

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: September 3, 2020

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R.F.P. No. 056-T-2020 (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 G.V.I., Department of Property and Procurement (D.P.P.) shall receive proposals for the work described below. Proposals will be received until September 17, 2020 @ **4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

Qualified firms to provide project management services to successfully execute work-based employment and training programs.

SCOPE OF SERVICES: SEE SECTION C - PROPOSED SCOPE OF SERVICES

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement shall appoint a Selection Committee to assist in the evaluation and selection of at least one or multiple Contractors. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee shall select for discussions from the firms or persons, in order of preference, those firms or persons **deemed to be most highly qualified to provide the services herein required.** Discussions shall be conducted successively and severally with the firms or persons so selected on the anticipated concepts 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. The Selection Committee may, at its option, request any or all proposers to participate in on-site interviews. Proposers may only ask questions that are intended to clarify the questions that are being asked to respond. Each Proposer's time slot for oral interviews will be determined randomly. Proposers who are selected shall make every effort to attend. If G.V.I. have trouble on the part of any Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firms or persons with whom contracts shall be negotiated.** The Commissioner of D.P.P., 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 other the selected firms until an agreement is reached.

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTIONS TO PROPOSERS

A. NOTICE

RFP-056-T-2020 (P) Dislocated Worker Grant COVID-19 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 G.V.I., reserves the right to reject any or all proposals or any portion thereof and to accept the Proposal deemed most advantageous to G.V.I. 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. **The order of importance for this bid is: (a) technical capability; (b) qualifications and experience; (c) price; and (d) references.**

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 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 Alejandro** at 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 R.F.P. The issuance of a written addendum by G.V.I. 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 D.P.P.'s website (<https://dpp.vi.gov/>) for this solicitation and contact G.V.I. to ensure that they receive all addenda prior to the submittal of the proposal package. **The proposal package will 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-056-T-2020 (P) Dislocated Worker Grant COVID-19 Project Management Services**. This Request for Proposal is to hire a vendor to assist VIDOL with program management and coordination of services for our disaster relief grant for dislocated workers in the Virgin Islands. VIDOL has applied for and received a disaster relief grant to service the dislocated worker population in the U.S. Virgin Islands.

A dislocated worker is defined as (referenced in WIOA Section 133 (b)(2)(B):

1. A dislocated worker is an individual who meets one of the five definitions required for certification as a Dislocated Worker:

a) Has been terminated or laid off, or has received a notice of termination or layoff from employment; AND

b) Is eligible for or has exhausted unemployment insurance; OR has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment insurance due to insufficient earnings or having performed services for an employer that were not covered under State unemployment compensation law; AND

c) Is unlikely to return to a previous industry or occupation.

2. Has been terminated or laid off, or received notification of termination or layoff, from employment as a result of a permanent closure of, or substantial layoff at, a plant, facility, or enterprise; OR Is employed at a facility, where the employer has made the general announcement that the facility will close within 180 days.

3. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of a natural disaster.

4. Is a displaced homemaker. The term "displaced homemaker" means an individual who has been providing unpaid services to a family member in the home and who has been dependent on the income of another family member but is no longer supported by that income OR is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, call or order to active duty, a permanent change of station, or the service-connected death or disability of the member AND is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading of employment. .

5. Is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a

permanent change in duty station of such member OR is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

The Dislocated Worker Grant (D.W.G.) specifically will be used to address both disaster-relief and humanitarian assistance employment for individuals that have been displaced from work due to COVID-19. To mitigate risk and enhance worksite impact and outcomes, VIDOL and the qualified provider will create customized training to address workplace concerns as a result of COVID-19. VIDOL envisions serving between 35-200 participants. Training will be conducted in cohorts of ten or less to comply with social distancing mandates.

Four entities will be supported by this Project:

1. The Virgin Islands Department of Education has a need for one hundred seventy-five (175) people to assist with deep cleaning of schools, thermal monitoring at the entrances of schools, and delivery of meals to students learning virtually.
2. The Virgin Islands Department of Health has a need for one hundred and ten (110) individuals to support COVID-19 contact testing, tracing, and treatment efforts.
3. The Virgin Islands Department of Labor needs at least twelve (12) individuals to augment data processing of Unemployment Insurance.
4. Working in collaboration with the Project Manager, the Virgin Islands Department of Labor will also employ up to three (3) individuals to assist with a comprehensive asset mapping of workforce, training, career and technical education, human services, and healthcare for dislocated workers in response to COVID-19.

C. PROPOSED SCOPE OF SERVICES

Under the supervision of and in collaboration with the Department of Labor (D.O.L.), the selected Respondent(s) shall perform the tasks and services identified below, as requested by the Territory.

- a. Collaborate with VIDOL leadership and external entities to develop and refine the grant proposal's strategy, creating budget scenarios to achieve the Project's goals and objectives, and researching technical elements. The Respondent should be a professional services firm with expertise in COVID-19, disaster recovery, and workforce innovation to provide effective solutions that leverage other aspects of the workforce system to achieve project success and better outcomes.

- b. Form strong partnerships with local and federal stakeholders to identify needs and develop effective solutions that meet the needs of all stakeholders involved. Partners include the Virgin Islands Department of Labor, Office of the Governor, Virgin Islands Workforce Development Board, Territory employers, and eligible dislocated workers.
- c. Provide on-going technical assistance and program monitoring services to include two (2) scheduled program reviews to assess compliance with the grant requirements and ensure appropriate record-keeping. The Respondent will prepare and submit summary reports, indicating monitoring activities, findings, and recommendations to VIDOL leadership before USDOL federal review and end of the program.
- d. Coordination of all contracted training services. The Respondent should leverage course content available at reputable institutions or readily available within the Territory. Training must be accessible for all participants and conducted in a manner that allows for social distancing without jeopardizing the effectiveness of the training. Content should seek to enhance public knowledge about the coronavirus pandemic and how it can be combatted. Course topics should also include occupational safety, prevention measures to reduce the risk of COVID-19, symptoms affiliated with COVID-19, and escalation policies and procedures. All individuals participating in this disaster-related employment solution must complete the assigned training or a comparable version of the training as approved by the Department of Labor. Personal Protective Equipment must be provided during training as appropriate. A credential or certificate of completion should be awarded upon the successful completion of the training.
- e. Working in collaboration with VIDOL, the Respondent will conduct a COVID-19 asset map. As the Territory responds to the COVID-19 crisis, the asset map will identify workforce, education, training, career and technical education, healthcare, and human services on the Territory. The Respondent will develop the asset map's processes, procedures, and protocols, receive formal approval from the firm's Institutional Review Board (I.R.B.), and conduct the data collection. Three (3) individuals from the D.W.G. in response to COVID-19 will be employed for the on-Territory elements of the asset map. The data will be collected, confirmed, cleaned, analyzed, and laid out in a static map and then transferred to an interactive platform. The asset map findings will benefit VIDOL with its future services to jobseekers. The Department of Health will also be able to apply the asset map to serve better individuals quarantined in response to COVID-19. The Department of Education will be able to utilize the asset map information to strategically connect resources for its students, faculty, and administration. Policymakers can apply the asset map to make evidenced-based decisions.
- f. The Respondent will work with VIDOL, and designated contacts to ensure participant transition to long-term employment and successful attainment of

- performance measures defined by the grant. The Respondent will leverage resources within the workforce system to ensure job readiness and improved likelihood of job placement post-program.
- g. The Respondent is charged with the selection of subcontractors (if any) and responsible for ensuring they are not debarred. The project manager 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.
 - h. The following list of responsibilities outlines project management services that the requested 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.

Project management responsibilities:

- 1. Strategic Planning
 - a. The Respondent will facilitate the strategic planning process and capture the strategic plan in the grant proposal and other supporting documents. The Respondent will update the plan as needed based on stakeholder engagement and feedback.
- 2. Project Planning
 - a. The Respondent will organize, index, and maintain all project documentation.
 - b. The Respondent will coordinate all activities required for Project Planning.
 - c. The Respondent will identify and capture roles and responsibilities for key stakeholders.
- 3. Project Management Plan
 - a. The Respondent will produce and maintain a current Project Management Plan (P.M.P.).
 - i. The P.M.P. will define the Project's baseline, including assumptions, communications, decisions, scope, cost, procurement, and schedule.
- 4. Project Schedules
 - a. The Respondent will maintain the project schedules through a master schedule to include subproject schedules as required.
 - i. The Respondent will update the project schedule weekly.
- 5. Project Reporting
 - a. The Respondent will create and maintain a detailed record of project activities to include meeting facilitation, agenda development, meeting minutes, and other items to enable VIDOL or any external audit. The organization will evaluate the work performed and the final decisions.

- b. The Respondent will produce ad hoc white papers and talking points for legislative hearings, and other requested reports.
 - c. The Respondent will prepare and submit a Weekly Status Report that provides a thorough and detailed status of the projects and project schedules.
6. Project Reports and Documentation
- a. The Respondent will answer requests for reports or information required by various federal or state-related entities.
7. Risk/Issue Management
- a. The Respondent will develop, manage, and execute a risk/issue management process and plan.
 - b. The Respondent will catalog key risks/issues and develop mitigation strategies for each risk/issue.
 - c. The Respondent will provide necessary tools (software) to manage risks/issues as appropriate.
8. Project Change Management
- a. The Respondent will track major project changes in scope, cost, or time by utilizing an agreed-upon change management/configuration management defined process.
 - b. The Respondent will modify or update all project documentation appropriately to reflect the agreed-upon change.
9. Financial Management
- a. The Respondent will collaborate with the VIDOL Fiscal team to oversee financial accounting and management of projects.
10. Document Maintenance and Library
- a. The Respondent will initiate, formalize, and complete a Document Control and Maintenance Plan to define how documents will be managed.
 - b. The Respondent will include in the Document Control and Maintenance Plan the process of organizing, storing, protecting, revising, versioning, and sharing documents.
11. Stakeholder Engagement
- a. The Respondent will oversee the efficient and effective recruitment of individuals for temporary employment opportunities.
 - b. The Respondent will be responsible for the identification and onboarding of accomplished training providers.
 - c. The Respondent will continuously monitor employers, trainers, and trainees to ensure training services align with and meet program and employer demands as well as individuals' capabilities.
 - d. The Respondent will provide on-going engagement with employers for quantification and qualification of employer demands.

VIDOL's Responsibilities: Collaboration with the Vendor in each area discussed in the scope of work above.

D. DELIVERABLES

Milestone 1: The Respondent will develop a strategic plan, and grant narrative capturing community needs assessment, proposed disaster relief jobs, support services, training needs, and budget scenarios aligned with grant requirements. Drafted Proposal, grant application, and other supporting documents to be completed.

Timeframe: \leq 15 days following contract award.

Costs: Milestone 1 costs will be equivalent to 25% of the total project management costs

Milestone 2: Year 1 Monitoring and Project Execution.

Grant Compliance: The Respondent will schedule regular check-in calls with VIDOL and agency Points of Contact (P.O.C.)'s to determine roles and responsibilities, assess the progress of the projects, identify on-going needs and address concerns and discrepancies of operating within the grant requirements. Monitoring will cover adherence to participant eligibility criteria; review of biweekly timesheets to ensure worker participation and verify hours logged; consistency of activities with work plan submitted; and worksite suitability for projects being performed. Monitoring will also check for compliance and completion of training requirements identified.

Spending Activity: The Respondent will monitor the spending activity and overall operation of the grant to ensure adherence to the project goals. If funds are not being spent per stated project goals, Respondent will immediately reevaluate the operating criteria and make adjustments to the number of participants, range of activities or costs per participant initially stated. A corrective action plan will be developed and modification for adjustment requested.

Monitoring will be reviewed not less than quarterly. Costs will be broken down quarterly and by program year.

Timeframe: Beginning October 1, 2020, and at the end of each performance quarter or December 30, 2020, March 30, 2021, June 30, 2021.

Cost: 20% of total project management costs paid in one lump sum beginning October 1, 2020.

Milestone 3: The Respondent will conduct a comprehensive program review each program year to ensure compliance with USDOL DWG grant requirements before program close and as agreed upon with VIDOL leadership. Reviews will cover adherence to participant eligibility criteria, review of biweekly timesheets to ensure worker participation, verification of hours logged, record-keeping. The Respondent will identify

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best practices, and lessons learned. The Respondent will conduct staff training and develop collateral job aids for staff to mitigate issues, build internal capacity, and develop

the workforce system's capabilities. Staff training to be completed ≤ 30 days following each comprehensive review or at an appropriate point in time identified by VIDOL. Additionally, Respondent will provide completed asset mapping as outlined in the scope of work.

Timeframe: Following the completion of staff training and asset mapping.

Cost: Fifteen (15%) of total project management costs paid in one lump sum payment thirty (30) days following review and staffing training.

Milestone 4: Year 2 Monitoring and Project Execution same deliverable expectations as outlined in Milestone 2.

Timeframe: End of the quarter for program year two

Year 2 Cost: Twenty (20%) of total project management costs paid in one lump sum beginning October 1, 2021.

Milestone 5: End of comprehensive program review.

Timeframe: End of last quarter for program year two or within six months following the end of the program year.

Cost: Twenty 20% of total project management costs paid in one lump payment 30 days following the end of the program year.

C. 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.

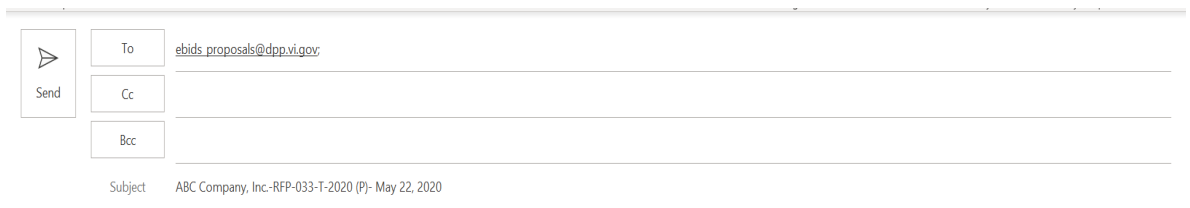
D. TIMETABLE

1. The last day for Requests for written clarification will be **Wednesday, September 9, 2020, at 1:00 p.m.** Atlantic Standard Time.
2. Proposals shall be accepted at the Department of Property & Procurement, no later than **Thursday, September 17, 2020, at 4:30 p.m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

3. All interested parties shall submit their **electronic submissions** to ebids_proposals@dpp.vi.gov. no later than **Thursday, September 17, 2020, at 4:30 p.m.** Atlantic Standard Time.
4. 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 image shows a screenshot of an email client's composition window. On the left, there 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 a 'Subject' line containing the text 'ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020'.

F. SELECTION CRITERIA

Selection criteria will include (a) technical capability; (b) qualifications and experience; (c) price and (d) references. The criteria will be weighted as outlined in the table below.

	Criteria	Weight
a.	Technical capability	35% (or points)
b.	Qualifications and experience	30% (or points)
c.	Price	20% (or points)
d.	References	15% (or points)

The Evaluation Committee Panel is responsible for evaluating all Respondents' submittals and will consider the criteria noted above. The Respondent may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee. The Respondent may only ask questions that are intended to clarify the questions that they are being asked to respond. Each Respondent's time slot for oral interviews will be determined randomly. Respondents who are selected shall make every effort to attend. If representatives of the Evaluation Committee Panel experience difficulty on the part of any Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.

The proposer with the lowest total pricing shall receive a score of 20 points for the pricing category. The remaining proposers will receive a price score based upon the following formula:

$$CS = (LCP/PC*20)$$

Where: CS = Computed cost score (points) for proposer being evaluated

L.C.P. = Lowest cost proposed of responses deemed technically feasible

PC = Proposer's total cost

G. 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 G.V.I. after having been notified that said Proposal has been accepted by G.V.I. The G.V.I. reserves the right to modify and or terminate funding if funding become unavailable. In addition, The G.V.I. reserves the right to modify and/or terminate the contract if the successful organization fails to perform in a manner consistent with the terms of the contract."

H. 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 G.V.I. a written request for an interpretation thereof to the **Assistant Commissioner of Procurement, Lisa Alejandro**. G.V.I. 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.

I. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for G.V.I. in all matters pertaining to the scope of work and contract in conjunction therewith. **This R.F.P. does not commit G.V.I. to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. G.V.I. 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 G.V.I. 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. 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.

K. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written Proposal. A separate proposal package should be submitted for each industry. Failure to comply with all the requirements as outlined, shall disqualify the applicant and the Proposal shall be deemed as non-responsive. Each Respondent must adhere to the requirements of this section relative to the proposal package content and format in order 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. Organization:

a. Introductory letter about the applicant:

- i. Name, address, email, and telephone numbers.
- ii. Type of service for which individual/firm is qualified.

b. 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.

c. 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.

d. Required Documents:

- i. Current V.I. 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.
- iv. Copy of Certificate of Resolution/Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members).
- v. Copy of Sam.gov registration and Data Universal Numbering System (DUNS) number
- vi. Articles of Incorporation (for Corporations) or Articles of Organization (for L.L.C.s) or qualification (Limited Partnerships), if applicable. For additional guidance, see link below:

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

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. The work performed under this contract by sub-contractors shall not be more than thirty percent (30%) combined.
- c. 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 G.V.I. upon Request. Any financial terms and personally identifying information (i.e. social security number) may be redacted from the production to G.V.I.

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.

3. 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 G.V.I.'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 G.V.I.'s requirements.

4. 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.

5. Project References: 3 letters minimum (including a notarized written consent from each authorized representative which must include: name; telephone number; and email address).

- a. For the Reference Section of this Request, you must provide three (3) non-GVI references for the most recent, relevant work comparable to the scope requested in this R.F.P. who would be willing to discuss your company's competency and performance. If you currently have more than three (3) non-GVI references, a client listing with contact information should be provided as well.

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 D.P.P.'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 outlined services being requested.

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.

- a) 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.

L. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of G.V.I. has a pecuniary interest in this Proposal or has participated in contract negotiations on behalf of G.V.I.; 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 O.M.B. 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 R.F.P. is intended to be conducted in accordance to 2 CFR 200 and the resulting contract will contain the required contract provisions:

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