

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

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: 11/25/2020

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RFP No. 005-T-2021 (P)

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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 (DPP) shall receive proposals for the work described below. Proposals shall be received no later than **December 28, 2020 @ 4:30 p.m.** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

The Scope of Services (SOS) is to provide Project Management Services to the Virgin Islands Department of Labor (“VIDOL”) Workforce Development Program to successfully execute work-based learning strategies. The selected Contractor shall manage all projects in accordance with the procurement requirements of the Community Development Block Grant-Disaster Recovery (CDBG-DR) Program, along with federal mandates and regulations to ensure compliance and successful delivery and completion of the Territory’s disaster recovery projects. Proposers shall possess and demonstrate their understanding of the U.S. Virgin Islands composition and submit proposals addressing how they intend to perform project management services to the VIDOL Workforce Development Program throughout the territory.

**OVERVIEW:**

VIDOL requests services to provide varied employment opportunities for low to moderate income residents in the Territory by offering entry level training in high growth occupations based on current labor market information. The provider will train six hundred and twenty-five (625) individuals over a twenty-four-month period; a portion of which includes employment for those participating in work-based learning. There will be four stages to the project:

- a.) Stages I and II will focus on the construction industry because the demand continues to be high and is expected to remain that way for the next three years. Many individuals working in this sector have little to no formal training and operate as helpers to skilled craftsmen. This training offers them general knowledge to perform more proficiently on the work site in an entry level position, and for those who excel, an opportunity to build a career path in the construction trades industry.
- b.) Stage III opens the opportunities to additional employment sectors also projected to continue growing over the next three years. In this stage, participants are immersed in their selected field through real world experience as they work and learn simultaneously. Work-based learning allows participants to receive theory-based instruction complemented by hands on instruction while employed. This stage also offers committed participants the opportunity to begin an apprenticeship, which provides long-term training and employment that increases skill complexity and increased wages as time progresses. This stage may run concurrently with Stage I to ensure that all sectors are available at the same time.
- c.) Stage IV which includes both pre and post training activities is a requirement for all participants. In order to gain employment and then retain employment, all participants must have access to the tools needed to be successful in the workplace.

#### **TYPE OF AGREEMENT:**

The Government anticipates that the resulting contract will be a firm fixed price contract. The GVI and Virgin Islands Housing Finance Authority (VIHFA) reserves the right to modify and/or terminate the contract if the successful firm fails to perform in a manner consistent with the terms of the contract. In addition, the GVI and VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

#### **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**. 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)** 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) Technical Capability (35 pts), (b) Qualifications and Experience (30 pts) (d) Cost (20 pts) and (e) References (15 pts).** The Selection Committee may, at its option, request any or all proposers to participate in on-site interviews.

## **NEGOTIATION:**

The Selection Committee shall recommend to the Commissioner **the highest qualified firms or persons with whom contracts shall be negotiated.** The Commissioner of DPP, with the assistance of the Selection Committee, shall attempt to negotiate contracts with such firms or persons. The Government intends to award one (1) respondent to support this effort.

Should the Commissioner be unable to negotiate a satisfactory contract with the firms considered to be the most qualified, at a price the Commissioner determines to be fair and reasonable to the Government, negotiations with those firms shall be formally terminated. Negotiations shall continue with the other selected firms until an agreement is reached.

Anthony D. Thomas  
Commissioner  
Property and Procurement

## INSTRUCTIONS TO PROPOSERS

### A. NOTICE

#### **RFP-005-T-2021 (P) Virgin Islands Department of Labor Workforce Development Program Project Management Services**

Information provided in the scope of service is to be used only for purposes of preparing a proposal. It is further expected that each bidder shall 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 respondent to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of services. Alternative proposals recommending new features and technology other than that requested in the scope of work shall 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 of Procurement, Lisa M. Alejandro** at [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov). Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this RFP. The issuance of a written addendum by GVI is the **only** official method by which interpretation, clarification or additional information can be given. It is the responsibility of the potential Bidder to turn on notification alerts on DPP's website (<https://dpp.vi.gov>) for this solicitation and contact GVI to ensure that they receive all addenda prior to the submittal of the proposal package. **The proposal package may be considered non-responsive if all modifications are not incorporated.**

### B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following service: **RFP-005-T-2021 (P) Virgin Islands Department of Labor Workforce Development Program Project Management Services**

**C. PROPOSED SCOPE OF SERVICES**

Under the supervision of and in collaboration with the VI Department of Labor (“VIDOL”) Workforce Development Program, the successful Respondent shall perform the tasks and services identified below as requested by the GVI. The following table outlines project management services that the Respondent must provide for this engagement. Respondents may add additional processes as necessary, but the functions listed below are considered the basic project management services required by VIDOL.

Function	Respondent Responsibility
Strategic Planning	<ul style="list-style-type: none"> <li>• The Respondent will convene critical stakeholders and decision makers to identify projects’ goals and objectives</li> <li>• The Respondent will document the strategic plan and continuously update based on stakeholder engagement and feedback</li> </ul>
Schedule Management	<ul style="list-style-type: none"> <li>• The Respondent will build and review, as necessary, operational project plans, and corresponding schedules.</li> <li>• The Respondent will commit project resources and explicitly note potential leveraged resources.</li> <li>• The Respondent will articulate performance milestones, outcomes, and outputs</li> </ul>
Stakeholder Management	<ul style="list-style-type: none"> <li>• The Respondent will identify roles and responsibilities for key stakeholders</li> </ul>
Cost and Budget Control Management	<ul style="list-style-type: none"> <li>• While DOL will be responsible for financial controls and budgets, the Respondent will support accurate and timely financial management, including budgeting, accounting, accounts payable, and accounts receivable</li> <li>• The Respondent will prepare accurate and timely invoices with appropriate backup and documentation to include preparation and submission of final invoices accompanied by required backup and documentation</li> </ul>

<p>Performance Management</p>	<ul style="list-style-type: none"> <li>• The Respondent will continuously identify what works and apply this new knowledge to the projects</li> <li>• The Respondent will provide ongoing monitoring of employers, trainers, and trainees</li> <li>• The Respondent will align training services to meet employer demands and individuals' capabilities</li> <li>• The Respondent will identify best practices, lessons learned and build the workforce system's capabilities</li> <li>• The Respondent will be responsible for ongoing quantification and qualification of employer demands</li> <li>• The Respondent will be responsible for aligning training services to meet employer demands and individuals' capabilities</li> </ul>
<p>Reporting</p>	<ul style="list-style-type: none"> <li>• The Respondent will identify and provide the necessary tools to report progress</li> <li>• The Respondent will submit accurate and timely financial, performance, and narrative project management reports to appropriate entities</li> <li>• The Respondent will report on progress, challenges, solutions, and emerging opportunities</li> <li>• The Respondent will be responsible for timely and accurate reporting for both internal project management and external reporting for funders and key stakeholders</li> <li>• The Respondent will be responsible for preparing and submitting final reports to appropriate entities</li> </ul>
<p>Procurement Management</p>	<ul style="list-style-type: none"> <li>• The Respondent must understand Federal procurement guidelines for multiple streams of funding, including but not limited to, FEMA and HUD.</li> <li>• The Respondent must understand local procurement laws, policies and procedures.</li> <li>• The Respondent will understand and adhere to post disaster record keeping for subsequent audits of these funding</li> </ul>

	<p>programs and maintain compliance</p> <ul style="list-style-type: none"> <li>• The Respondent will be responsible for recruiting trainees with the knowledge, skills, abilities, and perseverance to succeed in identified industries and occupations</li> <li>• The Respondent will be responsible for efficient recruitment of individuals for Work-based Learning opportunities and the identification and onboarding of accomplished training providers</li> </ul>
Risk & Issue Management	<ul style="list-style-type: none"> <li>• The Respondent will be responsible for developing, managing and executing a risk/issue management process and plan.</li> <li>• The Respondent will be responsible for cataloging key risks/issues and developing mitigation strategies for each risk/issue</li> <li>• The Respondent will perform risk/issue analysis functions as necessary to support critical decision making</li> <li>• The Respondent will provide necessary tools (software) to manage risks/issues as appropriate</li> </ul>
Communication Management	<ul style="list-style-type: none"> <li>• The Respondent will work with DOL staff to build a communication plan that catalogs stakeholders and outlines effective communication mechanisms and channels for communication to ensure effective employer engagement</li> </ul>
Knowledge and Document Management	<ul style="list-style-type: none"> <li>• The Respondent will be responsible for capturing best practices and lessons learned, to include ongoing collaboration with Work-based Learning partners</li> <li>• The Respondent will establish a process for archiving and ensuring version control for all knowledge artifacts</li> <li>• The Respondent will be responsible for a robust and resilient management information system</li> <li>• The Respondent will be responsible for transferring policies, procedures, and protocols developed to appropriate entity to build capacity</li> </ul>

In addition to the function listed above, the Respondent is charged with the selection of subcontractors (if any) and ensuring they are not debarred. The Respondent will also provide all agreements and invoices on a timely basis, with supporting documentation for all costs. The Respondent will also maintain accurate record keeping and submit timely progress reports, along with the additional responsibilities listed below:

1. Project Planning
  - a. Organize, index, and maintain all project documentation
  - b. Coordinate all activities required for Project Planning
2. Project Management Plan
  - a. Produce and keep up to date a Project Management Plan (PMP)
    - i. PMP will define the project's baseline including assumptions, communications, decisions, scope, cost, procurement, and schedule
3. Project Schedules
  - a. Maintain the project schedules through a master schedule to include subproject schedules as required
    - i. Update project schedule weekly
4. Project Reporting
  - a. Create and maintain a detailed record of project activities to include meeting facilitation, agenda development, meeting minutes, and other items to enable DOL or any external audit organization to evaluate work performed and decisions finalized.
  - b. Produce ad hoc white papers and talking points for legislative hearings and other requested reporting
  - c. Prepare and submit Weekly Status Reports that provide a thorough and detailed status of the projects and project schedules
5. Project Reports and Documentation
  - a. Respond to requests for reports or information required by various federal or state related entities
6. Project Change Management
  - a. Track major project changes in scope, cost, or time by utilizing an agreed upon change management/configuration management defined process
  - b. Modify or update all project documentation appropriately to reflect the agreed upon change
7. Financial Management
  - a. Collaborate with the DOL Fiscal team to oversee financial accounting and management of projects



8. Document Maintenance and Library
  - a. Initiate, formalize, and complete a Document Control and Maintenance Plan to define how documents will be managed
  - b. Include in the Document Control and Maintenance Plan the process of organizing, storing, protecting, revising, versioning and sharing documents.
  
9. Stakeholder Engagement
  - a. Recruit trainees with the knowledge, skills, abilities, and perseverance to succeed in identified industries and occupations
  - b. Conduct continuous monitoring of employers, trainers, and trainees to ensure training services align with and meet employer demands and individuals' capabilities.
  
  - c. Provide ongoing engagement with employers for quantification and qualification of employer demands

DOL's Responsibilities: Collaboration with the Contractor in each of four stages as discussed in the attached application budget narrative.

## **MILESTONES AND DELIVERABLES**

**The Contractor will provide the services as described in attached application budget attached hereto and made a part of this contract a synopsis is provided below:**

The selected Project Manager has overall responsibility for the successful planning and execution of the project to include the efficient recruitment of individuals for work-based learning opportunities and identifying and onboarding accomplished training providers. The selected Project Manager is responsible for communications, including status reporting, risk management, escalation of issues that cannot be resolved in the team, and ensuring the project is delivered on schedule within scope and budget. The Project Manager will

### **Milestone 1: Project Engagement**

Activity 1: The selected Contractor will form and facilitate the project team to identify project goals and objectives, document strategic/operational plans, define project team roles and responsibilities, identify and manage dependencies and agree upon communication and reporting requirements. Establish a project site for filing and sharing documents.

Activity 2: The selected Contractor will convene, and lead project steering committee (or advisory committee) comprised of executive and director level stakeholders from

organizations most affected by the project to provide operational and technical oversight, secure resource commitment, a participant in decision-making, resolve significant project issues, monitor project status, approve and prioritize project change requests, and authorize project advancement and closure.

**Deliverables:** *Initiation:* The selected Contractor will create a Project Charter, Project Financials, Project Kick-off meeting conducted within 30 days of execution of the contract, meeting minutes, a project site for filing and sharing documentation, calendar appointments for project meetings, required approvals obtained. *Planning:* RACI, Project Communication Plan, Conducted planning session(s) to define project requirements, targeted workforce development disaster/economic development projects and employers, Project portfolio with identified workforce development opportunities (occupations, knowledge, skills, and ability aligned), start and end date, contact and resources defined, Project Schedule, and if necessary, Work-breakdown schedule (WBS). Implementation

Plan, Marketing, and Promotion materials developed and launched. The selected Contractor Target employers engaged in the planning and executing work-basing learning programs, development of customized training, and on-the-job training.

**Timeframe:**  $\leq 30$  days following contract award

## **Milestone 2-5: Project Management Deliverables**

Activity 1: *Schedule Management:* The selected Contractor will build and review, as necessary, operational project plans, and corresponding schedules. Commit project resources and explicitly note potential leveraged resources. The selected Contractor will articulate performance milestones, outcomes, and outputs related to the strategic goals and desired outcomes of the project.

Activity 2: *Performance Management:* The selected Contractor will work with key stakeholders, facilitate the routine quantification and qualification of employer demands, prioritization of needs and resources based on impact and other factors, identification of emerging opportunities and issues, escalation of issues, and opportunities to steering committee or project team for decision making. The selected Contractor will align training services to meet employer demands and individuals' capabilities. The selected Contractor will on-going basis monitor employers, trainers, and trainees. Identification and implementation of best practices, lessons learned to build the workforce system's capabilities. Continuous identification of what works and application of this new knowledge to the projects.

Activity 3: *Monitoring & Controlling:* The selected Contractor will maintain a project tracking log for changes, risks, issues, and decisions. The selected Contractor will update the project site with related documentation such as risk/issue tracking log, meeting

minutes, decision matrices, decision logs, communication plan, etc. The selected Contractor will develop risk mitigation strategies to ensure the success of the project.

*Activity 4: Cost and Budget Control Management:* The selected Contractor will support accurate and timely financial management, including budgeting, accounting, accounts payable, and accounts receivable through the provisioning of all agreements and invoices on a timely basis, with supporting documentation for all costs. The selected Contractor will also maintain accurate record-keeping and submit timely progress reports to prepare and submit accurate and timely invoices with appropriate backup and documentation.

*Activity 5: Reporting:* The selected Contractor will create and maintain a detailed record of project activities to include meeting facilitation, agenda development, meeting minutes, and other items to enable DOL or any external audit organization to evaluate work performed and decisions finalized. Produce ad hoc white papers and talking points for legislative hearings and other requested reports. The selected Contractor will prepare and submit a Weekly Status Reports that provide a thorough and detailed status of the projects and project schedules to include but not limited to a total number of participating employers, projects, and program participants; completion and enrollment rates, training plans, OTJ agreements, and apprenticeship; occupational skills training delivered.

*Activity 6: Project Change Management:* The selected Contractor will track significant project changes in scope, cost, or time by utilizing an agreed-upon change management process. The selected Contractor will modify or update all project documentation appropriately to reflect the agreed-upon change.

**Deliverables:** *Planning:* RACI, Project Communication Plan, strategic planning session(s) with key stakeholders in identifying strategies and tactics to meet performance goals and outcomes identified considering COVID-19, defined project requirements, targeted workforce development disaster/economic development projects and employers. The selected Contractor will create a project portfolio with identified workforce development opportunities (occupations, knowledge, skills, and ability aligned), start and end date, contact and resources defined, Project Schedule, and if necessary, a Work-breakdown schedule (WBS). Implementation Plan, Marketing, and Promotion materials developed and launched. The selected Contractor will participate in community outreach, recruitment of candidates, and promotion of opportunity. *Execution:* the selected Contractor will approve solutions (work-based learning opportunities, disaster-recovery projects, other applicable workforce development projects/initiatives funded under the CDBG grant). The selected Contractor will identify and onboard employers and produce the following: a project schedule, updated and maintained project site with documentation and filing system, timely quarterly invoices, timely weekly and monthly status reports, training documentation, executed communication plan, project change request with justification and approval by an authorized entity, project tracking log for changes, risks, issues and decisions, meeting agendas and minutes, project team meetings and steering committee meetings conducted as planned. The selected Contractor will

provide a monthly Project Management Status Reports due five business days following the end of the month of performance.

- a.) **Project Management Deliverables: *Milestone 2***  
**Timeframe:** 60 days after execution of Milestone 1
- b.) **Project Management Deliverables: *Milestone 3***  
**Timeframe:** 60 days after execution of Milestone 2
- c.) **Project Management Deliverables: *Milestone 4***  
**Timeframe:** 60 days after execution of Milestone 3
- d.) **Project Management Deliverables: *Milestone 5***  
**Timeframe:** 60 days after execution of Milestone 4

#### **Milestone 6: Project Management Deliverables and Project Close-Out**

Activity 1: *Execution:* The selected Contractor will review all the same activities identified in Milestones 2-5.

Activity 2: *Close Out:* The selected Contractor will define project results, document lessons learned, document the project close-out checklist, and take action to complete any remaining items (i.e., finalize any incomplete deliverables, update project schedule and financials, close any contracts, confirm plans for closing contracts, and any associated resources.). The selected Contractor will determine and document that the requested work has been completed and accepted and that the project can be closed out.

**Deliverables:** The selected Contractor will create the approved project close-out checklist, populated lessons learned project tracking log, updated project schedule, a budget report outlining planned budget vs. actual cost, final project status report received, meeting agenda and minutes, recorded calendar appointments for project meetings, and final version of project site updated for filing and sharing of all documents, project close-out meeting conducted with required stakeholders. The selected Contractor will create a monthly Project Management Status Report due five business days following the end of the month of performance.

**Timeframe:** Within 30 days of contract end date

#### **CONTRACT TERM**

The contract term for this project is anticipated to be for two (2) years with the option to renew for one (1) additional year terms.

**KEY PERSONNEL**

Each proposal shall describe the organizational structure of the proposed team. At a minimum, each proposal shall include: a) An organization chart showing the reporting responsibilities and organization of all Key Personnel, other staff to be assigned and sub-contractors. b) Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role. c) Roles, responsibilities, minimum qualifications and experience of Key Personnel are included in the table below. The Proposal narrative must include an overall staffing approach, including Key Personnel and other staff or subcontractors to be assigned. It is expected that the Respondent will provide Key Personnel for the following roles; however, if the Respondent feels additional Key Personnel are needed for the services, or the roles provided are not applicable, please include the additional roles, with description and qualifications for each role and why the position is needed.

**ROLES AND RESPONSIBILITIES:**

Role	Responsibilities
<b>Program Manager</b>	Manage multiple workforce development projects from development to deployment. Monitor project milestones, schedule, budget, resource requirements, requests for proposals, statements of work, deliverables, and reporting requirements. Provides oversight and executive level management to overall contract operations. Responsible for working with client personnel and ensuring senior level management within the client organization is aware of overall program status and provide subject matter and technical knowledge. Responsible for identifying the appropriate training provider(s) and coordinating the logistics between the project participant and training provider work in collaboration with the VI Department of Labor to provide the specific training for participants to include: life skills training, resume development, self-marketing tools, building a responsible social media presence, networking, interviewing, working with peers, working with management. Responsible for securing training service provider(s) in each district to conduct the Core Curriculum and Occupational Skills training courses and any other resources to carry out the project.
<b>Project Manager</b>	Performs day-to-day management of projects,

	involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team in performance of the work and reviews the quality of all products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Assists the Program Manager as required in managing contract performance.
<b>Project Coordinator</b>	Assists project managers with organizing and controlling project activities through communicating risks, opportunities and current state of the project. Coordinate meetings, resources, equipment and information. Handle projects with the goal of seeing them through on time and within budget. Ensure projects run smoothly by controlling workflow, scheduling assignments, evaluating the course of the project and reporting its status to the management and stakeholders. Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails.
<b>Administrative Assistant</b>	Provides administrative assistance in a variety of functional areas and organize and track various tasks/events. Provides assistance to program manager and assists with operations and project management.

**KEY PERSONNEL REPLACEMENT**

Key Personnel are those Contractor personnel considered to be essential to the performance of the contract. No changes in Key Personnel will be made unless the Contractor can demonstrate that the qualifications of prospective replacement personnel are equal to or better than the qualifications of the Key Personnel being replaced. All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. DOL reserves the right to reevaluate the selection of any respondent if one or more key personnel are replaced within the first six months of contract performance. DOL shall be notified in writing of any proposed substitution at least thirty (30) days in advance. Such notification shall include: a) An explanation of the circumstances necessitating the substitution; b) A complete resume of the proposed substitute; And any other information requested by DOL to facilitate evaluation of Contractor’s substitution request. DOL reserves the option of reviewing, reevaluating and

rescoring Contractor's response to this solicitation and further reserves the option of invalidating the Contractors' response to this solicitation due to excessive substitutions.

**D. TIMETABLE**

1. Last day for request for written clarification will be **Monday, December 14, 2020 at 12:00 noon** Atlantic Standard Time.

**E. SUBMISSION OF PROPOSAL**

All interested parties shall submit their electronic submissions to [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than **Monday, December 28, 2020 at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions 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 ELECTRONIC SUBMISSION OF BIDS AND PROPOSALS MUST HAVE THE FOLLOWING INFORMATION TYPED INTO THE SUBJECT LINE OF EMAIL:**

The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. The 'To' field contains the email address 'ebids&proposals@dpp.vi.gov'. The 'Cc' field is empty. The 'Subject' field contains the text 'ABC Company, Inc. - RFP No. 001 - T-2020(P) - May 22 | 2020.'

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. Proposals received after the official deadline will be considered **LATE** and will **NOT** be considered for evaluation.

**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 **Assistant Commissioner of Procurement, Lisa M. Alejandro** at [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov). GVI shall not respond to questions received after the above established date. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of the scope of work shall be made in writing to all prospective providers. Oral explanations shall not be binding.

#### **H. ACCEPTANCE OF PROPOSALS**

GVI shall 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.

#### **I. 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 shall 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.

#### **J. CONTENTS OF PROPOSAL**

The following is a list of information to be included in the written proposal. Failure to provide any supplementary documentation to comply with the requirements as outlined, may be grounds for disqualification. Each Respondent must adhere to the requirements of this section relative to the proposal package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.



1. **Cover Letter:** The Respondent shall submit a cover letter that is signed and dated by an individual authorized to enter into a contract with the GVI.
2. **Title Page:** The title page should include the proposal title, the RFP No., name, address, tax ID number, and phone number of the Respondent and its principal contact.
3. **Executive Summary:** The 1-2-page summary should encapsulate the plan of action or approach to meet the requirements of this RFP, deliverables, if appropriate, and a summary of the cost information.
4. **Table of Contents:** The table of contents should facilitate locating all key points in the proposal.
5. **Organization:**
  - a. **Commitment Statement Letter:**
    - i. Should be on the company's letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in its submittal. The letter shall include a statement of understanding for the work to be done. It shall also state that the company will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. It should also state that the Proposal package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the company has not engaged in any unethical practices within the past five (5) years.
  - b. **Provide a listing of staff available for the project.**
    - i. Discuss how the Respondent would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project. An organizational chart for the project team and resumes for key Respondent personnel shall be included. Personnel will be an important factor considered by the review committee. Changes in key personnel may be cause for rejection of the proposal.

**c. Required Documents:**

- i. Current Business License (to conduct activity covered by contract being pursued); and/ or copy of a current business license issued by a state.
- ii. Current trade name registration certificate (Sole Proprietors), if applicable
- iii. Current certificate of Good Standing dated July 1, 2020 or later
- iv. Copy of Certificate of Resolution/Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
- v. Articles of Incorporation (for Corporations) or Articles of Organization (for LLCs) or qualification (Limited Partnerships), if applicable.
- vi. Copy of Sam.gov registration and Data Universal Numbering System (DUNS) number

For additional guidance, see link below:

<https://dpp.vi.gov/sites/default/files/forms/New%20-%20List%20of%20Required%20Docs.09.17.2018.pdf>

**6. Sub-contractors:**

- a. Provide listing of Sub-contractors that shall be retained for this project including phone numbers.
- b. VIDOL may have a single prime Contractor as the result of any contract negotiation and may elect the option to select more than one Contractor. The Contractor(s) shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements, limited to one tier of subcontracting, however, shall acknowledge in their proposal total responsibility for the entire contract.
- c. If the proposer intends to subcontract for portions of the work, the Proposer shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the prime Contractor is also required for any subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIDOL.
- d. Unless provided for in the contract with VIDOL, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of VIDOL. Additionally, the subcontractor shall not subcontract for any portion of work they are expected to complete.

- e. The prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by VIDOL.
- f. The prime Contractor should obtain an executed statement from each subcontractor affirming the following and have available upon request by VIDOL: "I have read and understand the RFP and final version of the proposal submitted by (Proposer)."
- g. Any subcontractor included in the Proposal must have agreed in writing to being included in the Respondent's proposed project staff or team. Any such written agreement must be produced to GVI upon request. Any financial terms and personally identifying information (i.e. social security number) may be redacted from the production to GVI.
- h. Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with local certified M/WBE companies to achieve the prescribed goals and to give M/WBE companies the opportunity to participate. Respondents must document good faith efforts to provide meaningful participation by M/WBE companies.

**PLEASE NOTE: A company cannot submit a bid proposal and at the same time be listed as a subcontractor on another company's proposal for the same project.**

## 2. Project Approach

- a. Present a well-conceived work plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Respondent understands GVI's objectives and work requirements and Respondent's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach and outline the firm's ability for addressing the required services to meet GVI's requirements.

## 3. Project Experience:

- a. Provide a listing 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 listing of projects currently being performed. Include a brief description of the project and percentage completed.

- 4. **Project References:** 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 projects from authorized representative;
  - b. Include a working telephone number; and email address to be contacted; and
  - c. Notarized.
5. **Acknowledgment of any Addenda:** Respondent shall acknowledge in the transmittal letter the number of addenda issued. (Appendix H)

**NOTE: Technical Proposal shall not exceed 150 pages in length.**

6. **Insurance Requirements:** The cost of which shall be borne by the Contractor and maintained fully during the term of the contract. Upon award, contracts valued in excess of \$1,000,000.00 will require additional coverage subject to DPP's approval.
- a. **Certificate of Government Insurance (Workmen's Compensation):**
    - i. Respondent will provide a Certificate of Insurance reflecting the required coverage by Virgin Islands law.
  - b. **Comprehensive General Liability Insurance:**
    - i. Respondent shall carry comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:
      1. Each occurrence- \$1,000,000.00
      2. Damaged to rented premises-\$50,000.00
      3. Medical Expenses- \$5,000.00
      4. Personal & Adv Injury-\$1,000,000.00
      5. General Aggregate-\$2,000,000.00
      6. Products-Completed Ops. Aggregate- \$2,000,000.00
    - ii. General Aggregate shall apply on a policy basis.
    - iii. Respondent shall provide a Certificate of Insurance reflecting required coverage.
    - iv. If awarded, the Contractor shall provide proof of adding the Government as an additional insured.
  - c. **Commercial Automobile Liability (if applicable):**
    - i. Respondent shall carry automobile liability insurance, including all owned, non-owned, scheduled, and hired autos with the following minimum limits and coverage:
      1. Combined Single Limit - \$1,000,000.00
    - ii. Respondent shall provide a Certificate of Insurance reflecting required coverage.

**7. Cost Proposal: The Respondent will provide cost estimates for the following outlined services utilizing the form attached (Appendix B – Cost Proposal Form).**

- a) The respondent shall submit quotes with an hourly rate and other expected reimbursable cost regarding the contract. The Respondent may also provide a comprehensive write-up regarding the project cost. This will be used to establish a baseline for negotiation with bidders who have been deemed acceptable based on the criteria of this solicitation.
- b) All bid pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.

**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.

Because the contract is being funded with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as 2 CFR 200 and other applicable OMB circulars. Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any requirements of applicable federal requirements. In addition, this RFP is intended to be conducted in accordance with 2 CFR 200 and the resulting contract will contain the required contract provisions:

<https://www.fema.gov/media-library-data/1444220925938-b1dbb4d55dbd50388e12d38e187775fa/200CFRAppendix508.pdf>

**L. DEBARMENT CERTIFICATION**

Because the contract is being funded with federal funds, the Respondent 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 Respondent 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 NONPROCUREMENT.” In the event the Respondent or any subcontractor

misrepresents its eligibility to receive contract awards using federal funds, the Respondent or subcontractor agrees that it shall not be entitled to payment for any work performed under this contract or any subcontract and that the Respondent or subcontractor shall promptly reimburse the Government of the Virgin Islands for any progress payments heretofore made.

**M. MINORITY & WOMEN-OWNED BUSINESS ENTERPRISE (M/WBE)**

In accordance with the Virgin Islands law, service contracts awarded with fees in excess of twenty- five thousand dollars (\$25,000) must comply with equal employment opportunity requirements. Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with local certified M/WBE companies to achieve the prescribed goals and to give M/WBE companies the opportunity to participate. Respondents must document good faith efforts to provide meaningful participation by M/WBE companies.

**N. 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.

**O. MANDATORY LIST OF REQUIRED SUPPORTING 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.



Mandatory List of  
Required Supportin

**P. APPENDICES & ATTACHMENTS**



Appendices &  
Attachment\_RFP-005