

Request for Qualification

(This is not an Order)

TO:

DATE: February 2, 2016

REQUEST NO: 002-2016 (Q)

REQUEST FOR: Bureau of Information Technology
(DEPARTMENT)

Qualification bid packages are requested from qualified firm or individual(s) to provide Project Management Services, Strategic Planning, Change Management, Lean Six Sigma and Leadership Development in the United States Virgin Islands.

Bid packages must be received no later than **Tuesday, February 16, 2016 at 4:00 o'clock p.m.** at the Department of Property & Procurement, 8201 Subbase, 3rd Floor, St. Thomas, Virgin Islands.

THE QUALIFICATION PROPOSAL MUST BE SIGNED BY THE FIRM OR INDIVIDUAL(S) ON COMPANY LETTER HEAD, WITH A POINT OF CONTACT, ADDRESSED TO COMMISSIONER OF PROPERTY & PROCUREMENT.

NAME OF COMPANY

PHYSICAL ADDRESS

AUTHORIZED REPRESENTATIVE

TITLE

AUTHORIZED SIGNATURE

MAILING ADDRESS

DATE

TELEPHONE/EMAIL

Introduction:

The Virgin Islands Bureau of Information Technology (BIT), is issuing this Request for Qualifications ("RFQ") seeking qualified Vendors who have prior experience working with the Government of the Virgin Islands' Bureau of Information Technology to implement and manage a Program Management Office (PMO). The purpose of this project is to assist with the Virgin Islands Department of Human Services with the Design, Development, and Implementation of its Integrated Eligibility and Enrollment System hereinafter called (IE&ES). This includes all phases of the DDI, except the Advance Planning Development (APD) and requirements gathering and development of the IE&ES and IV&V.

Subcontractors and Agents:

The Contractor shall assume responsibility for all activities relating to the Contract. BIT will consider the Contractor the sole point of contact with regards to this Contract, including all payments resulting from the Contract. If any part of this work is to be subcontracted, the Contractor shall submit a list of subcontractors, including the firm's or individual's name and address, contact person (if a firm), description of work to be subcontracted, and information concerning subcontractor's abilities to perform the work. The use of local, Virgin Islands vendors and/or subcontractors is highly encouraged. The Government reserves the right to approve all subcontractors and require the Contractor to replace any subcontractor who is found to be unacceptable by the Government.

Project Team

The Contractor shall commit a cohesive, dedicated, and skilled team of personnel to the project, which shall include a core team, which shall include the Project Manager for the Contractor managerial, supervisory and professional staff, with certifications that include Project Management Professional (PMP) and Lean Six Sigma Master Black Belt (MBB); in addition to other staff with advanced degrees. At the least the Consulting Group will consist of an Engagement Partner, Program Manager, Project Manager, Subject Matter Experts, Senior Level Managers, and qualified support staff. BIT reserves the right to approve any personnel assigned by the Contractor, and to require reassignment of personnel deem unsatisfactory by BIT during the course of the project.

Minimum Qualifications:

To be considered for full evaluation and possible award, Vendors must first meet the threshold minimum qualification requirements listed in the table below. Subject to BIT's discretion to waive minor deviations or defects, only those proposals that meet all of the foregoing minimum qualifications shall be considered for a full evaluation and a possible contract award. Vendors who fail to meet any of the listed minimum qualifications will be notified in writing.

No.	Minimum Qualifications
1	Vendor shall be regularly and continuously engaged in the business of Project Management, Organizational development, learning, Strategic Planning, Systems thinking and/or related fields for at least five (5) years at the time they submit their qualifications.
2	Vendor shall have content expertise in Project Management, Lean Six Sigma, Executive Coaching, Leadership Development/training, Strategic Planning, and related processes in the Virgin Islands.
3	Upon award of the contract, the Vendor must be able to meet insurance requirements, and provide a certificate to meet the requirements of such coverage.
4	Vendor must have any/all required licenses and permits to do business in the United States Virgin Islands upon award. A copy of current business license(s), professional certifications, or other credentials; proof that the Proposer, if a corporation, is in good standing and qualified to conduct business in the Virgin Islands must be provided upon award.

Proposal Preparation Costs:

Vendors submitting Qualifications do so entirely at their expense. There is no express or implied obligation by BIT to reimburse a Vendor for any costs incurred in preparing or submitting Qualifications, providing additional information when requested by BIT, participating in any selection interviews, site visits, or participating in this procurement.

Disposition of Material and Confidential or Proprietary Information:

All materials submitted in response to this RFQ will become the property of BIT and will be returned only at BIT's option and at the expense of the Vendor submitting the Proposal. One copy of each proposal will be retained by BIT for official files and will become a public record. Release of bidding proposal packets submitted in response to this RFQ will not be released by BIT during the proposal evaluation process or prior to award.