED PARTNERSHIPS (LP)/ LIMITED LIABILITY PARTNERSHIP (LLP)/ LIMITED LIABILITY PARTNERSHIPS (LLLP)
Yes	No	N/A	14.)Is there a copy of the Certificate of Limited Partnership (for LPs) or a Statement of Qualification (LLP and LLPs)
Yes	No	N/A	15.)Is there a copy of a memorandum authorizing the signatory to bind the company, printed on company letterhead and signed or attested and dated by the Secretary of the company?
Yes	No	N/A	16.)Is there a copy of the current Certificate of Existence? If the contractor is doing work in the Virgin Islands, they need a Virgin Islands Certificate of Existence. The Certificate of Existence is valid from July 1st to June 30 th . They expire June 30th of every year regardless of the date of issue?
			GENERAL REQUIREMENTS
Yes	No	N/A	17.)If funding or any corporate documents are expiring within 30 days of transmittal, please notify DPP by inserting a BOLD statement (or “RED FLAG”) in the justification and transmittal letter to DPP.
Yes	No	N/A	18.)Did the User Agency submit a letter of justification providing a summary of the scope of services and which complies with DPP Policy Memorandum No. 012018?
Yes	No	N/A	19.)Is there an IFB, RFP or RFQ number provided within Justification Letter? If no, explain in the Justification Letter under what provision of the VI code is approval requested (in accordance with 31 VIC §239? For Professional Service Contracts, if the contract was approved through the RFP process, please include the RFP number within the WHEREAS portion of the contract.
Yes	No	N/A	20.)Is there a Purchase Order/PFA Letter in the amount at least equal to the contract in accordance with Title 31, §233 VIC and has not expired?
Yes	No	N/A	21.)Does the PO exceed contract price by 10% or more? POs cannot exceed contract price by 10% or more.
Yes	No	N/A	22.)If a multi-year contract, did the user agency submit a PO through the end of the existing fiscal year and must inserted a BOLD statement (or “RED FLAG”) in the justification letter to alert DPP that funding in subsequent years will be requested via the Office of Management & Budget
Yes	No	N/A	23.)If Purchase Order is more than 180 days old; is there an authorization or verification letter from the Department of Finance attached verifying PO balance and availability of funding?
Yes	No	N/A	24.)Does the compensation provision reflect the total compensation under the contract, inclusive of travel expenses? Is there a line item for travel expenses?

Yes	No	N/A	25.)Is the signature of the head or acting head of the User Department/Agency, with two witnesses, included? If contract is not signed by the Commissioner, is a letter signed by the Governor appointing another to sign on behalf of the Commissioner as Acting Commissioner attached?
Yes	No	N/A	26.)Is the signature of the contractor, with two witnesses, included? The signature block must reflect the title of the person signing and representative capacity on behalf of a corporate entity, i.e. President, Vice President, etc. This must be consistent with the name and title in the resolution.
Yes	No	N/A	27.)If the contractor is a corporate entity, is the name of the corporate entity and the signatory's official position included in the signature block?
Yes	No	N/A	28.)Is the Addendum I (Scope of Work) attached with original initials by contractor? Scope of Work must be detailed.
Yes	No	N/A	29.)Does the contract require deliverables and does it state the deliverable dates, number of days or timeframes after the effective date of the contract within the SOW when tasks are due?
Yes	No	N/A	30.)Are deliverables quantifiable, measurable and verifiable? Deliverables need to state estimated period (number of days from contract execution) that a particular contract line item needs to be delivered or completed.
Yes	No	N/A	31.)Is Addendum II attached with original initials by contractor?
Yes	No	N/A	32.) Professional Services Contract (Compensation). Compensation must have clear terms regarding how payments will be made, when they are required and how travel and business costs will be approved and paid
Yes	No	N/A	33.)Is the written dollar amount exactly the same as the numerals provided?
Yes	No	N/A	34.)If the contract is federally funded, is the Debarment Clause included in the Contract with Debarment Status from sam.gov?
Yes	No	N/A	35.)Are all other attachments and/or exhibits referenced in the contract attached?
Yes	No	N/A	36.)Are all pages of the contract, including the Addenda, initialed by the contractor (with original initials)?
Yes	No	N/A	37.)Submit one original copy of the contract, with original signatures
Yes	No	N/A	FOR AMENDMENTS ONLY
Yes	No	N/A	38.)Was the amendment submitted at least 45 days prior to expiration of the underlying
Yes	No	N/A	39.)If the contract is being amended for time, has the paragraph with the term been revised?
Yes	No	N/A	40.)If the contract is being amended for a cost increase, has the paragraph on compensation been adjusted and is a new compensation addendum attached?
Yes	No	N/A	41.)If the contract is being amended for new work outside the original scope, has a revised scope of work been attached?
Yes	No	N/A	42.)Are all required supporting documents, including the original contract attached?
Yes	No	N/A	FOR EXERCISES OF RENEWAL OPTIONS ONLY
Yes	No	N/A	43.)Does the contract contain renewal options? If so, is this the 1 st or 2 nd renewal option?
Yes	No	N/A	44.)Was the renewal option submitted in accordance with the terms of the contract or at least 60 days prior to expiration of the contract and are all supporting documents attached?

****NOTE**** Please submit checklist with contract to **DPP**. If you answered NO to any of the questions, do not transmit the contract to **DPP**. Please call or email a contract specialist for clarification and assistance.

****NOTE**** A template for Professional Services and Constructions Contracts can be found online at <http://dpp.vi.gov/forms-documents> under Procurement & Central Stores.

Name of Contract Reviewer Date Signature of Contract Reviewer

Title of Contract Reviewer: _____

Email: _____ Telephone No: _____ Ext.: _____