

**GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: December 23, 2021

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RFP No. RFP-004-C-2022 (P)

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Pursuant to 31 V.I.C. 236 (i) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as GVI, Department of Property and Procurement shall receive proposals for the work described below. Proposals shall be received no later than **Friday, December 21, 2021, at 4:30 p.m.** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

This Scope of Services (SOS) is to ***Qualified Firms to Provide the GVI with the Purchase and Installation of a Public Address, Intercom and Bell System for the Juanita Gardine, Central High School and the Educational Complex, St. Croix, USVI*** on behalf of the Department of Education.

**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, proposals shall be reviewed and rated on the selection criteria outlined in the **“Factors for Discussions”**. After reviewing and rating the proposals the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required**. Discussions will be conducted with the firm or person so selected. The Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2) deemed to be the most highly qualified.

## 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)** project approach and capability of meeting schedules; and **(v)** quality of performance on other similar projects. Proposals will be evaluated according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience (d) References and (e) Cost. The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interviews.

## NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations, if conducted.** 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

**RFP-004-C-2022 (P)- Purchase and Installation of a Public Address, Intercom and Bell System for the Juanita Gardine, Central High School and the Educational Complex, St. Croix, USVI**

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 Assistant Commissioner, **Lisa Alejandro** at [lisa.alejandro@dpp.vi.gov](mailto: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-004-C-2022 (P)- Purchase and Installation of a Public Address, Intercom and Bell System for the Juanita Gardine, Central High School and the Educational Complex, St. Croix, USVI**

### C. PROPOSE SCOPE OF SERVICES

**A. PURPOSE / OVERVIEW**

The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) for the purpose of providing the Virgin Islands Department of Education (VIDE) with services that include the purchase and installation of a public address intercom system, to include a two-way paging for Juanita Gardine School, Education Complex/SCEC, and Central High on the island of St. Croix.

The procured services are to be provided to site locations listed below to include classrooms, administrative offices, gymnasium, cafeteria, and outdoor common areas at each school. These services should include the purchase and installation of a Public Address System (PA), Intercom System, and Two-Way In-Room Paging that has the capacity to send emergency notifications, alert messaging, and emergency panic button stations, unlimited time tone schedules, break bell alerts, clock time synchronization, and remote activation of wireless strobe lights and sirens.

Additionally, the provider should include the necessary accompanying labor, supervision, tools, equipment to execute the work for each location.

**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:

<b>ST. THOMAS/ST. JOHN SCHOOL DISTRICT</b>	<b>Number</b>
<b>Schools</b>	<b>12</b>
Elementary Schools	7
Middle Schools	2
Junior High School	1
High Schools	2
<b>Programs</b>	<b>3</b>
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	15
<b>Number of Students</b>	<b>5,542</b>
<b>ST. CROIX SCHOOL DISTRICT</b>	

<b>Schools</b>	<b>11</b>
Elementary Schools	7
High Schools	2
Junior High	2
<b>Programs</b>	<b>3</b>
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
<b>Number of Students</b>	<b>5,451</b>
<b><u>BOTH DISTRICTS</u></b>	
<b>TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS</b>	25
<b>TOTAL NUMBER OF PROGRAMS</b>	6
<b>TOTAL NUMBER OF STUDENTS</b>	<b>10,993</b>
<b>TOTAL NUMBER OF TEACHERS/ADMINISTRATORS</b>	1,124

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 2012 GRT Bond proceeds under Act No. 8193, Section 2 (b) “Intercom and PA system repairs and expansion for various schools on the island of St. Croix” will fund this Project and the Division of Operations 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 be for professional services. 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 eighteen (18) months.

**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).
- (6) Demonstrate the ability to perform services on-site in DOE's facilities.
- (7) Provide timeline for the project layout and design to which the project will be completed at each site.

**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 with purchase, installation, testing and certification, if applicable.

**M. FEDERAL FUNDING/DEBARMENT CERTIFICATION**

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and 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. SCOPE OF SERVICES

### Overview

The selected contractor shall provide services to VIDE which will include complete installation of a Public Address System (PA), Two Way Intercom System, and Alert System for all sites identified below, that will have the capacity to send emergency notifications, automated alert messaging, emergency panic button stations, unlimited time tone schedules, break bell alerts, clock time synchronization, remote activation of wireless strobe lights and sirens, and remote system management. All connections in this installation will be independent of whatever is presently installed at these locations.

### Tasks

The selected contractor will be required to provide all labor, supervision, tools, and equipment to execute the work to purchase and install public address system, two way intercom systems, and accessories in locations listed below. Also, all new conduit will be installed and properly sealed for this environment’s structural integrity. All network installation will follow NEC770 standards as of 2021

### Deliverables

The selected contractor must purchase and install the necessary components to deliver a comprehensive effective system including but not limited to the components described below at Juanita Gardine School, Educational Complex Academic/Vocational and Central High on the island of St. Croix U.S. Virgin Islands within the eighteen (18) month time period:

Site Location	# of Classrooms	# of Offices	# of Outdoor
Juanita Gardine Elementary School	40	23	32
Central High	95	10	28
Educational Complex Academic	67	44	26
Educational Complex Vocational	43	55	30

Item Description
Main Control Station
Main Control Station Paging Microphone Transmitter
GPS for Time Accuracy
Bell Scheduling Software



Outdoor PA Device
In-Room Wall Mount PA Device
Two-Way Intercom Communication associated with In-Room Appliance with communication to Main Control Station at every Individual Site Main Location (Main Office)
Synchronized Clocks with Chimes
Notification/Emergency Recording
Emergency Strobe Lights
Implementation Design Layout
Project Clean-Up and Close-Out

### 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 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

**D. TIMETABLE**

**Last Day for Written Clarification is Friday, January 14, 2022, at 4:00 PM** Atlantic Standard Time.

**E. SUBMISSION OF PROPOSAL**

All interested parties shall submit **one (1)** electronic copy of proposals, which are to be delivered to the Department of Property and Procurement no later than **Friday, January 21, 2022, at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions which must include the Company’s Name – Solicitation Number – Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 005 – C-2021(P) – March 23, 2021.

The First Page of each electronic submission must also include Company’s Name – Solicitation Number and Due Date. The second page of each electronic submission must only contain the following words in red font: **“CONFIDENTIAL BID SUBMISSION”**

The image shows a screenshot of an email client's composition window. On the left is a 'Send' button with a paper plane icon. To its right are three input fields: 'To' containing 'ebids\_proposals@dpp.vi.gov', 'Cc' which is empty, and 'Bcc' which is empty. Below these fields is the 'Subject' line containing the text 'ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020'.

All electronic submissions must be received at [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than the date and time listed in each advertisement. There will be no exceptions.

**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 **Lisa Alejandro** at **[lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov)**. 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. The documents listed under this section are required for submission of a proposal in response to this RFP and failure to comply with any requirement as outlined may disqualify the respondent.

1. Organization:
  - a. Introductory letter about the respondent:
    - i. Name, address, email and telephone numbers.

- ii. Type of service for which individual/firm is qualified.
  - b. Provide a list of staff available for the project (Local & Off-Territory)
  - c. Current Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
  - d. Current trade name registration certification; if applicable
  - e. Certificate of Good Standing dated July 1, 2021, or later
  - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
  - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
  
- 2. Sub-Contractors:
  - a. Provide listing of Sub-Contractors that shall be retained for this project including phone numbers.
  - b. Provide what percentage of work will be sub-contracted.
  
- 3. Project Experience:
  - a. Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
  - b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
  
- 4. Project Approach:
  - a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
  
- 5. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
  - a. Include information about past performance on similar project from authorized representative;
  - b. Include a working telephone number; and email address to be contacted; and
  - c. Notarized.
  
- 6. Proof of Sam.Gov registration

7. **Cost Proposal *must* be submitted in a separate file. The Contractor will provide cost estimates for the following outlined services utilizing the cost proposal form attached in Scope of Services.**

**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 respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

**L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS**

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

**M. MANDATORY LIST OF REQUIRED SUPPROTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS**

1. See Attached.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.