

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: February 15, 2017

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RFP No. 007-2017 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Thursday, March 16, 2017 @ 4:00 o'clock p.m. Atlantic Standard Time.**

SCOPE OF SERVICES: ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals, the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of the principals of the firm or person; (ii) the extent to which the firm or person specializes in inventory of federal assets in accordance with 2 CFR 200.313 or of similar scope to the hereunder; (iii) familiarity with the location in which the service is to be performed; (iv) quality of current and past performance on other similar projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** 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 be commenced with the second most qualified, the third most qualified or additional firms, in order to preference and their competence and qualification, and shall continue until an agreement is reached.

Timothy L. Lake
Acting Commissioner of Property and Procurement

INSTRUCTIONS TO PROPOSAL

A. NOTICE

RFP-007-2017 (P) To Conduct the Virgin Islands Department of Education 2017 Biennial Physical Inventory Count of Federal Assets

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 with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not be to consider in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to Ms. Dazarene Lescott at dazarene.lescott@dpp.vi.gov. All requests will be forwarded to Mr. Anthony Thomas, Chief of Staff Commissioner's Office, Department of Education.

B. STATEMENT OF PURPOSE

RFP-007-2017 (P) To Conduct the Virgin Islands Department of Education 2017 Biennial Physical Inventory Count of Federal Assets

C. PROPOSE SCOPE OF SERVICES

See Attached

D. TIMETABLE

1. Last day for requests for written clarification will be **Wednesday, March 1, 2017 @ 4:00 p.m.** Atlantic Standard Time
2. Proposals will be accepted at Department of Property & Procurement, no later than **Thursday, March 16, 2017 @ 4:00 p. m.** Atlantic Standard Time

E. SUBMISSION OF PROPOSAL

All interested parties shall submit *six (6)* sets of proposals, One (1) Original and Five (5) Copies which are to be delivered to the Department of Property and Procurement, no later than **Thursday, March 16, 2017 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Timothy L. Lake
Acting Commissioner
Department of Property & Procurement
8201 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

<p>SEALED PROPOSALS-DO NOT OPEN</p> <p>RFP-007-2017 (P) (Name of Bidder) (Mailing Address of Bidder) (Telephone Number of Bidder) (Fax Number of Bidder)</p>	<p>----- -----</p>
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Where proposals are sent by mail, the bidder shall be responsible for their delivery to Department of Property and Procurement before the date and time set for the closing of acceptance of proposals.

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 or cancel or modify his 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 **Acting Commissioner of Department of Property and Procurement Timothy L. Lake**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor'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. Failure to comply with all the requirements as outlined, may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, fax and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (minimum of three (3) notarized references with written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost: The Cost Proposal must be submitted in a separate sealed envelope.**

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.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. Business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy (ies) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for property damage. Bidder must provide public liability insurance within ten (10) working days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability Insurance.
3. **FAILURE TO PROVIDE THE CERTIFICATED WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

N. REQUIREMENTS FOR CORPORATION

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

1834 Kongens Gade
St. Thomas, U.S. Virgin Islands

**REQUEST FOR PROPOSALS (RFP)
FOR
THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
BIENNIAL PHYSICAL INVENTORY COUNT OF FEDERAL ASSETS**

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The Virgin Islands Department of Education (VIDE) is seeking an experienced and qualified contractor to conduct a physical inventory count of its assets over \$500 purchased with U.S. Department of Education funds. Specifically, the VIDE is seeking a contractor with experience conducting physical inventory counts in schools districts with an emphasis on equipment purchased with Federal dollars.

As part of the Special Conditions imposed on VIDE's Federal Grant awards by the U. S. Department of Education, the VIDE is required to account for equipment purchases valued over \$500 as well as other high-risk equipment regardless of price. The VIDE is required to comply 2 CFR §§ 200.313(d)(2) which requires that a physical inventory be conducted at least every two (2) years. Specific to this statement of work, the VIDE must comply with the following requirements:

- The VIDE must ensure that all tangible personal property procured under United States Department of Education (ED) Grants are managed in accordance with the requirements of 2 CFR §§ 200.313 (a) and (c)-(e) to ensure that such property with a purchase prices of \$500 or greater in addition to high-risk equipment is properly inventoried, maintained and stored to prevent loss, damage or theft of such property.
- The VIDE must conduct a biennial inventory of assets with a purchase price of \$500 or greater, in addition to high-risk equipment reconciliation and the inventory of the property records maintained in VIDE's fixed asset system of record.

The contractor will be responsible for conducting a physical inventory count that will include the following activities:

1. Physical inventory count planning & preparation
2. Conducting the physical inventory count
3. Performing the inventory reconciliation
4. Delivering the final report.

B. BACKGROUND

Virgin Islands Department of Education

The VIDE consist of two school districts, the St. Thomas/St. John district and the St. Croix district. As such, the school operations and assets to be inventoried are located on three islands; St. Thomas, St. John, and St. Croix. The total number of assets to be inventoried numbers approximately 39,500. The table below provides a breakdown of assets by island and the number of school and activity center locations:

Table 1 – Breakdown of Assets by Island and Number of Locations

ISLAND	ST. THOMAS	ST. JOHN	ST. CROIX	21 ST CCLC	TOTAL
Number of Locations	61	4	54	13	132
Number of Assets	20,057	1,211	17,876	356	39,500

Currently, the VIDE uses BMI TransTrak PPC software and BMI AssetTrak PPC handheld scanners to tag, scan, verify, and validate inventory. This works by downloading the assets from the VIDE fixed asset system of record to the BMI TransTrak PPC software and subsequently importing the data into the handheld scanner. Once the data is imported into the handheld scanner, the staff is able to scan all the assets at a designated location and produce automated exception reports by location. Contractors must describe the approach, equipment, and process they will use to conduct the physical inventory count.

The data collected and maintained for each fixed asset record includes the following:

- System Asset Number
- Asset Description
- Model
- Serial Number
- Tag#
- Location
- Location Description
- Floor Number
- Room Number
- Custodian
- Unit Cost
- Invoice Amount
- Acquisition Costs

C. OBJECTIVE

The objective of the physical inventory count is to ensure that all assets purchased by the VIDE with U.S. Department of Education funds are properly accounted for. In addition, the objective is to ensure that any lost, damaged, stolen, or disposed property is properly documented, quantified, and accounted for in VIDE’s fixed asset system of record. At the conclusion of the physical inventory count and subsequent recording of exceptions, the primary objective is to ensure that all equipment in the VIDE’s fixed asset system of record matches the equipment that is in service in the schools and activity centers.

D. ADMINISTRATIVE STRUCTURE

Honorable Sharon A. McCollum, Ph.D., Commissioner, heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the VIDE is as follows:

Virgin Islands Department of Education
1834 Kongens Gade
St. Thomas, US Virgin Islands 00802-6742

Honorable Randolph N. Bennett, Commissioner of the Department of Property and Procurement (DPP), and other personnel at DPP, will manage the bidding, negotiation, and contractual processes. The VIDE's Division of Property will serve as the liaison between the selected contractor and agencies of the Virgin Islands Government in contract preparation.

E. CONTRACT TYPE

The contract awarded under this RFP will be for professional services and cost reimbursement. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

F. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of one (1) year, upon mutual agreement between the Government and the selected contractor.

G. SELECTION OF CONTRACTOR

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.

- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
 - Proposers should present their vision of how they propose meeting VIDE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Demonstrate the ability to perform services on-site in VIDE's facilities.

H. INFORMATION MEETING

Interested proposers may be required to attend a pre-proposal meeting at the Department of Property and Procurement at a time and date to be designated, to review the specifications and to clarify any questions. DPP will provide details regarding this meeting. Attendance is required.

I. INCURRED COSTS

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

J. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered.

K. GIFTS FROM CONSULTANT

VIDE's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

L. LICENSES, FEES & TAXES

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

M. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II (Scope of Services). In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

Part II: Cost Proposal

The proposer's proposal shall provide the proposed compensation for the services to be provided as described in Section II. Travel costs shall be included in the total cost of the contract, and identified separate from compensation for services and other costs.

II. SCOPE OF SERVICES

Overview of Services

The purpose of the physical inventory count is to ensure that all assets purchased by Virgin Islands Department of Education with Federal dollars are properly accounted for. The objective is to ensure that any lost, damage, stolen, or disposed property is properly documented, quantified and accounted for in VIDE's fixed asset system of record. At the conclusion of the physical inventory count and subsequent recording of exceptions, VIDE is to ensure that all equipment in VIDE's fixed asset system of record match the equipment that is in service in the school and activity centers.

The selected Contractor shall perform, in fulfillment of the purpose of the Contract, if awarded specific services that have identified herein as Activity 1, Activity 2, Activity 3, and Activity 4. Activities 1 through 4 are the subject of the Contract which includes:

1. Physical Inventory Count Planning & Preparation
2. Conduct Physical Inventory Count
3. Inventory Reconciliation
4. Final Report

Duties of the Contractor

- **Activity 1: Physical Inventory Count Planning & Preparation**

TASKS

- The contractor will gather and review documents, policies and procedures pertinent to VIDE's existing process to receive, tag, scan, deliver, and manage its inventory in compliance with existing CFR regulations;
- The contractor will acknowledge that they understand that the physical inventory will be conducted on three (3) islands (St. Thomas, St. Croix, and St. John) and the approximate volume of inventory as specified in this RFP;
- The contractor will identify the number of resources required to conduct the physical inventory count; and
- The contractor will describe how it will prepare scanners to be used for the physical inventory count or the equipment/process that it will use to physically identify and reconcile the inventory; and
- The contractor will document the procedures and methodology that will be utilized to conduct the physical inventory.

Deliverables of Activity 1

The selected contractor will provide the following deliverables for the physical inventory count planning and preparation activity for approval by VIDE prior to the commencement of the physical inventory:

- Submit a report that outlines the contractor's understanding of existing VIDE inventory policies and procedures along with procedures and methodology that will be utilized to conduct the physical inventory;
- Submit a project work plan - complete with timelines and milestones to complete the physical inventory count and including anticipated date of completion; and
- Submit a deployment strategy that specifies the scheduled dates by island, school, and activity center outlining when the contractor will be conducting counts at specified locations.

- **Activity 2: Conduct Physical Inventory Count**

TASKS

Based on the work plan and deployment strategy developed in Activity 1, the selected Contractor will conduct the physical inventory count. VIDE will provide a data file in Microsoft Excel of all assets by location for import into the scanners.

- Deploy team
 - Coordinate with VIDE based on the deployment strategy schedule, to ensure the selected Contractor has appropriate access to facilities and appropriate staff are available to answer questions so that a complete and accurate inventory at each location is conducted.
 - The selected Contractor's access to facilities will be facilitated by DOE's representative/s. Facilities and/or areas that are not available or inaccessible to be inventoried while the selected Contractor's team is at a scheduled locations will not be inventoried as scheduled.
 - The selected Contractor shall notify VIDE's representative/s immediately and within thirty (30) minutes wait of any scheduled sites/locations that are inaccessible or not available. The selected Contractor and VIDE shall re-schedule the physical inventory count of such site.
- Conduct Physical Count
 - The selected Contractor will use the list of assets from VIDE's fixed asset system of record as the baseline to reconcile against;
 - The selected Contractor will prepare handheld scanners to be used for the physical inventory count or the equipment/process that it will use to physically identify and reconcile the inventory;
 - The selected Contractor will count all assets with the "blue" Federal asset tag or white with a "blue" stripe Federal asset tag affixed, either with barcode scanners or the Contractor's chosen equipment/process of choice;
 - The following data about each inventoried item will be captured/validated:
 - Assets Tag Number
 - Asset Description
 - Facility/Building/Location/Location number
 - Floor
 - Room
 - Manufacturer (if apparent)
 - Model or product number (if readily available)
 - Serial number (if available)
 - Old Tag Number (if readable for deteriorated "retagged" items)
 - Disposition Code (will be coded "e-waste" of assets identified as candidates for disposition by VIDE)
 - The selected Contractor must document all Exceptions including;
 - VIDE will notify staff with home use authorization to ensure that equipment is available on the day of the physical count at their location to ensure these assets are not listed as lost, stolen, disposed, or moved. Assets on the inventory list but

not physically available to count due to them being lost, stolen, disposed, undergoing repair, or moved should be documented. If documentation is available, obtain a copy of it. Documentation can include home use authorization forms, transfer of property forms, police reports, affidavits, disposal records, or any other documentation that would show the status of the equipment if no documentation is available, the Contractor will note the exception; if applicable.

- Assets physically present but not on physical inventory list (delivered not tagged) and purchased with federal funds;
- Assets with deteriorated tags;
- Fixed assets with missing or incorrect data (e.g. missing/incorrect serial number). Gather the data for entry or correction into the system of record;
- Any other exceptions that are not mentioned above.

Deliverables for Activity 2

The selected Contractor will provide the following deliverables for the physical inventory count activity:

- Intermittent inventory reports by location – A draft inventory report of each location will be provided to VIDE within 24 hours of completion of each site. Data provided in the report will include:

- Property Tag
- Status-Validated, Missing, Added, Moved
- Description
- Manufacturer
- Model
- Serial
- Floor
- Room
- Disposition Code “e-waste”
- Any other data fields that are collected in the field or in the VIDE asset ledger may also be included in the intermittent report requested by VIDE.

- *Narrative Report* detailing all issues or challenges the selected Contractor’s team encountered out in the field; specifically identifying the particular location/site. The selected Contractor shall highlight all anomalies in the data or tags that were replaced during the physical inventory count.

- Report by island, school, and activity center locations showing exceptions between the assets in the system of record and the physical count. The report should detail the following by location:

- “MISSING” Assets - Assets on inventory list but not physically available to count due to the asset being lost, stolen, disposed, undergoing repair, or unaccounted for. If

documentation is available obtain a copy. Documentation can include home use authorization forms, transfer of property forms, police reports, affidavits, disposal records, or any other documentation that would show the status of the equipment. If no documentation is available, the Contractor will note the exception;

- “ADDED” Assets - Assets physically present but not on physical inventory list (delivered not tagged) and found to be purchased with Federal funds;
 - “RETAGGED” Assets - Assets with deteriorated or missing property tag and updated with a new property tag.
 - “UPDATED” Assets” - Any other exceptions that are encountered and/or any data such as serial number or location that has been updated.
 - “MOVED” Assets – Assets physically present but identified at a location that differs from inventory listing. (Example: inventory listing location=150, room 10; physical inventory identifies asset at location=150, room 5).
 - “VALIDATED” Assets – Assets physically present and identified without any of the defined exceptions (location, room, tag, serial number, etc. agree with inventory listing).
- Report by island and school and activity center location of missing fixed asset data (e.g. missing or incorrect serial number) that the contractor gathers during the physical inventory count.

- **Activity 3: Inventory Reconciliation**

TASK

The selected Contractor will provide a reconciliation by school and activity center location with executive summaries by school district’s (St. Thomas/St. John and St. Croix) and an overall VIDE summary. The selected Contractor shall reconcile the fixed assets based on the assets’ tag number and serial numbers to ensure proper identification of assets in the event tags becomes illegible or detached. The reconciliation will be conducted by comparing the inventory in the system of record (provided in Microsoft Excel format) to the physical inventory actually counted. The inventory will be completed by reconciling to the total number of assets in the system of record to the assets actually counted.

Example of inventory reconciliation for a specific location:

	Assets	Dollar Value
Total Assets per System of Record	100	\$100,000
Total Physical Assets Counted	90	\$90,000
Difference	10	\$10,000

Reconciliation of Difference

Missing	6	\$6,000
Moved	3	\$3,000
Added	1	\$1,000
Total Difference	10	\$10,000

The reconciliation also must show the following by location:

- Assets matched;
- Assets that are missing, added, retagged, moved and updated; and
- Dollar value of missing, added, retagged, moved and updated.

Supplemental Reconciliation Information will include:

- Specific assets delivered but not tagged (federally funded purchases only) and
- Specific assets physically present but not in system of record.

Deliverables for Activity 3

- The selected Contractor will provide the following deliverables for the inventory reconciliation activity: Physical inventory reconciliation by location
 - Inclusive of supplemental reconciliation information that includes:
 - Specific assets delivered but not tagged (Federally funded purchases only)
 - Specific assets physically present but not in system of record
 - Specific assets for each exception category
- Executive summary by School District (St. Thomas/St. John and St. Croix); and
- Executive summary VIDE assets overall.

➤ **Activity 4: Final Report**

TASKS

Upon completion of Activities 1 through 3, the selected Contractor will provide a final report that documents the results of the inventory count as well as their recommendations for VIDE relative to the physical inventory count based on the work completed for this project.

Deliverables for Activity 4

- 1) Generate and deliver a written final report, which shall include:
 - The results of the inventory count;
 - Recommendations for VIDE relative to the physical inventory count based on the work completed for this project; and
 - Suggestions for improving the next physical inventory
- 2) Generate and deliver an inventory count report for each location;
- 3) Generate and deliver a consolidated inventory count report; and
- 4) Generate and deliver a report on the value of the physical inventory.

Duties of the Department

The Department shall ensure that:

- The selected Contractor will be given access to all areas of the client facilities, containing items to be inventoried.
- The selected Contractor is provided with facility locations and floor plans and/or other appropriate information to facilitate the inventory process prior to starting the project.
- The selected Contractor and VIDE shall meet to re-schedule sites that were not available or inaccessible during the scheduled physical inventory count.
- The selected Contractor receives the following data in Microsoft Excel format:
 - Asset Listing – Listing must include the bar code property tag number and all data fields required by VIDE for validation.
 - Location Table – Location table and location codes.
 - Description Catalog – Catalog codes and description fields.

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) Current Virgin Islands Business License issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (2) One (1) current original Certificate(s) of Good Standing/Existence, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original Certificate of Good Standing, Certificate of Existence, or Certificate of Status from the state of registration.
- (3) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (4) Articles of Incorporation or Organization, as applicable; or documents governing operation.
- (5) By-Laws, Operating Agreement, or Management Agreement, as applicable.
- (6) Certificate of Liability Insurance indicating proof of coverage of Professional Liability Insurance and General Liability/Public Liability Insurance - each of no less than [Two Hundred Thousand Dollars and Zero Cents (\$200,000.00)] for any one occurrence. The Contractor must provide a Certificate of Liability Insurance and Declaration/Endorsement pages that indicating that the Government of the Virgin Islands, Department of Education, is as “certificate holder” and an “additional insured” on the Commercial General Liability Insurance. The Professional Liability Insurance must cover the services to be provided under the contract and the Government of the Virgin Islands must be indicated as a certificate holder. Copies of said insurance policies must be submitted.
- (7) Certificate of Resolution, as to the authorized negotiator and signer of a contract.
- (8) Certificate of Virgin Islands Government Insurance.

Please note the above-referenced documents are subject to modification at the Government’s discretion. Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract