



Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

ST. CROIX FAX: 340.773.0986 | ST. THOMAS FAX: 340.777.9587

[HTTP://DPP.VI.GOV](http://DPP.VI.GOV)



September 7, 2021

Jenifer C. O'Neal
Director
Office of Management and Budget
No. 5041 Norre Gade
Emancipation Gardens Station, 2nd Floor
St. Thomas, VI 00802

Dear Director O'Neal:

Transmitted via email herewith for filing and distribution is executed contract **P128OMBT21** between the Government of the Virgin Islands (Office of Management and Budget) and **The Strategy Group VI, LLC d/b/a The Strategy Group**. Please disseminate to all parties involved.

You can obtain a certified copy of this contract by written request.

Respectfully,

Dynell R. Williams

Deputy Commissioner of Procurement

DRW/df

Encls:



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CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made this 31st day of August, 20 , in the Territory of the Virgin Islands, by and between the Government of the Virgin Islands, Department of Property and Procurement, on behalf of the Office of Management and Budget (hereinafter referred to as "Government") The Strategy Group VI, LLC. dba The Strategy Group (hereinafter referred to as "Contractor").

WITNESSETH:

WHEREAS, the Government is in need of the services of a Contractor to assist in the performance assessment of agencies including the evaluation of operations, staff and specific programs, which duties and responsibilities are more particularly described in Addendum I (Scope of Services) attached hereto; and

WHEREAS, the Government solicited the services under RFP No.033-T-2021 (P); and

WHEREAS, the Contractor represents that it is willing and capable of providing such services; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and intending to be legally bound by this written instrument, the parties hereto do covenant and agree as follows:

1. SERVICES

The Contractor will provide the services described in Addendum I (Scope of Services) subject to Addendum III (Project Approach) both attached hereto and made a part of this contract.

2. TERM AND EFFECTIVE DATE

This Contract shall be effective from July 19th, 2021 and shall terminate One hundred eighty days (180) thereafter. Upon the date of execution of this Contract by the Commissioner of the Department of Property and Procurement, this contract shall become effective for the term set-out herein. The Government in its sole discretion, shall have the option to renew this Contract for a period of thirty (30) days, by providing the Contractor with fifteen (15) days written notice of the Government's election to renew.

3. COMPENSATION

The Government, in consideration of the satisfactory performance of the services described in Addendum I (Scope of Services), agrees to pay Contractor a sum not to exceed Four Hundred-Forty Thousand, Two Hundred Fifty and 00/100 Dollars (\$448,250.00) in accordance with the provisions set forth in Addendum II (Terms of Compensation) attached hereto and made a part of this contract.

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4. TRAVEL EXPENSES

Inclusive of the compensation for services as specified in Paragraph 3 (Compensation) above, the Government agrees to pay documented transportation, subsistence, lodging and other travel expenses, while in travel status, for trips which have been authorized in writing, in advance, by the Government. These costs shall be advanced or reimbursed on the same basis as is applicable to non-contract employees of the Government, or as agreed to by an addendum to this Contract, however, said costs and expenses shall not exceed Five Thousand and 00/100 dollars (\$5,000.00).

5. RECORDS

The Contractor when applicable, will present documented precise records of time and/or money expended under this Contract.

6. PROFESSIONAL STANDARDS

The Contractor agrees to maintain the professional standards applicable to its profession and to consultants doing business in the United States Virgin Islands.

7. DOCUMENTS, PRINTOUTS, ETC.

All documents, books, records, instructional materials, programs, printouts and memoranda of every description derived therefrom and pertaining to this Contract shall become the property of the Government and shall be turned over to it at the termination of this Contract. The above described materials shall not be used by Contractor or by any other person or entity except upon the written permission of the Government.

8. LIABILITY OF OTHERS

Nothing in this Contract shall be construed to impose any liability upon the Government to persons, firms, associations, or corporations engaged by Contractor as servants, agents, or independent contractors, or in any other capacity whatsoever, or make Government liable to any such persons, firms, associations, or corporations for the acts, omissions, liabilities, obligations and taxes of Contractor of whatsoever nature, including but not limited to unemployment insurance, gross receipt, excise, and social security taxes for Contractor, its servants, agents or independent contractors.

9. ASSIGNMENT

The Contractor shall not subcontract or assign any part of the services under this Contract without the prior written consent of the Government.

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10. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless Government from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges and expenses (including attorney's fees) and causes of action of whatsoever character which Government may incur, sustain or be subjected to, arising out of or in any way connected to the services to be performed by Contractor under this Contract and arising from any cause, except the sole negligence of Government.

11. INDEPENDENT CONTRACTOR

The Contractor shall perform this Contract as an independent contractor and nothing herein contained shall be construed to be inconsistent with this relationship or status.

12. GOVERNING LAW

This Contract shall be governed by the laws of the United States Virgin Islands and jurisdiction shall remain in the United States Virgin Islands.

13. WAIVERS AND AMENDMENTS

No waiver, modification or amendment of any term, condition, or provision of this Contract shall be valid or of any force or effect unless made in writing, signed by the parties hereto or their duly authorized representatives, and specifying with particularity the nature and extent of such waiver, modification or amendment. Any such waiver, modification or amendment in any instance or instances shall in no event be construed to be a general waiver, modification or amendment of any of the terms, conditions or provisions of this Contract, but the same shall be strictly limited and restricted to the extent and occasion specified in such signed writing or writings.

14. ENTIRE AGREEMENT

This agreement constitutes the entire agreement of the parties relating to the subject matter addressed in this Agreement. This agreement supersedes all prior communications, contracts, or agreements between the parties with respect to the subject matter addressed in this agreement, whether written or oral.

15. RIGHT TO WITHHOLD

If work under this Contract is not performed in accordance with the terms hereof, Government will have the right to withhold out of any payment due to Contractor, such sums as Government may deem ample to protect it against loss or to assure payment of claims arising therefrom, and,



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at its option, Government may apply such sums in such manner as Government may deem proper to secure itself or to satisfy such claims. Government will immediately notify the Contractor in writing in the event that it elects to exercise its right to withhold.

No such withholding or application shall be made by Government if and while Contractor gives satisfactory assurance to Government that such claims will be paid by Contractor or its insurance carrier, if applicable in the event that such contest is not successful.

16. CONDITION PRECEDENT

This Contract shall be subject to the availability and appropriation of funds and to the approval of the Commissioner of the Department of Property and Procurement.

17. TERMINATION

Either party will have the right to terminate this Contract with or without cause on thirty (30) days written notice to the other party specifying the date of termination.

18. PARTIAL TERMINATION

The performance of work under this Contract may be terminated by the Government, in part, whenever the Government shall deem such termination advisable by providing thirty (30) days written notice to the Contractor. This partial termination shall be effected by delivering to the Contractor a Notice of Partial Termination specifying the extent to which the term and/or duties under this Contract are terminated and the date upon which such termination becomes effective. The Contractor shall be entitled to receive payment for services provided to the date of termination, including payment for the period of the thirty (30) day notice.

19. NON-DISCRIMINATION

No person shall be excluded from participating in, be denied the proceeds of or be subject to discrimination in the performance of this Contract on account of race, creed, color, sex, religion, disability or national origin.

20. CONFLICT OF INTEREST

- (a) Contractor covenants that it has no interest and will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract.
- (b) Contractor further covenants that it is:
 - (1) not a territorial officer or employee (i.e., the Governor, Lieutenant Governor, member of the Legislature, or any other elected territorial official; or an officer or employee of the legislative, executive or judicial branch of the Government or any agency, board, commission or independent instrumentality of the Government, whether compensated on a salary, fee or contractual basis); or



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- (2) a territorial officer or employee and, as such, has:
- (i) familiarized itself with the provisions of Title 3, Chapter 37 of the Virgin Islands Code, pertaining to conflicts of interest, including the penalties provision set forth in section 1108 thereof;
 - (ii) not made, negotiated or influenced this Contract, in its official capacity; and
 - (iii) no financial interest in the Contract as that term is defined in section 1101(1) of said Code chapter.

21. NOTICE

Any notice required to be given by the Terms of this Contract shall be deemed to have been given when the same is sent by certified mail, postage prepaid or personally delivered, addressed to the parties as follows:

GOVERNMENT

Anthony D. Thomas
Commissioner
Department of Property and Procurement 8201
Sub Base, Suite 4
St. Thomas Virgin Islands 00802

Jenifer C. O'Neal
Director
Office of Management and Budget 5041 Norre
Gade
St. Thomas, VI 00802

CONTRACTOR

John A. Engerman
Chief Executive Officer
Strategy Group VI, LLC dba The Strategy Group
9160 Estate Thomas #214
St. Thomas, VI 00802

22. LICENSURE

The Contractor covenants that it has:

- (a) obtained all of the applicable licenses or permits, permanent, temporary or otherwise as required by Title 27 of the Virgin Islands Code; and
- (b) familiarized itself with the applicable provisions of Title 27 of the Virgin Islands Code pertaining to professions and occupations.



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23. OTHER PROVISIONS

Addenda I, II and III attached hereto, are a part of this Contract and are incorporated herein by reference.

24. DEBARMENT CERTIFICATION

By execution of this contract, the contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT". In the event the Contractor or any subcontractor misrepresents its eligibility to receive contract awards using federal funds, the Contractor or subcontractor agrees that it shall not be entitled to payment for any work performed under this contract or any subcontract and that the Contractor or subcontractor shall promptly reimburse the Government of the Virgin Islands for any progress payments heretofore made.

25. FALSE CLAIMS

Contractor warrants that it shall not, with respect to this Contract, make or present any claim upon or against the Government of the Virgin Islands, or any officer department, board, commission, or other agency thereof, knowing such claims to be false, fictitious or fraudulent. Contractor acknowledges that making such a false, fictitious or fraudulent claim is an offence under Virgin Islands law.

26. INSURANCE

Contractor shall maintain the following insurance coverages during the term of this Contract:

- (a) **COMMERCIAL GENERAL LIABILITY:** Commercial general liability insurance, in a form acceptable to the Government, on a "per occurrence" basis with a minimum limit of not less than one million dollars (\$1,000,000.00) for any one person per occurrence for death or personal injury and one million dollars (\$1,000,000.00) for any one occurrence for property damage. Insurance policy(ies) shall name the Government of the Virgin Islands as the certificate holder and additional insured via an endorsement.
- (b) **PROFESSIONAL LIABILITY:** Professional liability insurance, in a form acceptable to the Government, which covers the services being performed under this Contract, with policy limits of not less than one million dollars (\$1,000,000.00) per claim. The Government shall be listed thereon as a certificate holder.
- (c) **WORKERS' COMPENSATION:** Contractor shall supply current coverage under the Government Insurance Fund or other form of coverage.

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27. FACSIMILE, ELECTRONIC & DIGITAL SIGNATURES

A facsimile, electronic or digital signature on this Contract shall be deemed an original and binding upon the Parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year first above written.

WITNESSES:**GOVERNMENT OF THE VIRGIN ISLANDS**

Jenifer C. O'Neal, Director
Office of Management and Budget

7/26/2021
Date

Anthony D. Thomas, Commissioner
Department of Property and Procurement

8/31/2021
Date

DocuSigned by:

62B764979AC944E

CONTRACTOR

DocuSigned by:

949C0DB27E9441E

7/21/2021

John A. Engerman,
Chief Executive Officer
The Strategy Group VI, LLC dba The Strategy Group

Date

(Corporate seal, if Contractor is a corporation)

APPROVED AS TO LEGAL SUFFICIENCY
DEPARTMENT OF JUSTICE BY:

Assistant Attorney General

Date 8/31/2021

PURCHASE ORDER NO. _____

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ADDENDUM I SCOPE OF SERVICES

SCOPE AND OBJECTIVES


The goals of this project are to identify priorities based on key stakeholder feedback (i.e. federal partners, customers, GVI leadership, etc.), determine appropriate performance measures for 10 priority agencies based on equitable industry standards and determined priorities, and to drive the implementation of measurement systems to be used in the ongoing measurement and tracking of such performance measures.

- 1) The 10 priority agencies are as follows:
 - Bureau of Motor Vehicles
 - Department of Public Works
 - Department of Human Services
 - Virgin Islands Police Department
 - Virgin Islands Department of Education
 - Virgin Islands Department of Labor
 - Department of Justice
 - Bureau of Corrections
 - Bureau of Internal Revenue
 - Office of the Lieutenant Governor

SUMMARY OF SERVICES TO BE PROVIDED

Contractor shall:

- 1) Develop and implement methods for obtaining feedback from key stakeholders to include but not limited to customers, federal and local partners, and agency and GVI leadership for all GVI agencies.
- 2) Identify priorities as driven by feedback collected from key stakeholders.
- 3) Conduct research to determine industry standards for agencies based on other jurisdictions with operations and programs of similar size and scope for 10 priority agencies.
- 4) Recommend best in class Key Performance Indicators (KPIs) that align to identified priorities an industry standard for 10 priority agencies.
- 5) Develop a gap analysis between where agencies are today compared to industry standards highlighting metrics being measured and reported as well as program components and goals where possible.
- 6) Develop measurement systems and tools to assist agencies with the ongoing measurement and tracking of KPIs.
- 7) Determine baselines (where possible) and targets for all identified KPIs.
- 8) Provide any recommendations for agency improvements where possible.

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2. DELIVERABLES

Contractor shall provide the following Deliverables listed below to the Government in its performance of the Services:

Deliverable	Description	Delivery Schedule	Format
A. Project Schedule and Staffing Plan	Contractor will provide a detailed project schedule with key milestones and a final staffing plan detailing who will be responsible for each milestone/deliverable in the plan.	Within 7 days of the execution of the contract	Microsoft Word, Excel or Adobe PDF
B. Affinitize and prioritize Stakeholder Feedback	Contractor will seek feedback from key leadership, partners, and clients of the identified agencies. The feedback should be affinitized and prioritized with identified themes that can be used as an input to the KPI development and prioritization process.	Within 30 days of the execution of the contract	Microsoft Word, Excel, PowerPoint and/or Adobe PDF
C. Industry Standards listing of KPIs, definitions, source, and any other data elements available	Contractor will research and identify best in class KPIs that are applicable and comparable in size and scope to identified agencies. The Contractor will also provide the Government with access to any research subscriptions utilized during this phase.	Within 45 days of contract commencement	Microsoft Excel
D. Recommended KPIs for FY2022	Contractor will work with agencies to develop and prioritize KPIs for the new fiscal year	Within 60 days of the commencement of the contract	Microsoft Excel



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	utilizing stakeholder feedback, industry standard research and other assessment methodologies as needed. These KPIs must be reviewed and approved by the Agency Leadership and the Project Sponsor.		
E. Gap Analysis between current state and recommended future state	Contractor will identify gaps in processes, operations and KPIs that exist between GVI agencies and industry best practices	Within 90 days of contract commencement	Microsoft Word, Excel or Adobe PDF
F. Measurement systems and tools for ongoing tracking and reporting of metrics with Standard Work Instructions to include explicit calculations where necessary	Contractor will assist all agencies in developing and/or documenting methods for measuring performance against approved KPIs on a monthly basis. Contractors will ensure that metric owners are also trained on the identified process.	Within 120 days of the commencement of the contract	Microsoft Word, Excel or Adobe PDF
G. Final summaries for the 10 priority agencies outlining all takeaways including any opportunities for improvement	Contractor will provide a final summary of the work conducted with each agency and include all major outputs and takeaways as well as any opportunities for improvement and recommendations for performance improvement.	Within 180 days of the commencement of the contract	Microsoft Word, Excel, PowerPoint, and/or Adobe PDF



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ADDENDUM II TERMS OF COMPENSATION

The Government, in consideration of the satisfactory performance of the services described in Addendum I (Scope of Services) and Addendum III (Project Approach), agrees to pay Contractor a sum Not-to-Exceed (NTE) Four Hundred- Forty-Eight Thousand, Two Hundred Fifty and 00/100 Dollars (\$448,250.00).

Said compensation shall be payable for actual services provided and upon the completion, review and acceptance of each deliverable as delineated in Addendum I (Scope of Services) and Addendum III (Project Approach) by the Government.

The compensation, subject to project deliverables shall be payable as follows:

- A. \$441,600.00 for Professional Services. Invoices shall be submitted in four (4) equal payments of \$110,400.00.
 1. Payment #1- Invoice shall be submitted within 30 days of submittal and acceptance of Project Schedule and Staffing Plan- Deliverable A.
 2. Payment #2- Invoice shall be submitted upon submittal and acceptance of Gap Analysis- Deliverable E.
 3. Payment #3- Invoice shall be submitted upon submittal and acceptance of Measurement System- Deliverable F.
 4. Payment #4- Final invoice payment shall be made within 30 days of submittal and acceptance of Final Summary Report-Deliverable G.

Included in the total compensation, approved travel related expenses shall not exceed Five Thousand and 00/100 Dollars (\$5,000.00) in accordance with Paragraph 4- "Travel Expenses" of this contract and documented out of pocket costs for research subscriptions not to exceed One Thousand, Six Hundred- Fifty and 00/100 Dollars (\$1,650.00).

Invoices to the Government shall detail contractor's activities for the payment period. Invoices shall be due by the first day of the month. All invoices shall be subject to review and approval by the Government.

Upon review of an invoice, the Government may request additional supporting documentation from the Contractor. The Government shall use its best efforts to, within thirty (30) days of receipt of an invoice, pay the invoice in full or give a written explanation for non-payment of any contested portions of the invoice. Failure of the Government, despite its best efforts, to respond to an invoice within thirty (30) days of receipt of the invoice shall not be interpreted as an indication that the Government no longer desires the Contractor's services.

Invoices shall consist of, at a minimum, the following information:

- Name and address of the contractor.
- User agency to whom invoice should be sent (Name, Title, Agency).

RFP No. 033T-2021

Contract No. P128OMBT21

Contractor's Initials:

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- Invoice date, invoice number and invoice amount.
- Contract number
- Summary of the services performed and applicable time frame.
- Shipping and/or payment terms.
- Invoices shall be sent via mailing address or email address to:

Mailing Address:

Office of Management and Budget
Attn.: Administrative Services
5041 Kongens Gade
St. Thomas, VI 00802

Email Address:

To: invoices@omb.vi.gov

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ADDENDUM III PROJECT APPROACH

Contractor's performance shall be in accordance with the services described in Addendum I (Scope of Services) and the proposal submitted and accepted by Government in response to RFP-033-T-2021 (P) as outlined in Addendum III (Project Approach) attached hereto and made a part thereof.

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Project Approach



5. Project Approach (section #4 in RFP)

a. Our Strategy and Proposed Plan

Our Understanding of the Project

TSG has a full understanding of the purpose and scope of the required services. As a local firm that has been working with various government agencies since 2019, we understand the need for identifying industry standard Key Performance Indicators (KPIs) and implementing systems to track them. Given the inconsistency in metrics definitions and data collection throughout government agencies today, it can be challenging for the GVI to track progress and benchmark performance of agency divisions and programs. Quality data is key to running any organization effectively. By selecting this subset of agencies, the GVI will gain awareness into some of the most critical functions that serve our community. The insights from the data collected will empower the GVI to make informed decisions and align resources appropriately. Additionally, getting input/feedback from government partners will ensure that the opportunities most valuable to the people that the agencies serve are addressed.



Our Approach

Our approach for performance assessment engagements involves an evidence based, data driven process that ensures alignment with the client's needs and includes the stakeholders that are critical to its success. Our team uses proven strategic management and performance assessment methodologies to identify relevant key performance indicators (KPIs), establish baselines, and measure performance. This approach helps to ensure that recommended KPIs align with departmental strategic objectives.

Our team will also determine if relevant industry KPI benchmarks can be leveraged to compare the GVI agencies. Benchmarks allow organizations to confidently compare their performance with respected organizations in their industry to help determine if the organization is exceeding, underperforming or staying on track. In addition to looking at agency specific business functions it is also possible to examine performance in key areas, such as people management, which is common to all agencies. This has the advantage of allowing comparisons across agencies and may provide additional context for assessing agency specific business results.

In addition to our team's expertise in research, strategic planning, performance management, and Human Capital Management (HCM) we will also leverage our process improvement, project management and change management capabilities to help ensure transparency, accountability, productivity and buy-in as KPIs are identified, and performance data is collected. Incorporating

these disciplines into our approach is what sets our team apart. Working with our team, you can expect consistent and organized documentation, well-managed schedules, status reports, and logs to track risks, issues, and decisions. Not only do we understand the importance of staying on schedule, in-scope, and within budget but we also understand the value that stakeholders bring to transformational initiatives. Our team understands that the agencies we will be partnering with have important jobs to do and that changes in processes can disrupt their work. This is why we include opportunities to support the staff and help them understand the change process within the project schedule. This is especially important on this type of project which focuses on performance. Effective change management will help employees understand the need for the project and help them stay engaged and committed to the project.



PHASE 1: Assemble

To understand current performance, TSG typically utilizes a number of survey methodologies based on the objectives and target audience outlined by our clients including online, telephone, mail-in, focus groups, etc. Given the aggressive timeline, project scope and the limited accessibility to stakeholders due to COVID restrictions, online surveys will likely be utilized in the initial outreach of this Performance Assessment project. TSG will consider approaches for follow-up based on the circumstance.

TSG recommends a balanced approach to the survey questions focused on collecting KPI information around people, processes, technology/systems, pain points and priorities for the 10 selected agencies. TSG will collaborate with the project sponsor and agency leaders to develop targeted questions that capture the current usage of KPIs and levels of performance (if available). In addition, TSG will work with sponsors and leaders to develop a target list of survey participants representing agencies, federal partners, customers and other GVI stakeholders so that we can develop a 360-degree view of the performance environment.

As a follow-up to the surveys, we anticipate a couple of rounds of interviews and facilitated sessions with agencies and other stakeholders to aid in defining pain points and priorities. Survey results provide the TSG team with the opportunity to be armed with a strong understanding of the

current state of operations and performance so we can accelerate through the gap analysis and future state phases by asking more probing questions that yield higher quality deliverables during the interviews.

TSG has the technical expertise and technology platforms to quickly distribute surveys and collect responses. In addition, information collected from the interviews will be combined with survey results and other available data so that our analytics team can represent a holistic view of current state results in a clear and concise manner.



PHASE 2: Assess

The project team will partner with the agency leaders to review the qualitative and quantitative information collected. The project team has completed prior performance assessment engagements with access to benchmark sources to leverage for this RFP. The project team will research similar jurisdictions for corresponding performance measures and industry standard benchmarks. The gap analysis between the current state metrics and proposed future state metrics along with operational definitions and source will be documented.

Performance measures include:

- Inputs - resources used
- Outputs - program activities
- Efficiency measures - ratio of inputs to outputs
- Outcomes - the actual results of programs/services

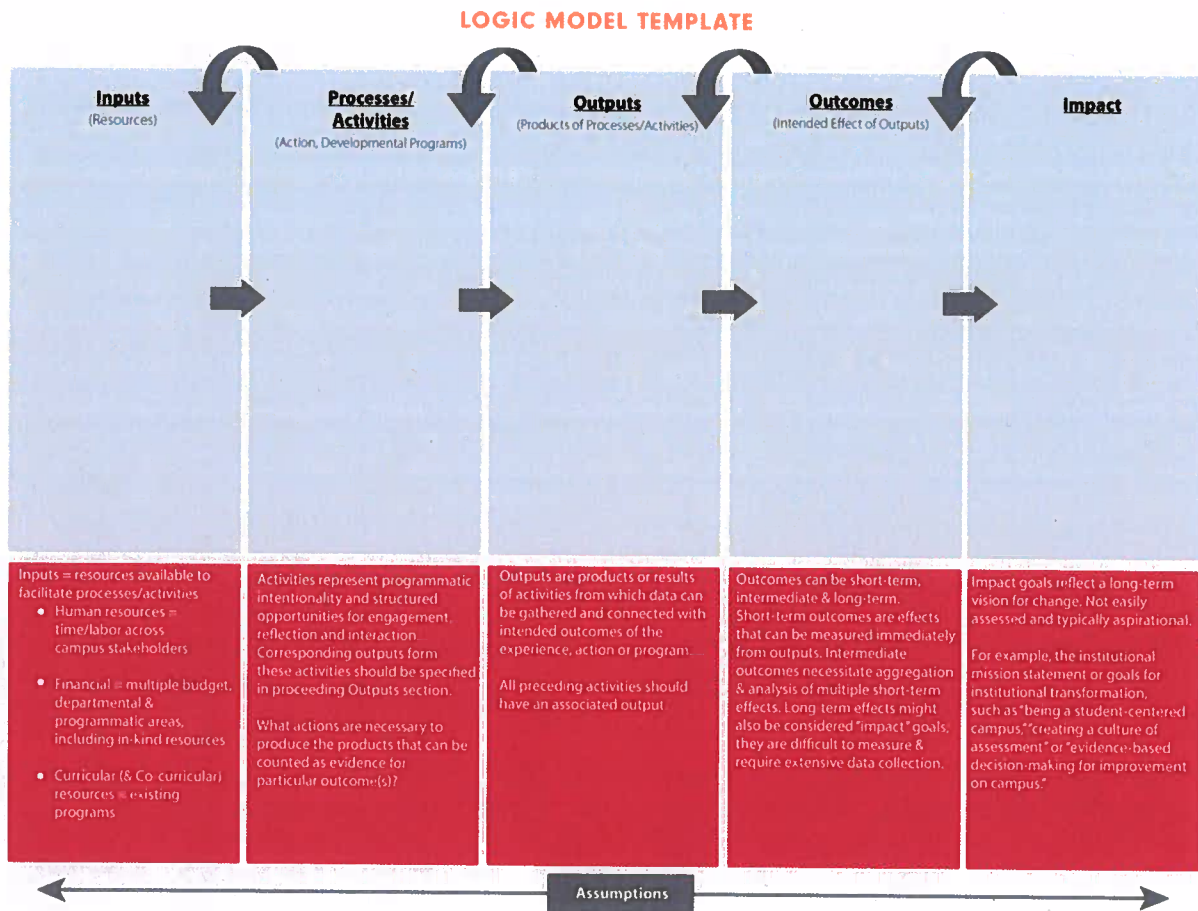
Many performance measurement systems are limited to measuring program inputs and outputs. Ideally, however, performance measurement efforts will also generate information about program results, outcomes, and opportunities for further focus.

For example, let us focus on employee engagement as a potential key performance indicator. According to a 2020 Gallup Study¹, comparing the performance of companies with the top 25% in engagement scores with companies in the bottom 25% in engagement scores, industry leaders found improvements in organizational outcomes by:

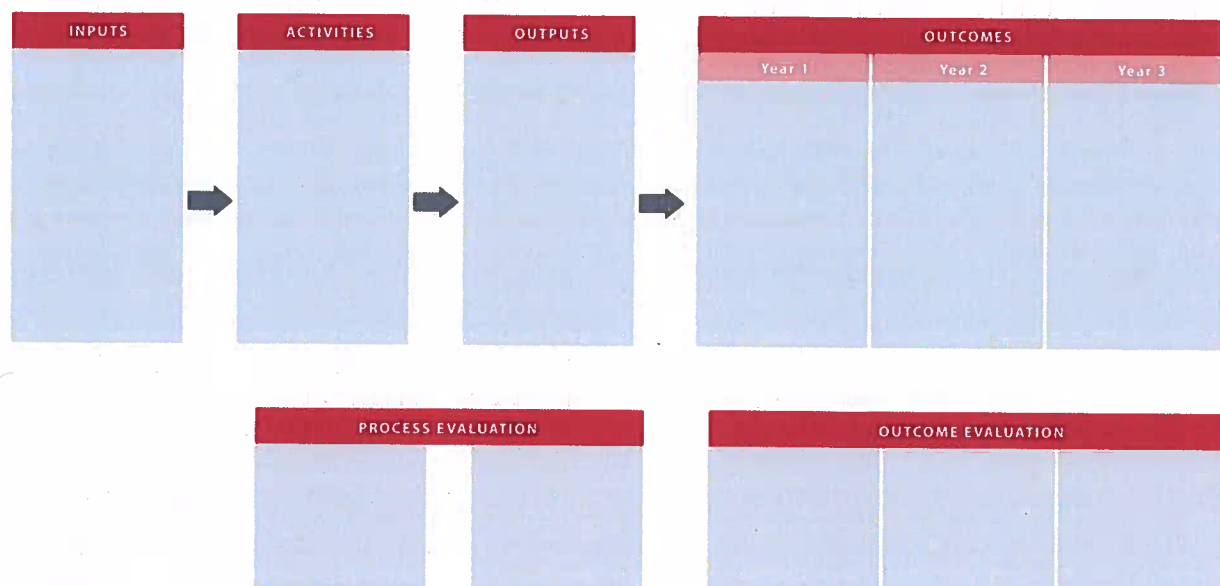
- 10% in customer loyalty/engagement
- 23% in profitability
- 18% in productivity (sales)
- 14% in productivity (production records and evaluations)
- 64% in safety incidents (accidents)

¹ The Relationship Between Engagement at Work and Organizational Outcomes | 2020 Q12® Meta-Analysis: 10th Edition)

Employee engagement is a metric that is a proven KPI for any organization including government agencies. Employee engagement scores can be a KPI compared across GVI agencies. Employee engagement can be measured with a user-friendly and anonymous online survey launched to all GVI employees.



A LOGIC MODEL TEMPLATE



For the agencies or programs without established measures, the project team will utilize the IAO logic model to capture the key strategies within the agency and/or program.

- Inputs - the resources needed for the department/program
- Activities - the tasks to achieve the goal
- Outcomes - the goals

The project team will work with the agency leaders to define the performance measures that track the department/program inputs, activities, and outcomes. There may be multiple performance measures that relate to a single activity. However, the focus will be on the critical 3-5 performance measures that truly meet the intended goal. Therefore, the project team and agency leaders will choose the measures that most accurately relate to the department's/program's goals.



PHASE 3: Operationalize.

Using the data collected during the Assemble Phase and the research conducted in the Assess Phase, we will partner with the agency leaders to prioritize the list of KPIs and identify which KPIs to implement this year for each of the ten agencies. KPIs will be prioritized based on the identified strategic objectives and pain points identified at each agency. This will allow for the greatest level of impact in year one moving less impactful measures to the subsequent years. Once the prioritized list of KPIs has been developed, we will determine reasonable annual targets for each KPI. We recognize that the agency staff have their regular job duties to attend to on top of this project and we want to set them up for success. This requires clear and manageable opportunities for them to improve performance and track progress.

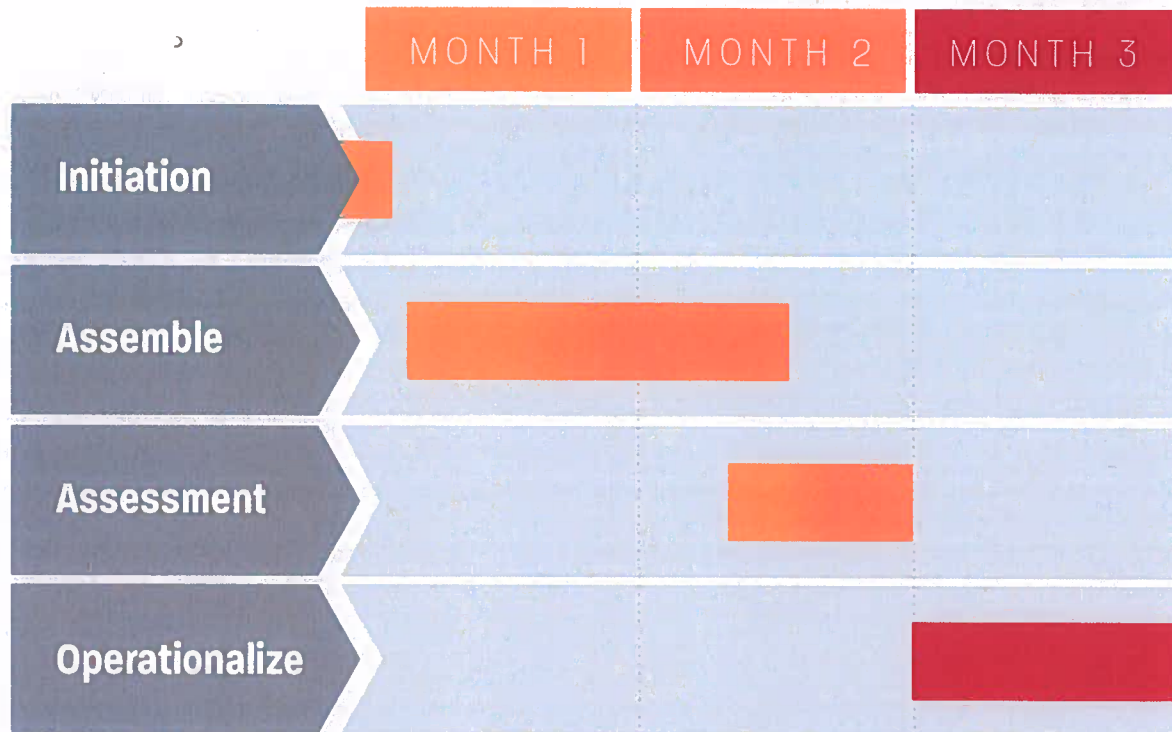
Agency KPI Template								
	Program/Division Name	KPI (quantifiable metric)	Owner	System/Tool Tracking Metric	Validation Mechanism	Baseline Metric (if applicable)	Target Metric	Target Date
1								
2								
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Along with the list of KPIs to implement this year, we will also develop the measurement system/tool to track performance if a measurement system is not currently in place. We understand that some KPIs are being tracked and if any of those are on the list to be implemented this year, we will validate the data collection method to ensure accuracy and incorporate the current data collection mechanism into the reporting process. One of the key deliverables from this phase will be a comprehensive interactive dashboard to report and track KPI progress to target by agency. This dashboard will provide visibility into the organization's performance and accountability across the represented agencies. Access to this data will allow the GVI to identify opportunities to improve performance and quickly implement changes. The transparency of the data and the usability of the dashboard is intended to increase productivity because people intuitively want to see their performance improve over time.

The dashboard will only be as accurate as the data that is feeding it which is why we will develop standard work instructions (SWI) for the tracking tool(s) and the dashboard. Each KPI will have a designated owner who will be responsible for entering the necessary information into the tracking tool. This information will need to be entered following the steps within the SWIs to ensure accuracy and consistency. Additionally, we recommend that each agency designate a Super-User for the dashboard who we will train to be self-sufficient with refreshing the data that feeds the dashboard. Buy-in and ownership of these KPIs will be imperative for these agencies to meet their targets. While the dashboard is an effective tool for tracking and helping to drive engagement, strong leadership, and swift action to address performance opportunities will be essential for departments to realize the intended benefits of this effort.

TSG understands that this engagement is a critical first step in getting the GVI to be a data-driven organization. Given the target implementation date of October 1, 2021, we know that not all performance opportunities identified will be addressed; however, we will provide the agency leaders and project sponsor with summaries outlining the takeaways and additional opportunities for improvement for each agency. Ongoing performance transparency will lead to continuous improvement within the GVI and we are confident that these recommendations will provide the agencies with the information they need to develop and grow their performance management capabilities.

b. Project Timeline



ITEM	DELIVERABLE	KEY ELEMENT	OUTCOME	PHASE
D1	Project Timeline and Staffing Plan	The project timeline and staffing plan will be finalized in collaboration with project stakeholders. In the timeline, tasks will be estimated for duration, resources will be allocated, and project dependencies and critical path will be identified	An organized timeline and appropriate staff (TSG & GVI) necessary to fulfill the scope of work outlined in the RFP	ASSEMBLE
D2	Affinitized and Prioritized Stakeholder Feedback	An organized list of prioritized stakeholder feedback bucketed into logical groupings by agency	An easy-to-understand list of stakeholder feedback which will be leveraged to determine which KPIs should be prioritized	ASSEMBLE
D3	Industry Standards listing of KPIs	A list of industry standard KPIs for each agency along with definitions and source information	An irrefutable list of KPIs for the agencies to benchmark against	ASSESS

ITEM	DELIVERABLE	KEY ELEMENT	OUTCOME	PHASE
D4	Recommended KPIs with Baselines & performance targets	Using the data collected in the Assemble Phase we will recommend KPIs and determine baseline metrics (if available) and performance targets	Prioritized list of KPIs, highlighting the ones that will be implemented by 10/1/21	ASSESS
D5	Gap Analysis	The gap analysis will capture the variances between the current state including baseline metrics and the future state including target KPIs	Provides road map for moving from current state to desired future state	ASSESS
D6	Measurement System and Tools with Standard Work Instructions	Data collection and reporting tool that will measure the performance of implemented KPIs	Ability to track, measure, course correct, and report	OPERATIONALIZE
D6	Final Summary Report	Summarized report of findings and recommendations for impacted agencies	Reference document	OPERATIONALIZE

ST. THOMAS, VIRGIN ISLANDS

REQUISITION NUMBER: 18806

**BILL TO: OFFICE OF MGMT AND BUDGET STT
OFFICE OF MANAGEMENT & BUDGET
41 NORRE GADE
EMANCIPATION GARDEN STA 2ND FL
ST. THOMAS, VI 00802
774-0750**

VENDOR REMIT**DELIVERY TERMS:**

DISCOUNT TERMS

Purchase Order Authorization

Department of Property & Procurement Purchasing or Contracting Officer

ST. THOMAS, VIRGIN ISLANDS

REQUISITION NUMBER: 21353

BILL TO: OFFICE OF MGMT AND BUDGET STT
OFFICE OF MANAGEMENT & BUDGET
41 NORRE GADE
EMANCIPATION GARDEN STA 2ND FL
ST. THOMAS, VI 00802
774-0750

VENDOR REMIT**DELIVERY TERMS:**

DISCOUNT TERMS

Purchase Order Authorization

Department of Property & Procurement Purchasing or Contracting Officer

Required Supporting Documents

1. Business License

THE GOVERNMENT OF THE VIRGIN ISLANDS DEPARTMENT OF LICENSING AND CONSUMER AFFAIRS BUSINESS LICENSE	
KNOW ALL BY THIS PRESENT	
That, in accordance with the applicable provisions of Title 3, Chapter 16 and Title 27 V.I.C. relating to the licensing of businesses and occupations, and compliance having been made with the provisions of 10 V.I.C. Sec. 41 relating to the Civil Rights Act of the Virgin Islands, the following license is hereby granted.	
Licenses:	STRATEGY GROUP VI, LLC
Trade Name:	STRATEGY GROUP VI, LLC
Mailing Address	Physical Address
ROYAL PALMS PROFESSIONAL BUILD 9053 ESTATE THOMAS SUITE 101 ST. THOMAS ST. THOMAS VI 00802	ROYAL PALMS PROFESSIONAL BUILD 62-1 & 62-2 ESTATE THOMAS S ST. THOMAS ST. THOMAS VI 00802
Business No:	License No:
44350	1-44350-1L
Types of License(s) Temporary Help Contracting Agency Business & Management Consulting Advertising/Marketing Internet	
As provided by law, the authorized licensing authority shall have the power to revoke or suspend any License issued hereunder, upon finding, after notice and adequate hearing, that such revocation or suspension is in the public interest; provided, that any persons aggrieved by any such decision of this office shall be entitled to a review of the same by the Territorial Court upon appeal made within (30) days from the date of the decision; provided, further, that all decisions of this office hereunder shall be final except upon specific findings by the Court that the same was arrived at by fraud or illegal means.	
2020	
If a renewal is desired, the holder is responsible for making application for same without any notice from this office. It is the responsibility of the Licensee to notify the Department in writing within (30) days, when a license is to be cancelled or placed in inactive status. Failure to do so will result in the assessment of penalties as authorized by law.	
Valid from	09/01/2020 until 09/30/2021
Printed on	05/18/2021
Issued at	St. Thomas, V.I.
Fee	715.00
 _____ Commissioner, Department of Licensing and Consumer Affairs	
THIS LICENSE MUST BE PROMINENTLY DISPLAYED AT PLACE OF BUSINESS	

b. Trade Name

Trade Name No. TN0107492



Government of
The United States Virgin Islands
-O-
Office of the Lieutenant Governor
Division of Corporations & Trademarks

TRADE NAME REGISTRATION

To Whom These Presents Shall Come:

I, the undersigned Lieutenant Governor of the United States Virgin Islands, do hereby certify that the Office of the Lieutenant Governor, Division of Corporations and Trademarks, has in its custody the applicable documents seeking for the registration of the following Trade Name.

Trade Name No.	TN0107492
Trade Name	THE STRATEGY GROUP
Nature of Business	Consulting
Registrants	STRATEGY GROUP VI LLC
Business Location	Royal Palms Professional Building, 62-3a & 62-3b Estate Thomas, Suite 101, St Thomas, United States Virgin Islands, 00802, United States
Mailing Address	Royal Palms Professional Building, 9053 Estate Thomas, Suite 101, St Thomas, United States Virgin Islands, 00802, United States
Original Registration Date	April 14, 2020
Renewal Date	April 15, 2022

Witness my hand and the seal of the Government of the United States Virgin Islands, on this 15th day of April, 2020.



A handwritten signature in blue ink, reading "Tregenza A. Roach".

Tregenza A. Roach
Lieutenant Governor
United States Virgin Islands



**Government of
The United States Virgin Islands**

-O-

*Office of the Lieutenant Governor
Division of Corporations & Trademarks*

CERTIFICATE OF GOOD STANDING

To Whom These Presents Shall Come:

I, the undersigned Lieutenant Governor the United States Virgin Islands, do hereby certify that **STRATEGY GROUP VI LLC** has filed in the Office of the Lieutenant Governor the requisite annual reports and statements as required by the Virgin Islands Code, and the Rules and Regulations of this Office. In addition, the aforementioned entity has paid all applicable taxes and fees to date, and has a legal existence not having been cancelled or dissolved as far as the records of my office show.

Wherefore, the aforementioned entity is duly formed under the laws of the Virgin Islands of the United States, is duly authorized to transact business, and, is hereby declared to be in good standing as witnessed by my seal below. This certificate is valid through June 30th, 2022.

Entity Type: Domestic Limited Liability Company

Entity Status: In Good Standing

Registration Date: 01/13/2019

Jurisdiction: United States Virgin Islands, United States

Witness my hand and the seal of the Government of the United States Virgin Islands, on this 1st day of July, 2021.



A handwritten signature in blue ink, reading "Tregenza A. Roach".

**Tregenza A. Roach
Lieutenant Governor
United States Virgin Islands**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Caribbean Risk Group Royal Palms Prof. Bldg. 9053 Estate Thomas, STE 102 St. Thomas VI 00802	CONTACT NAME: CRG PHONE (A/C, No, Ext): (340) 774-2323 FAX (A/C, No): (888) 226-4445 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Lloyds of London-EVE/ARC INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Strategy Group VI, LLC, DBA: The Strategy Group 9160 Estate Thomas #165 St. Thomas VI 00802	NAIC #

COVERAGES**CERTIFICATE NUMBER:** CL2172700493**REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	13US21792 - DEC 77	05/06/2021	05/06/2022	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 0						
							GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 0
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

IT IS HEREBY UNDERSTOOD AND AGREED THAT SUCH INSURANCE AS IS AFFORDED BY THIS POLICY SHALL ALSO APPLY TO THE FOLLOWING ADDITIONAL INSUREDS, BUT SOLELY WITH RESPECT TO THEIR LIABILITY ARISING OUT OF ACTIVITIES OF THE NAMED INSURED SOLE NEGLIGENCE. NOTHING CONTAINED HEREIN SHALL OPERATE TO INCREASE THE COMPANY'S LIMIT OF LIABILITY AS SHOWN IN THE POLICY DECLARATIONS.

CERTIFICATE HOLDER**CANCELLATION**

Government of the Virgin Islands Office of Management and Budget 8201 Subbase St. Thomas VI 00802	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

Named Insured: Strategy Group VI, LLC Dba The Strategy Group

COMMERCIAL GENERAL LIABILITY COVERAGE PART

POLICY NUMBER: 13US21792 – DEC 77

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Government of the Virgin Islands 8201 Subbase St. Thomas, VI 00802	As required by contract.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

5. Proof of Professional Liability Coverage



Effective with UNDERWRITERS AT LLOYD'S, LONDON

Administered by Hiscox Inc.
520 Madison Avenue 32nd Floor, New York, NY 10022
(646) 452-2353

Insurance for Consultants

DECLARATIONS

This contract is registered and delivered as a surplus line coverage under the Insurance Code of the Virgin Islands. It is not covered by the Guaranty Fund established pursuant to Title 33, section 3061, V.I.C.

Broker No.:	US 0000242	RT Specialty, LLC (NYC)
Certificate No.:	MPL4286881.21	1345 Avenue of the Americas, 4th Floor
Renewal of:	MPL4286881.20	New York, NY 10105
1. Named Insured:	The Strategy Group VI, LLC	
Address:	9160 Estate Thomas 165 St Thomas, VI 00802	
2. Policy Period:	Inception Date: 05/29/2021	Expiration Date: 05/29/2022
	Inception date shown shall be at 12:01 A.M. (Standard Time) to Expiration date shown above at 12:01 A.M. (Standard Time) at the address of the Named Insured.	
3. General terms and conditions wording:	WCL P0001 CW (02-21) The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below.	
4. Endorsements:	E6020.3 - War and Civil War Exclusion Endorsement, E6015.9 - Lloyd's Syndicate (3624) Endorsement, E6016.1 - Service of Suit, E6017.3 - Nuclear Incident Exclusion Clause-Liability-Direct (Broad) Endorsement, E6018.2 - Applicable Law Endorsement, and E6361.1 - Cyber Incidents Clarification Endorsement (PL)	
5. Optional Extension Period:	12/24/36 months at 75/150/225 percent of the annual premium, for eligible coverage parts.	
6. Notification of claims to:	Hiscox Claims 520 Madison Avenue, 32nd floor New York, NY 10022 Fax: 212-922-9652 Email: HiscoxClaims@Hiscox.com	
Additional Notification requirements:	NONE	
7. Policy Premium:	\$8,324	Premium Allocated to TRIA: \$0
		Administration Fee: \$75

WCL D0001 CW (04/19)

Page 1 of 2

HPSDECSLREN25



Effective with UNDERWRITERS AT LLOYD'S, LONDON

Administered by Hiscox Inc.
520 Madison Avenue 32nd Floor, New York, NY 10022
(646) 452-2353

Insurance for Consultants

DECLARATIONS

Consultants Professional Liability Claims-Made and Reported Coverage Part: WCLMPL P0002 CW (11-14)

Covered Professional Services:	Solely in the performance of Management consulting, project management & staff augmentation consulting and/or public relation services, for others for a fee.
Professional Liability (PL):	\$ 3,000,000 Each Claim / \$ 3,000,000 Aggregate
Defense of Licensing Proceedings:	\$ 10,000 Aggregate Limit (Separate Limit)
Subpoena Assistance:	\$ 10,000 Aggregate Limit (Separate Limit)
Bodily Injury/Property Damage:	\$ 250,000 Aggregate Limit (Shared Limit with PL)
Retroactive Date:	05-29-2020
Retention:	\$ 5,000
PL Premium:	\$ 8,324
Endorsements:	E6115.2 - Financial Services Exclusions Endorsement

In accordance with the authorization granted to Hiscox Inc. under Contract No. B1234HisInc2020 by certain Underwriters at Lloyd's, London, whose names and the proportions underwritten by them can be ascertained by reference to the said Contract, which bears the Seal of Lloyd's Policy Signing Office and is on file at the office of the said Agency and in consideration of the premium specified herein, the said Underwriters do hereby bind themselves, each for their own part and not one for another, their heirs, executors and administrators, to insure as follows in accordance with the terms and conditions contained or endorsed hereon.

The Certificate terms and conditions contained herein or endorsed hereon and such other provisions, agreements or conditions as may be endorsed hereon or added hereto are hereby incorporated in this Certificate. No representative of the Underwriters shall have the power to waive or be deemed to have waived any provision or condition of this Certificate unless such waiver, if any, shall be written upon or attached hereto; nor shall any privilege or permission affecting the insurance under this Certificate exist or be claimed by the Insured(s) unless so written or attached.

IN WITNESS WHEREOF this Certificate has been signed at New York, New York

Authorized Representative
Kevin Kerridge
May 5, 2021
Hiscox Inc.

WCL D0001 CW (04/19)

Page 2 of 2

HPSDECLREN25

- 6. Corporations- N/A
- 7. Limited Liability Company (LLC)
 - a. Articles of Organization



THE UNITED STATES VIRGIN ISLANDS

USVI Lieutenant Governor
Filed: January 13, 2019 10:06 AM
BID: DC0101641

Articles of Organization

STRATEGY GROUP VI LLC (DC0101641)

General Details

Handling Option	Standard Processing
Delayed Effective Date	
Type of Limited Liability Company	Limited Liability Company

Proposed Company Name

Select a Reserved Name	No
STRATEGY GROUP VI LLC	

Business Mailing Addresses

Principal Office or Place of Business	9160 Estate Thomas, #214, Charlotte Amalie, United States Virgin Islands, 00802, United States
Mailing Address	Mailing Address is the same as the Physical Address

Business Details

Term	Perpetual
Nature of Business/Purpose	Other, Other
Additional Purpose Details:	Consulting
Amount of Capital	1,000.00
Managed By	Member Managed
Members Liability	Members are not liable

Resident Agent in USVI

Resident Agent Type	Registered Business Entity
Entity Name	BUSINESS BASICS VI, LLC
Business Identifier	582110
Physical Address	Royal Palms Professional Building, 62-3a & 62-3b Estate Thomas, Suite 101, Charlotte Amalie, United States Virgin Islands, 00802, United States
Mailing Address	Royal Palms Professional Building, 9053 Estate Thomas, Suite 101, Charlotte Amalie, United States Virgin Islands, 00802, United States
Resident Agent Consent Form	Strategy Group VI LLC.pdf01/13/2019 10:04 AM

Organizers

Individual

Name	Mr. John ENGERMAN
Status	Active
Physical Address	9160 Estate Thomas, #214, Charlotte Amalie, United States Virgin Islands, 00802, United States
Mailing Address	Mailing Address is the same as the Physical Address

Managers/Members

Individual

Name	Mr. John ENGERMAN
Status	Active
Physical Address	9160 Estate Thomas, #214, Charlotte Amalie, United States Virgin Islands, 00802, United States
Mailing Address	Mailing Address is the same as the Physical Address
Position	Member

Signature(s)

Name	Mr. John ENGERMAN
Position	Organizer
Date	01/13/2019

**I DECLARE, UNDER
PENALTY OF PERJURY,
UNDER THE LAWS OF THE
UNITED STATES VIRGIN
ISLANDS, THAT THIS
OFFICER HAS AGREED BY
RESOLUTION TO THE
CHANGES MADE IN THIS
APPLICATION.**

Yes

Daytime Contact

Name

Ms. Erika Kellerhals Esq

Telephone

(1) 340-779-2564



Email

ekellerhals@kellfer.com

**I DECLARE, UNDER
PENALTY OR PERJURY,
UNDER THE LAWS OF THE
UNITED STATES VIRGIN
ISLANDS THAT ALL
STATEMENTS CONTAINED
IN THIS APPLICATION, AND
ANY ACCOMPANYING
DOCUMENTS, ARE TRUE
AND CORRECT, WITH FULL
KNOWLEDGE THAT ALL
STATEMENTS MADE IN
THIS APPLICATION ARE
SUBJECT TO
INVESTIGATION AND THAT
ANY FALSE OR DISHONEST
ANSWER TO ANY
QUESTION MAY BE
GROUNDS FOR DENIAL,
SUBSEQUENT REVOCATION
OF REGISTRATION, OR
OTHER FINES AND
PENALTIES PURSUANT TO
THE FRAUDULENT CLAIMS
STATUTE AS SET FORTH IN
14 V.I.C. § 843.**

Yes

3. Proof of Worker's Compensation Coverage

	GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
	Date: MARCH 4, 2021
Office of the Custodian, Government Insurance Fund DEPARTMENT OF FINANCE	
Certificate of Government Insurance Coverage	
I certify that the employer <u>STRATEGY GROUP VI, LLC dba TSG.</u>	
Has filed with the Custodian of the Government Insurance Fund, the Employer's Report to the Commissioner of Finance and paid the required premium in accordance with the provision of Title 24 Chapter 11, Section 273, of the Virgin Islands Code, and, accordingly is entitled to the rights And benefits of the insurance coverage established by law. The risk of this employer is covered	
By policy <u>12549</u> For the period from <u>JANUARY 1, 2021</u> to <u>DECEMBER 31, 2021</u>	
NAME & ADDRESS OF EMPLOYER	 _____ Anthony J. Selkridge Director, Government Insurance Fund
<u>STRATEGY GROUP VI, LLC.</u>	
<u>9160 ESTATE THOMAS STE 4</u>	
<u>ST. THOMAS, V.I. 00802</u>	

STRATEGY GROUP VI, LLC

ALERT! This entity is only available FOR OFFICIAL USE ONLY.

DUNS Unique Entity ID 117165890	SAM Unique Entity ID EEVJQA6S2G35	CAGE / NCAGE 8DC64
Purpose of Registration All Awards	Expiration Date Jan 10, 2022	Registration Status Active
Physical Address 9053 Estate Thomas STE 101 St Thomas, Virgin Islands 00802 United States	Mailing Address 9160 Estate Thomas #165 St Thomas, Virgin Islands 00802 United States	

Business Information

Doing Business as Strategy Group, The	Division Name (blank)	Division Number (blank)
Congressional District Virgin Islands 98	State / Country of Incorporation (blank) / United States Minor Outlying Islands	URL (blank)
MPIN *****egy1		

Registration Dates

Activation Date Jul 14, 2020	Submission Date Jul 14, 2020	Initial Registration Date Aug 12, 2019
--	--	--

Entity Dates

Entity Start Date Jan 15, 2019	Fiscal Year End Close Date Dec 31
--	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in

finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Selected

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure

Partnership or Limited Liability Partnership

Entity Type

Business or Organization

Organization Factors

(blank)

Profit Structure

For Profit Organization

Government Types

(blank)

Financial Information

Accepts Credit Card Payments

No

Debt Subject To Offset

No

Department Code

(blank)

CAGE Code

8DC64

Agency Location Code

(blank)

Disbursing Office Symbol

(blank)

Electronic Funds Transfer

Financial Institution

MERCHANTS COMMERCIAL BANK

Account Type

Checking

Lock Box Number

(blank)

Routing Number

******6742**

Account Number

******02883**

Automated Clearing House

Financial Institution

MERCHANTS COMMERCIAL BANK

Phone (U.S.)

3405130328

Email

c.ritter@strategygroupvll.com

Phone (non-U.S.)

(blank)

Fax

(blank)

Remittance Information

Merchant ID1

(blank)

Merchant ID2

(blank)

Accounting Station

(blank)

Remittance Address

Strategy Group VI, LLC

9160 Estate Thomas 165

St. Thomas, Virgin Islands 00802

United States

Taxpayer Information

EIN

******4179**

Type of Tax

Applicable Federal Tax

Taxpayer Name

Strategy Group VI LLC

Tax Year (Most Recent Tax Year)

2019

Name/Title of Individual Executing Consent

Member Manager

TIN Consent Date

Jul 14, 2020

Address

9160 Estate Thomas 214

St Thomas, Virgin Islands 00802

Points of Contact

Accounts Receivable POC

2.

Electronic Business

⌘
Claudelle Mathurin, Executive Admin
c.mathurin@strategygroupvi.com
3407157736

9160 Estate Thomas 165
St Thomas, Virgin Islands 00802
United States

Government Business

⌘
John A Engerman, Chief Executive Office
j.engerman@strategygroupvi.com
2404607233

9160 Estate Thomas 165
St Thomas, Virgin Islands 00802
United States

Security Information

Company Security Level
(blank)

Highest Level Employee Security Level
(blank)

Service Classifications**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	813920	Professional Organizations

Size Metrics**IGT Size Metrics**

Annual Revenue (from all IGTs)
(blank)

World Wide

Annual Receipts (3 Year Average)	Number of Employees (12 Month Average)
\$1,000,000.00	40

Location

Annual Receipts (3 Year Average)	Number of Employees (12 Month Average)
1000000	40

Industry-Specific

Barrels Capacity (blank)	Megawatt Hours (blank)	Total Assets (blank)
-----------------------------	---------------------------	-------------------------

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry.

d. Memo Authorizing Signatory



9160 Estate Thomas #165
St. Thomas, VI, 00802
tel: 340-715-7736

www.strategygroupvi.com

**UNANIMOUS RESOLUTION
OF THE
SOLE MEMBER OF STRATEGY GROUP VI, LLC**

The undersigned, being the Sole Member of **STRATEGY GROUP VI, LLC**, a U.S. Virgin Islands Limited Liability Company, hereby certify that the following resolutions were adopted and entered into on May 5, 2020.

WITNESSETH:

WHEREAS, STRATEGY GROUP VI, LLC (hereinafter the "Company") is a Limited Liability Company organized and existing under the laws of the U.S. Virgin Islands; and

WHEREAS, the Sole Member of the Company as of the date of this Resolution are as follows:

John Engerman

WHEREAS, the Sole Manager of the Company is:

John Engerman

NOW THEREFORE, BE IT:

RESOLVED, the following person is hereby authorized to serve as the Sole Manager of the Company:

John Engerman

(the "Manager"); and it is further

RESOLVED, the Manager of the Company is empowered and directed, in the name and on behalf of the Company, to take all actions and do all things including, without limited the generality of the foregoing, to execute, amend, deliver, and file, as appropriate, all agreements, acknowledgements, confirmations, instruments, and other documents, which in the Manager's judgment are necessary or desirable to otherwise implement and effectuate the transactions contemplated, and the authority for taking of such actions and the execution and delivery of such agreements, acknowledgements, confirmations, instruments and documents to be conclusively evidence thereby; and it is further

RESOLVED, that any acts taken by the Manager, which acts would be authorized by this resolution except that such acts were taken prior to the adoption of such resolutions, are hereby ratified, confirmed, approved and adopted by the Company; and it is further

AND, the Company does further certify that the Sole Member of the Company on the date hereof are as follows:

John Engerman

IN WITNESS WHEREOF, we have set our hands this 5th day of May 2020.

STRATEGY GROUP VI, LLC


John Engerman, Sole Member and Sole Manager

PURSUANT TO EXECUTIVE ORDER DATED APRIL
20, 2020 JOHN ENGERMAN APPEARED REMOTELY.


Notary

William A. Thomas
Notary Public LNP 47-18
Commission Expires 12/21/22
St. Thomas/St. John, USVI

- 8. General Partnerships- N/A
- 9. Limited Partnerships- N/A
- 10. Sole Proprietorship- N/A