



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

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MEMORANDUM No. 010-2021

To: All Government Agency/Departments
OPCMR Members

From: Anthony D. Thomas,
Commissioner
Date: March 12, 2021

RE: Vendor Maintenance Requests

Please be advised that effective Monday, March 15, 2021, all Vendor Maintenance requests for the creation of new vendor profiles or updates to existing vendor profiles should be sent to Ms. Akela Frett, Contract Administrator – Vendor Maintenance at akela.frett@dpp.vi.gov, who can also be reached at 340-774-0828 Ext. 206 for questions and inquiries.

The Vendor Maintenance System is the development and implementation of a long-term vendor maintenance and record keeping strategy and compliance plan focused on:

- ❖ Controlling the data entered in the Tyler Munis Enterprise Resource Planning (ERP) System, creating profiles for vendors in order to maximize efficiency by ensuring that occurrences of duplicate vendors and inaccurate information are avoided;
- ❖ Implementing reporting processes to track the validity of required documents based on business type, thus, enhancing current systems to increase vendor participation through the Vendor Self Service Module;
- ❖ Conducting Purchase Order follow-up on contracts to ensure timely payments; and
- ❖ Ensuring that programs being implemented are improving the full process for vendors conducting business with the Virgin Islands Government.

Vendor Maintenance System

In an ongoing effort to properly manage all funding, including Disaster Recovery Funding, and to improve our processes to benefit the People of the Virgin Islands, the Department of Property and Procurement implemented new process updates to its Vendor Maintenance System.

As such, all vendors doing business with the Virgin Islands Government are required to follow certain processes and submit their business documents prior to participating in Government contracts.

Vendor Registration Request Requirements

The following outlines the updated process for requesting the creation of new vendor numbers and updating vendor information in the ERP System. This information takes effect immediately and supersedes all prior policy memoranda regarding Vendor Maintenance:

To Request a New Vendor Submit the Following:

- ❖ Letter from requesting department/agency addressed to the Commissioner, Anthony D. Thomas;
- ❖ Nature of request-reason for creation of a new vendor account/profile;
- ❖ Vendor's contact information (name of Point of Contact (POC), Phone number & email address);
- ❖ Vendor's complete mailing address/remit address;
- ❖ Completed and signed W-9 (U.S. Vendor) - include Social Security or Tax ID number;
- ❖ Completed and signed W8-BEN-E (Foreign/International vendors) include US Tax Id number (if applicable);
- ❖ A current/valid Business License or its equivalent; and
- ❖ Supporting documents based on the information for the applicable business entity type (i.e. Corporation, or LLC or partnership, etc.).

To Request an Update to an Existing Vendor Profile Submit the Following:

- ❖ Letter from requesting department/agency addressed to the Commissioner, Anthony D. Thomas;
- ❖ Nature of request-reason for updating vendor's account/profile;
- ❖ Vendor's updated contact information (name of POC, Phone number & email address);
- ❖ Vendor's updated mailing address/remit address;
- ❖ Completed and signed updated W-9 (U.S. Vendor) - include Social Security or Tax ID number;
- ❖ Completed and signed updated W8-BEN-E (Foreign/International vendors) include US Tax Id number (if applicable);
- ❖ A current/valid Business License or its equivalent; and
- ❖ Renewals or amendments of any supporting documents based on the information for the applicable business entity type (i.e. Corporation, or LLC or partnership, etc.).

Required Supporting Documents to Complete Vendor Profile with the VI Government



A vendor's profile at the Department of Property & Procurement whether new or existing, should consist of the following based on how the entity exists or is structured:

- ❖ Current Virgin Islands Business License;
- ❖ Form W9;
- ❖ Certificate of Issuance or Renewal of Trade Name;
- ❖ Articles of Incorporation or Organization or Formation or Existence or Certificate of Limited Partnership/Statement of Qualification;
- ❖ Certificate of Corporate [or Association, or Organization] Resolution on the business' letterhead;
- ❖ Certificate of Good Standing/Existence;
- ❖ Dun & Bradstreet Duns Number; and
- ❖ Registration with SAM.Gov.

Data Universal Numbering System (“DUNS”)

The Virgin Islands Government is a substantial recipient of federal funds, and as a result, all of our vendors are required to register with Dun & Bradstreet to obtain a Data Universal Numbering System (“DUNS”) ID number. A DUNS number is a unique nine-digit identifier for Federal financial assistance applicants, as well as recipients and their direct subrecipients.

DUNS Numbers apply to agency's grants, cooperative agreements, loans and other types of Federal financial assistance that a non-Federal entity receives or administers in the form of a grant or a cooperative agreement.

Website: <https://fedgov.dnb.com/webform>

System for Award Management(Sam.Gov)

To register with Sam.Gov, vendors must know their Company's Data Universal Numbering System (“DUNS”) ID number. The greatest benefit for a business with a DUNS number is that anyone seeking to better understand the business' credit history and creditworthiness will likely look to Dun & Bradstreet to find this information. Businesses that contract with government agencies are required to have a DUNS number.

Registering with SAM.Gov entitles a 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.

Website: <https://www.sam.gov/SAM>

Vendor Self Service Registration



Vendor Self Service (VSS) is an enhanced service to all existing vendors of the Government of the Virgin Islands. VSS is a web application which provides vendors access to relevant Accounts Payable and Purchasing information in the GVI's financial management system.

Access the following link for Vendor Self Service:

<https://usvi.munisselfservice.com/Vendors/default.asp>

For additional information and/or assistance, please contact Ms. Akela Frett, Contract Administrator – Vendor Maintenance at akela.frett@dpp.vi.gov or 340-774-0828 ext. 206.

