

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

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: September 9, 2021

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RFP No. 062-T-2021 (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 **Monday, October 4, 2021 at 4:30 p.m.** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

This Scope of Services (SOS) is for licensed Appraisers and/or Appraisal firms to provided Commercial Property Appraisal Services for the Government of the Virgin Islands in the U.S. Virgin Islands.

To increase responsiveness to opportunities for real estate purchase, conveyance, or contractual use as they arise, the Government of the Virgin Islands (“Government” or “GVI”) through its Department of Property & Procurement is soliciting proposals for territory-wide appraisal and appraisal-related services. The GVI’s intent is to enter into professional service contracts with multiple appraisal firms to provide services on an as-needed basis for an undetermined number of projects. Services may be ordered at any time during the contract term on a per project “on-call” basis.

**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 may 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/s or person/s so selected, 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 selection procedure and evaluation criteria provided. The Selection Committee may, at its option, request any or all proposers to participate in virtual interviews.

## **SELECTION PROCEDURE AND EVALUATION CRITERIA**

The Government of the Virgin Islands (“GVI”) will establish an Evaluation Committee for the purpose of evaluating the proposals. The GVI may conduct interviews if the Evaluation Committee determines after review of the proposals that interviews would further benefit the selection process. The top three (3) ranked firms based upon the proposals (and interviews if held) will be given the opportunity to execute an Agreement for Professional Services with the Government. If an agreement is not reached within a reasonable period, the GVI may pursue negotiations with the next ranked firm or reissue the RFP altogether.

**All Proposals will be evaluated and rated based on the factors listed below for a total of 105 points:**

- 1. Qualifications & Experience (30)**
  - a. Background & Experience (10)
  - b. Subcontractors (10)
  - c. Sample Projects (10)
- 2. Technical Approach (30)**
- 3. Firm’s Capabilities (20)**
  - a. Quality Control & Assurance (7)
  - b. Equipment/Technology & Software Capabilities (7)
  - c. Service Location (s) – St. Croix, St. Thomas/St. John, or Territory-wide (6)
- 4. Rate Schedules (20)**
- 5. Bonus: Sustainability (5)**

### **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-062-T-2021 (P) Licensed Appraisers and/or Appraisal firms to provided Commercial Property Appraisal Services in the U.S. Virgin Islands**

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. The **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 of Procurement, Lisa M. 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-062-T-2021 (P) Licensed Appraisers and/or Appraisal firms to provided Commercial Property Appraisal Services in the U.S. Virgin Islands.**

### C. PROPOSE SCOPE OF WORK

#### **INTRODUCTION**

The Government of the Virgin Islands' ("GVI") Department of Property and Procurement is charged with administrative oversight of the GVI's real property assets, lease administration, and property management. Additionally, the

assignment of properties to Executive Branch agencies, as well as the leasing of properties to private businesses and individuals for economic development, and the occasional sale or conveyance.

As such, the GVI will require a variety of commercial real estate valuations utilizing the following:

1. Sales Comparison Approach (Reonomy)
2. Cost Approach
3. Income Approach
4. Services to be performed by a licensed appraiser or appraisal firm.

The GVI is requesting proposals from licensed appraisers or appraisal firms with the intent of selecting three (3) individuals/firms to perform appraisal work territory-wide on a per project “on-call” basis.

The contract award with each Contractor shall consist of one or more task orders prepared and issued by the GVI. A task order shall define the exact scope of each project and what services the Contractor shall provide. The Contractor shall provide a cost proposal and a schedule for each task order issued. The Contractor proposal for each task order shall identify the work to be performed by Division of Property staff (if any), as well as all deliverables. The budget for each task order shall be tracked separately.

### **QUALIFICATIONS**

The Proposer(s) will have extensive experience in commercial building and land appraisal with extensive knowledge of local conditions. All proposers must demonstrate:

**a.** Possession of a Certified General Appraiser License as issued by the V.I. Department of Licensing and Consumer Affairs.

**b.** Minimum five (5) years of experience in appraising private or public property.

The most responsive Proposer(s) that offers the best value will be selected based on demonstrated competence and qualifications for the type of items and services required, and thereafter, the GVI will negotiate a contract(s) with the most qualified Proposer(s).

### **TERM OF CONTRACT**

The contract(s) with each of the selected individuals/firms for appraisal services shall cover a two-year period with three one (1)-year renewal options that may be exercised at the sole discretion of the GVI. The initial contract period shall be

effective October 1, 2021. Each renewal period, if exercised and mutually agreed upon by both parties, will be for one (1) additional year. Rates shall remain firm for the duration of the initial contract period and each renewal period thereafter. The GVI shall also have the right and option to terminate the agreement upon thirty (30) days written notice.

The GVI is not obligated to pay for or use a minimum or maximum quantity of services. Payment will be made pursuant to the unit prices and fees provided on a per project basis. The selected Contractor(s) shall make no claim against the GVI for anticipated profits.

### **PROJECT OVERVIEW**

The Government of the Virgin Islands' Department of Property and Procurement –Division of Property requires commercial appraisal services to be performed by certified appraiser(s) or appraisal firm. The requested services may include but are not limited to three Service Areas: (1) Commercial Real Estate (CRE) Appraisal or Valuation of varied interests in real properties; (2) Preparation of Commercial Economic Analysis (CEAs); (3) Review and provision of advice to the Department, that includes, but shall not be limited to the following:

**Service Area 1:** Appraisal of varied interests in real properties, including but not limited to special use properties, such as fee title, easements, partial interests, conservation easements, and leasehold interests. Appraisal reports must meet all requirements in the Uniform Relocation Assistance and Real Property Acquisition.

Proposers should be able to take multiple appraisal approaches, including sales comparison approach (reonomy), cost approach (comparative unit, segregated cost, unit-in-place, or quantity survey methods), income approach, and any combination thereof. Types of appraisal reports may include, but are not limited to:

1. New appraisal reports.
2. Multiple new appraisal reports for properties in the same vicinity being appraised concurrently, thereby affording the Department certain economies of scale.
3. Update of previous appraisal reports to reflect current market conditions.
4. Update of previous appraisal reports to reflect different scope or restrictions.
5. Other types of appraisal reports as specifically requested.

**Service Area 2:** Preparation of Commercial Economic Analysis (CEAs), as necessary, setting forth a written report on the performance of existing or potential commercial activities on GVI owned real estate or potential acquisition land. CEAs may include analysis of the performance of leasehold activities such as: golf courses, cattle grazing, cell towers, zip-line courses, outdoor adventure facilities, vendor services and other commercial operations resulting in shared receipt of revenue and provision of services on public land. It may also include analysis of alternative revenue-generating opportunities including public-private partnerships and joint use facilities.

If the Department identifies a need for evaluation of revenue-generating opportunities or successful business models for public-private partnerships and other joint use facilities, the Contractor and Department's Property Division will meet and confer to outline a CEA. Contractors will be expected to draft, present, and submit reports on CEAs.

**Service Area 3: Review and provision of advice** to the Department regarding appraisal reports, and CEAs, including those prepared by other entities. During the contract term the GVI's Project Manager will develop a detailed scope of work for a specific approach of a Service Area that the consultant will be asked to undertake.

The above Service Areas may take the following format:

**A. Kick-off and Project Definition**

1. Collect, coordinate, and review relevant preliminary site data supplied by the GVI
2. Conduct site visits and site investigations and compile relevant information
3. Contact agencies and GVI officials that have jurisdiction over project area
4. Provide sustained contact with these entities throughout the project as required
5. Review and analyze real property data, including:
  - a. Property lines and ownership
  - b. Rights of way, easements, leases, relevant agreements
  - c. Existing facilities and land uses
  - d. Circulation, access, traffic reports
  - e. Adjacent land uses
  - f. Department of or other land use authority identifying allowable land uses, including but not limited to General Plan or Specific Plan designations, zoning designations, other policy restrictions
  - g. Preliminary title reports and available documentation regarding exception to title.

## **B. Data Analysis and Reporting for Appraisals**

1. Develop and present an appraisal of the highest and best use for the subject property that applies
  - a. the standards of recognized professional appraisal organizations such as the Member Appraisal
  - b. Institute (“MAI”), Uniform Standards of Professional Appraisal Practice (“USPAP”) commonly
  - c. utilized within the U.S. Virgin Islands.
2. Draft and present a report that includes a written narrative and graphic illustrations, as applicable.
3. Provide a hard copy and electronic copy of all reports to the Department.
4. Provide a hard copy and electronic copy of all reports to the Department.

## **C. Deliverables**

The deliverables for a specific Service Area might include a Draft, revision to a Draft and a Final Report provided to the GVI in both hard copy and electronic format in PDF format, Excel, and/or MS Word where applicable.

For Service Area tasks that require the GVI’s review the Government will provide written response to all comments made during each round of reviews and make recommended changes to the Draft versions. Upon making the requested changes to previous versions, consultant will submit the Final report, which will be a full narrative appraisal. Each appraisal shall include an executive summary which provides a high-level summary of methods used, and rationale for determination of Highest and Best Use (HBU).

The narrative report will include clearly labeled tables that summarize written explanations of data analysis (e.g. adjustments to each comparable property, development costs, general utility of property, changes in zoning or General Plan designations, or other data used to determine valuation).

The executive summary will be written in a logical, sequential manner to provide a clear rationale for the appraiser’s determination of HBU and market value; this summary should be easily understood to non-real estate professionals reading the report.



## **D. Schedule**

Work schedule will involve coordination between the GVI staff and the consultant. Schedule should incorporate time required for all described tasks. A preliminary schedule will be developed by the consultant prior to the kick-off meeting and any site visit. After the kick-off meeting and the site visit the schedule can be revised to address concerns.

## **E. Project Meetings**

Consultant and the Department's staff will conduct regular meetings by phone, Microsoft Teams/Zoom or in person if needed. Additional requirements are as follows:

1. The Consultant's crew should be available within a 15-day notice.
2. The Consultant's crew should be experienced with the tasks listed above.
3. The Consultant's project manager shall be available for periodic meetings to discuss issues related to task orders.
4. All supplies shall be included in the hourly rate.
5. All estimates, schedules, or reports shall be submitted in PDF or Microsoft Office format. Deliverables shall include one (1) physical copy and digital copy of each report in PDF format to be sent to [property@dpp.vi.gov](mailto:property@dpp.vi.gov).

## **TECHNICAL APPROACH**

**Proposals must also include clear descriptions of the firm's capabilities to perform the requirements of the RFP, including the following:**

**A. Transmittal Letter.** This letter should outline the firm's ability to provide the experience and scope of services requested. Please describe the company's size, management and ownership, including name, address, number of years in business, number of employees, primary contact, company legal status, Tax ID number, and the license number(s) for all appraisers. This letter must be signed by an officer who is authorized to bind the Proposer legally.

**B. Project Manager.** Please provide documentation of a current commercial appraisal license suitable for the scope of the project.

**C. Staff Experience.** Include a brief description of each key staff assigned to a typical project. Identify any sub-Contractors proposed to serve on the project as well. Please provide resumes where applicable.

**D. Past Performance & Experience Working with the GVI.** The Proposer should provide a description of its experience, if any, working with the GVI.

- a. **Government Experience.** Identify all appraisal or appraisal-related projects that the Proposer has completed for the GVI within the last three years. If none, state “None.”
- b. **Defend Appraisal Findings.** If the Proposer has ever had to defend its appraisal findings for the GVI or other public entity, provide a description of the proceedings and the result. If none, state “None.”

**E. Proposer’s Relevant Experience with Relevant Real Estate Portfolio.**

- a. **Relevant Real Estate Portfolio.** Provide relevant information about its past performance and experience working with public or nonprofit entities with similar real estate projects in the Virgin Islands with a property portfolio similar to the Department’s property portfolio.
- b. **List of Completed Projects for Public Entities.** Include a minimum of three (3) similar projects including tasks and deliverables to other governmental entities or property development companies that are completed within the past three (3) years. Include the contract amount for each project, a brief description of the projects for which services were provided, the outcome of those projects, and an explanation of how they are similar to the types of projects described in this RFP (maximum one page per project).
- c. **References.** Provide at least three relevant references from agencies or other public entities that the GVI may contact. The Proposer must provide the following information for each client reference:
  - a. Name address of the entity;
  - b. Name and title of the contact person(s), phone number(s), email address;
  - c. Title of the project(s)

**F. Project Approach.** Describe how the Proposer’s approach will meet the particular needs of an on-call professional appraisal contract, with an emphasis on the ability to perform services on short notice (a minimum of 15 workdays) . Describe the software and equipment inventory of the firm and discuss methods used in the performance of appraisal methods including the firm’s philosophy on error and precision.

- 1. Consulting capabilities and list of services
- 2. Methodology & Approach
  - a. The Proposer must provide a brief outline of the proposed Scope of Work and describe how the Proposer is familiar with the services

identified and what methodology, strategy, and tools will the Proposer use to perform the services.

- b. The Proposer should refer to the Scope of Work and elaborate on how the Proposer suggests completing each Service Area.
  - c. The Scope of Work should be formatted by tasks required to accomplish the proposed scope and deliverables for each Service Area. Include an estimate of the number of meetings (if needed) and an estimate of the number of hours needed for each task.
  - d. Provide a sample workplan that includes a summary of steps and demonstrates how the Consultant utilizes a team of experts on issues that might arise during the performance of a project. (*Note: there is no "sample project"*). The Proposer may base its itemization of tasks, proposed scope, proposed deliverables, schedule, and workplan on a recent project that the Proposer has completed).
3. Work site safety approach.

**G. Quality Assurance/Quality Control.** Describe how quality assurance and quality control will be provided for the project. Identify the individuals that will be involved in QA/QC services and at what milestones they will be provided. If your firm has a structured Quality Assurance/Quality Control Program, describe it briefly and show how it will be applied to the project.

**H. Hourly Rate Schedule.** Please submit a schedule of current hourly rates by employee classification, including terms and rates of overtime for additional work if requested as well as the sub-Contractor rate schedule (if applicable). A list of reimbursable expenses such as travel, supplies, etc., and the established rate and/or maximum reimbursable amount shall also be listed by the Proposer.

**I. Sustainability.** The Department has adopted sustainability strategies and is seeking to align itself with like-minded partners that believe in being good corporate citizens through the adoption of United Nation's Sustainable Development Goals and ISO Standards, Sustainability Best Practices, Corporate Social Responsibility, and Environmental Considerations

**J. Exceptions.** Please include a statement regarding exceptions to the Government's sample contract included in the Attachments. If no exceptions are included, the GVI anticipates that the Contractor will be able to sign with no pending issues.

The Proposer is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, the GVI may request firms to answer additional questions about their proposal.

## **PROJECT AUTHORIZATION**

The Department of Property and Procurement - Division of Property's hours are 8:00 a.m. to 5:00 p.m. Monday to Friday, excluding civic/local holidays and administrative days. All work shall be performed during the business day between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday (or based on the Contractor hours of operation) and access to the property.

Authorization to provide appraisal services, shall be authorized solely by the Division of Property, only then shall the Contractor be authorized to provide the items or services requested.

## **PRICE ADJUSTMENTS**

The unit prices of all services contracted under this RFP shall be firm for the base term (two-year period) of this contract. However, if the option to renew for additional one-year period(s) is exercised by the Government, a price adjustment upward (or downward) may be requested by the Contractor.

1. The Contractor shall submit a written request for price adjustment addressed to the Commissioner of the Department of Property & Procurement and such request shall include the new unit price(s) and the basis for the price adjustment request.
2. Upon approval by the GVI, the new unit prices will then be firm for the term of the optional additional contract period(s) or until subsequent price adjustments are approved by the GVI.

## **NON-EXCLUSIVITY**

Should the successful Contractor(s) fail to meet the contractual obligations as follows:

- Unable to provide the required goods and/or services either as listed in this RFP or as modified from time to time; or
- Unable to deliver the required goods and/or services at the required time and location.

The GVI shall, in its sole discretion, reserve the right to source and purchase the goods and or services from other vendors to meet its operational requirements.

## **CHANGES TO CONTRACT REQUIREMENTS**

During the term of the contract, the GVI reserves the right to remove, add or modify the requested services based on the operational needs of the Government with no penalty.

## **QUOTATIONS**

The Contractor shall submit an individual quote per project when requested to the Department of Property & Procurement-Division of Property [property@dpp.vi.gov](mailto:property@dpp.vi.gov) which shall contain, at a minimum, the following information:

- a. Contractor name, address, email, and telephone number
- b. Contract number
- c. Quote Number
- d. Date
- e. Project Name (Property Address)
- f. Deliverables to be Provided
- g. Unit Cost per Deliverable or Fee (if applicable)
- h. Unit Cost and Total Amount in Services/Labor
- i. Total Amount of Deliverables, Fees, and Labor

Approved quotations must be pre-approved and signed by the Deputy or Assistant Commissioner of the Division of Property.

## **INVOICING**

Invoices should be sent to the Division of Property at [property@dpp.vi.gov](mailto:property@dpp.vi.gov) and the Department's Fiscal Office at [fiscal@dpp.vi.gov](mailto:fiscal@dpp.vi.gov) and should include at minimum:

- a. Contractor name, address, email, and telephone number
- b. Contract Number
- c. Invoice number
- d. Date
- e. Department/Agency name and address
- f. Project Name (Property Address)
- g. Deliverables to be Provided
- h. Unit Cost per Deliverable or Fee (if applicable)
- i. Unit Cost and Total Amount in Services/Labor
- j. Total Amount of Deliverables, Fees, and Labor

## PAYMENT

All contract payment terms shall be net (30) days from the receipt of an accurate invoice. The GVI reserves the right to reject and/or return invoices containing discrepancies for correction and/or re-invoicing without penalty.

No payment for extras shall be made by the Government, for unauthorized services that fall outside the contract or quotation without the prior approval of the Commissioner of Property and Procurement or their Designee.

## D. TIMETABLE


**1. Last Day for Written Clarification is Thursday, September 23, 2021 at 12:00 noon**  
Atlantic Standard Time.

## E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** electronic copy of proposals in **PDF format**, which are to be delivered to the Department of Property and Procurement no later than **Monday, October 4, 2021 at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must include the Company's Name – Solicitation Number and Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 062-T-2021 (P) – October 4, 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"**

 Send	To	<a href="mailto:ebids_proposals@dpp.vi.gov">ebids_proposals@dpp.vi.gov</a>
	Cc	
	Bcc	
Subject    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 GVI has accepted proposal.

## **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](mailto:lisa.alejandro@dpp.vi). 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 or pay of any cost incurred in preparing and submitting 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, 2020, 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.
  - h. Proof of Sam.Gov registration
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: See Technical Approach - F
5. References: See Technical Approach – E(c)
6. **Cost Proposal *must* be submitted in a separate file – See Technical Approach - H**

## **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 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 SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS.pdf](#)