



Department of Property & Procurement

Government of the United States Virgin Islands

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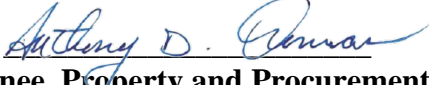
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HTTP://DPP.VI.GOV



POLICY MEMORANDUM NO.: 004-2019

TO: All Executive Branch Departments, Agencies and Offices

FROM: Anthony D. Thomas 
Commissioner Nominee, Property and Procurement

DATE: April 23, 2019

RE: Updated Template for Professional Services Contracts

The Department of Property and Procurement (“DPP”) hereby informs all Executive Branch Departments, Agencies and Offices that an updated Professional Services Contract template V.04.23.2019 is available on our website at <https://dpp.vi.gov/forms-documents>. A copy is enclosed for your convenience. Changes were made to Paragraph Nos. 3 (Compensation), 8 (Liability of Others), 10 (Indemnification), 14 (Entire Agreement) and 28 (Insurance).

Contracts using the February 20, 2019, version of the template will be accepted until April 30, 2019. Effective **May 1, 2019**, all contract must utilize the updated version of the template dated V.04.23.2019.

Please be reminded that when using the new template, the first page contains instructions and various sections of the templates contain information in red font. The instruction page must be deleted and all text in red font require revisions by the user agency. The red font is inserted to draw your attention to those areas. Upon completion of those changes in the contract, please change the font to black.

In addition, please be reminded that only **original/blue inked** signatures and initials are accepted on contractual documents until further notice. 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.

Should you have any questions, please contact the Division of Procurement at (340) 773-1561 or (340) 774-0828.