GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal – Negotiation
Professional Services

To: .................................................. Date: July 25, 2019

.................................................. RFP No. 029-T-2019 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than Tuesday, August 27, 2018 @ 4:00 o’clock p.m. Atlantic Standard Time.

DESCRIPTION OF WORK:

Provide Professional Development Training on the Integration of Technology for Classroom Instruction in the St. Thomas/St. John School District

SCOPE OF SERVICES: See Attached
NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, deemed to be most highly qualified to provide the services herein required. Discussions will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location(s) in which services will be performed; (iv) capability of meeting schedules; and (v) quality of performance on other similar projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner the highest qualified firm or person with whom a contract shall be negotiated. The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas
Commissioner
Property and Procurement
INSTRUCTION TO PROPOSERS

A. NOTICE


Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to Chief Deputy Commissioner of Procurement, Lisa M. Alejandro at lisa.alejandro@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: RFP-029-T-2019 (P) Provide Professional Development Training on the Integration of Technology for Classroom Instruction in the St. Thomas/St. John School District.

C. PROPOSED SCOPE OF SERVICES

See Attached
D. TIMETABLE

1. Last day for request for written clarification will be **Friday, August 9, 2019 @ 4:00 p.m.** Atlantic Standard Time.

2. Proposals will be accepted at Department of Property & Procurement, no later than **Tuesday, August 27, 2019 @ 4:00 p.m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** original and **five (5)** copy sets of proposals, which shall be delivered to the Department of Property and Procurement no later than **Tuesday, August 27, 2019 @ 4:00 p.m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas  
Commissioner  
Property & Procurement  
8201 Subbase, 3rd Floor  
St. Thomas, Virgin Islands 00802

**THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:**

<table>
<thead>
<tr>
<th>SEALED PROPOSALS-DO NOT OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RFP-029-T-2019 (P)</strong></td>
</tr>
<tr>
<td>(Name of Bidder)</td>
</tr>
<tr>
<td>(Mailing Address of Bidder)</td>
</tr>
<tr>
<td>(Telephone Number of Bidder)</td>
</tr>
<tr>
<td>(Fax Number of Bidder)</td>
</tr>
</tbody>
</table>

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Department of Property & Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be
withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the Chief Deputy Commissioner of Procurement, Lisa M. Alejandro. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action. Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent’s proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, will disqualify the applicant.

1. See Department of Education Scope of Services Sections F – Selection of Contractor and L – Proposal Format.

2. Number of outside consultants that will be retained for this project and percentage of work to be sub-contracted.
3. **Cost:** Part II Cost Proposal *(one (1) original and five (5) copy sets of proposals)* shall be submitted in a **SEPARATE** sealed envelope.

**K. CONFLICT OF INTEREST**
A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

**L. LICENSE REQUIREMENT**
An award will not be made to any firm or individual doing business in the Virgin Islands with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License. Bidders must submit hard copy of a valid Virgin Islands Business License within ten (10) business days after contract award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

**M. REQUIRED DOCUMENTS**
1. See Department of Education Scope of Services Section IV - Contractual Requirements. For additional guidance, select below link *(List of Mandatory Documents)*.


2. Bidder must provide public liability insurance within ten (10) business days after contract award.

**FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

**N. REQUIREMENTS FOR CORPORATION**
1. See Department of Education Scope of Services IV - Contractual Requirements
SCOPE OF SERVICES

Technology Integration to Classroom Instruction in the St. Thomas/St. John District
I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

Technology Integration for Student Success (STTJ)

The Virgin Islands Department of Education (VIDE) understands that technology is ever evolving and continuous professional development in technology affords our teachers with the newest trends in technology. Research suggests that teachers that assume an active role in continuous teacher development see the greatest gains in individual student outcomes. This proposal will support teachers in utilizing technology standards, lesson planning and providing meaningful feedback that strengthens the entire system of human capital development. Since classroom instruction serves as the basis of student learning and academic success, teachers must learn and use strategies in their lessons to engage and challenge students.

In addition, there is a national priority for developing teacher effectiveness through the use of high-quality digital tools, including preparing teachers to use the technology to improve instruction. The focus of these priorities is for highly-qualified teachers to provide effective 21st Century instruction for improved student achievement. The goal of the VIDE is to improve instruction through developing highly-qualified staff and also increase student engagement through developing more rigorous lessons by integrating the use of technology.

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified provider(s) who can provide whole group professional development training and individual coaching on best practices that will enable technology integration into classroom instruction and develop lesson plans for improved instruction that can be uploaded into the districts lesson plan platform, “Lesson Design Studio”.

The qualified service provider must provide professional development services, materials, access to online resources for all participants identified by the district leadership (Office of the Insular Superintendent). The proposal must include services and costs inclusive for 2019-20, 2020-2021 and 2021-2022 school years.

Technology Integration for Student Success

The Technology Integration for Student Success program will address the need for improved teacher effectiveness through technology integration. A cohesive professional development plan built on the school district’s needs will be implemented. The plan will include layers of professional development for school-based administrators and teachers at various levels of technology-integration expertise. Offerings will range from sessions on basic technology use for teachers and administrators who do not have basic computer literacy skills, to hands-on, classroom technology integration for those who are already beginning to integrate technology. We will also create a cadre of trainers who will
provide on-going professional development. This process is designed to bring all
teachers in the district to the infusion level of technology integration and many to the
transformation level (Florida Center for Instructional Technology, 2011) over the three-
year period.

The specific program activities within these layers of professional development will be
based on a teacher survey to determine levels of technology integration and self-
identified expertise. This survey will be conducted at the start of each school year to only
determine teacher’s needs and to measure growth over time. This data will be shared
with administrators who will use the data to assess individual and school level progress
and to develop a plan of action for follow up.

In addition to layers of professional development, there will be a range of professional
development contexts such as face-to-face sessions, webinar interactions, and in-class
mentoring. These contexts will allow for continuing support throughout the
implementation period using different, yet effective delivery formats.

B. BACKGROUND

Virgin Islands Department of Education
The Commissioner of Education heads the Virgin Islands Department of Education,
including the Virgin Islands Public School System. The Territory of the United States
Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school
district and the St. Croix school district. The two (2) school districts are managed and
directed by Insular Superintendents with the day-to-day operations of each school district
being managed with district offices on St. Thomas and St. Croix. The following contains
additional information concerning the two (2) school districts:

<table>
<thead>
<tr>
<th>ST. THOMAS/ST. JOHN SCHOOL DISTRICT</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools</td>
<td>12</td>
</tr>
<tr>
<td>Elementary Schools</td>
<td>7</td>
</tr>
<tr>
<td>Middle Schools</td>
<td>2</td>
</tr>
<tr>
<td>Junior High School</td>
<td>1</td>
</tr>
<tr>
<td>High Schools</td>
<td>2</td>
</tr>
<tr>
<td>Programs</td>
<td>3</td>
</tr>
<tr>
<td>Day Adult Program</td>
<td>1</td>
</tr>
<tr>
<td>Skill Center</td>
<td>1</td>
</tr>
<tr>
<td>Alternative Ed Program</td>
<td>1</td>
</tr>
<tr>
<td>Total Schools and Programs</td>
<td>15</td>
</tr>
<tr>
<td>Number of Students</td>
<td>5,375</td>
</tr>
</tbody>
</table>

ST. CROIX SCHOOL DISTRICT

<table>
<thead>
<tr>
<th>Schools</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Schools</td>
<td>8</td>
</tr>
<tr>
<td>High Schools</td>
<td>2</td>
</tr>
<tr>
<td>Junior High</td>
<td>3</td>
</tr>
</tbody>
</table>
On the island of St. John, one (1) school serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The St. Thomas/St. John Office of the Insular Superintendent has been designated and will serve as the DOE liaison on this project.

C. **ADMINISTRATIVE STRUCTURE**
Honorable Racquel Berry-Benjamin, Commissioner heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the DOE is as follows:

Virgin Islands Department of Education  
1834 Kongens Gade  
St. Thomas, US Virgin Islands 00802-6742

Honorable Anthony D. Thomas, Commissioner of the Department of Property and Procurement (DPP), and other personnel at DPP, will manage the bidding, negotiation, and contractual processes. DOE’s Division of Procurement will serve as the liaison between the selected contractor and agencies of the Virgin Islands Government in contract preparation.

D. **CONTRACT TYPE**
The contract awarded under this RFP will firm fixed price professional service contract. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. **CONTRACT TERMS**
Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of three (3) years, with up to [two (2), one (1) year options to renew, upon mutual agreement between the Government and the selected contractor.  

<table>
<thead>
<tr>
<th>Programs</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Ed</td>
<td>1</td>
</tr>
<tr>
<td>Alternative Ed</td>
<td>1</td>
</tr>
<tr>
<td>Career and Technical Ed</td>
<td>1</td>
</tr>
<tr>
<td>Total Schools and Programs</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOTH DISTRICTS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS</td>
<td>25</td>
</tr>
<tr>
<td>TOTAL NUMBER OF PROGRAMS</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL NUMBER OF STUDENTS</td>
<td>10,757</td>
</tr>
<tr>
<td>TOTAL NUMBER OF TEACHERS/ADMINISTRATORS</td>
<td>1,124</td>
</tr>
</tbody>
</table>
F. SELECTION OF CONTRACTOR
   A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government’s decision in selecting the provider. These factors include, but are not limited to, proposer’s ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

   The proposer shall also meet the following requirements:
   (1) Provide description of the proposer’s organization.
   (2) Provide history and background of organization.
   (3) Provide previous experience including years of experience describing the type of experience required for the project.
   (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
   ➢ Proposers should present their vision of how they propose meeting DOE’s needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the Scope of Services and Deliverables as defined in this RFP.
   (5) Provide at least three (3) professional references (project references). Include a brief description of services performed (include a notarized written consent from each authorized representative that must include: name; telephone number; and email address).
   (6) Demonstrate the ability to perform services on-site in DOE’s facilities.

H. INCURRED COSTS
   The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

I. LATE PROPOSALS
   Any Proposal received after the exact time specified for receipt will not be considered.

J. GIFTS FROM CONSULTANT
   The Government’s officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

K. LICENSES, FEES & TAXES
   1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

L. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

1) Table of Contents
   This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview
   This section must describe the salient features of the proposal. It must contain an overview of the proposer’s company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents
   The proposal must include components of Section I. F.

4) Technical Response
   Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government’s needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the Scope of Services as defined in this RFP.

Part II: Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs must be delineated by a fixed cost inclusive of travel, resources/materials, training and job embedded support. Cost Proposal shall be submitted in a separate sealed envelope.

M. FEDERAL FUNDING/DEBARMENT CERTIFICATION

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT”.
II. SERVICES REQUIRED
The selected Contractor shall provide professional development towards the development and implementation of teacher and administrator expertise in the integration of technology into classroom instruction. The selected contractor shall perform the following duties:

Overview

A selected contractor shall provide three (3) Saturday Academy trainings, five (5) day whole group sessions and three days of coaching to three (3) cohorts consisting of no more than forty (40) individuals on technology integration and lesson planning over a span of no more than three years. Participants will learn how to utilize the Lesson Design Studio platform to upload technology integrated lesson plans for personalized learning. Each school team will also develop an action plan to implement technology embedded instruction throughout the school year. The selected contractor shall also provide coaching and classroom visits on strategies for implementing technology into lessons.

1st Cohort of Teachers and Administrators

To be completed during the Fall’ 2019

1. Provide five (5) days of whole group professional development for no more than forty (40) teachers and administrators on embedded technology instruction into lessons.
2. Research and assess teacher skill levels through a Department-approved survey instrument that includes technology use and innovative teaching practices with technology with consultant assistance. The Contractor will be responsible for developing the assessment tool.
3. Develop, produce, and deliver to the Department written electronic individual school reports based on survey data in consultation.
4. Provide selected teachers with basic computer literacy training.
5. Develop a Technology Integration Action Plan for each of the four new schools represented.
6. Provide three (3) Saturdays of eight (8) hour trainings on creating technology integrated lesson plans for participants.
7. Assist teachers with uploading lesson plans into the district lesson plan platform.
8. Provide three (3) days of onsite job embedded support and coaching per teacher participant.
9. Provide online webinars for all selected teachers and administrators though the consultant group.
10. The Contractor will also provide participants access to online webinar services that will assist in planning and implementing technology integration strategies.
**2nd Cohort of Teachers and Administrators**

To be conducted during 2019-2020 School Year and Fall’ 2020

1. Provide five (5) days of whole group professional development for no more than forty (40) teachers and administrators on embedded technology instruction into lessons.
2. Research and assess teacher skill levels through a Department -approved survey instrument that includes technology use and innovative teaching practices with technology with consultant assistance. The Contractor will be responsible for developing the assessment tool.
3. Develop, produce, and deliver to the Department written electronic individual school reports based on survey data in consultation.
4. Provide basic computer literacy training for teachers in need.
5. Develop a Technology Integration Action Plans for each of the four schools represented.
6. Provide three (3) Saturdays of eight (8) hour trainings on creating technology integrated lesson plans for participants.
7. Assist teachers with uploading lesson plans into the district lesson plan platform.
8. Provide three (3) days of job embedded support and coaching per teacher participant.
9. Provide online webinars for all selected teachers and administrators through the consultant group.
10. The Contractor will also provide participants access to online webinar services that will assist in planning and implementing technology integration strategies.

**3rd Cohort of Teachers and Administrators**

To be completed during 2020-2021 School Year

1. Provide five (5) days of whole group professional development for no more than forty (40) teachers and administrators on embedded technology instruction into lessons.
2. Research and assess teacher skill levels through a Department-approved survey instrument that includes technology use and innovative teaching practices with technology with consultant assistance. The Contractor will be responsible for developing the assessment tool.
3. Develop, produce, and deliver to the Department written electronic individual school reports based on survey data in consultation.
4. Provide basic computer literacy training for teachers in need.
5. Develop a Technology Integration Action Plans for each of the four new schools represented.
6. Provide three (3) Saturdays of eight (8) hour trainings on creating technology integrated lesson plans for participants.
7. Assist teachers with uploading lesson plans into the district lesson plan platform.
8. Provide three (3) days of job embedded support and coaching per teacher participant.
9. Provide online webinars for all selected teachers and administrators through the consultant group.
10. The Contractor will also provide participants access to online webinar services that will assist in planning and implementing technology integration strategies.
Deliverables

The selected contractor must deliver to DOE …

1. Provide three (3) Saturdays of eight (8) hour trainings on creating technology integrated lesson plans for each cohort.
2. Assist with the creation of lesson plans ready to be uploaded to the Lesson Design Studio.
   a. At least five lesson plans from each teacher participant uploaded in the system.
3. Conduct five (5) days of whole group professional development for 40 teachers and administrators on embedded technology instruction into lessons for each cohort.
4. Complete Technology Integration Action Plans for all schools represented.
   a. A completed action plan that will be submitted to the administrator of each participating school.
5. Conduct three (3) days of job embedded support and coaching per teacher participant for each cohort. Sign-in sheets and a brief summary of each session observed with recommendations.
   The Contractor will also provide coaching and feedback to teachers on their lesson plans and delivery of the technology integrated lesson.
6. The Contractor will also provide participants access to online webinar services that will assist in planning and implementing technology integration strategies.

The Contractor will provide the presenters with instructional resources and will be responsible for securing their own travel accommodations. The Insular Superintendent’s Office in collaboration with the Technology Coordinator, will be responsible for securing the training venues.

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor’s non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

(1) Certificate of Resolution, as to the authorized negotiator and signer of a contract.
(2) Current Virgin Islands Business License issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
(3) One (1) current original Certificate(s)of Good Standing/Existence, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if
company is not locally formed, an original **Certificate of Good Standing, Certificate of Existence, or Certificate of Status** from the state of registration.

(4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.

(5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.

(6) **Certificate of Liability Insurance** indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [Five Hundred Thousand Dollars and Zero Cents ($500,000.00)] for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.

(7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

(8) System for Award Management (SAM) certifying the Contractor’s’ eligibility to receive contract awards appropriated with federal funds; [www.sam.gov](http://www.sam.gov).

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.