



OPCMR

**EXERCISE OF RENEWAL OPTION
GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS**

DEPARTMENT OF PROPERTY & PROCUREMENT

CONTRACT NO.: P019DOLT22

DATED: December 7, 2021

EXERCISE OF RENEWAL OPTION

Contractor

Description of Scope of Work/Services

Select Temp Staffing & Business Center, LLC. 3009 Orange Grove Shopping Center Christiansted, VI 00820	To Provide temporary staff to the Unemployment Insurance Division
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Pursuant to the renewal option provision of Contract No. P019DOLT22, and subject to the appropriation and allotment of necessary funds, notice is hereby given that the Government of the U.S. Virgin Islands, Department of Labor exercises its option to renew and does hereby renew the aforementioned contract for the period June 7, 2022 to December 6, 2022, at the stipulated cost therein.

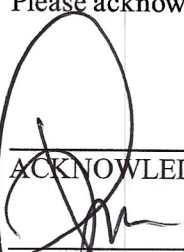
All the terms, covenants, and conditions of the contract affected shall continue in full force and effect. A facsimile, electronic or digital signature on this Contract shall be deemed an original and binding upon the Parties hereto.

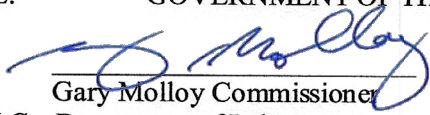
Please acknowledge receipt and acceptance hereby signing and returning to:

The Department of Property and Procurement
8201 Sub Base, 3rd Floor
St. Thomas, VI 00802

ACKNOWLEDGMENT & ACCEPTANCE:

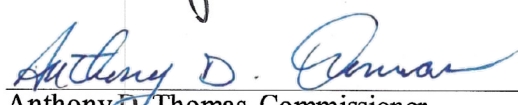
GOVERNMENT OF THE VIRGIN ISLANDS


Juliette Bynum, Manager
Select Temp Staffing & Business Center, LLC.


Gary Molloy Commissioner
Department of Labor

DATE: May 23, 2022

DATE: 05/24/2022


Anthony D. Thomas, Commissioner
Department of Property & Procurement

DATE: 6/7/2022

Renewal No.: P106DOLT22



GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
THE OFFICE OF MANAGEMENT AND BUDGET

No. 5041 Narre Gade
Emancipation Gardens Station, 2nd Floor
Charlotte Amalie, U.S. Virgin Islands 00802
Telephone: (340) 774-0750




**GOVERNMENT OF THE VIRGIN ISLANDS
NOTIFICATION OF GRANT AWARD**

The Government of the Territory of the United States Virgin Islands, through the **Office of the Governor**, 21-22 Kongens Gade, St. Thomas, VI 00802 does hereby provide a sub-recipient award as per the following:

FEDERAL AWARD IDENTIFICATION NO:	SLFRP3818
SUB-RECIPIENT/Unique Entity ID:	Virgin Island Department of Labor/ <i>Unique Entity ID: DJBBVD7ETN63</i>
NAME OF FEDERAL AGENCY:	U.S. Department of Treasury
AUTHORITY:	Public Law: American Rescue Plan Act of 2021 (ARPA)
REGULATIONS:	2CFR as applicable
AWARD PERIOD OF PERFORMANCE:	October 1, 2021, through September 30, 2022
AWARD AMOUNT:	\$100,000.00
PROJECT DESCRIPTION:	To provide funding to hire thirteen (13) UI Temporary Customer Service Representatives to assist with the increase of unemployment claims due to the pandemic.
TERMS AND CONDITIONS:	The above award is subject to the terms and conditions set forth in the authority above and is managed by the Office of Management and Budget. In addition, the sub-grantee is required to submit monthly progress and financial reports. The first one is due April 10, 2022, and the tenth of every month following the end of the month. Reports should be submitted to the Office of Management and Budget via email to arpa@omb.vi.gov .

NAME AND SIGNATURE OF AUTHORIZING OFFICIAL:


Jenifer O'Neal, Director
Office of Management and Budget

October 1, 2021

Date

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
THE OFFICE OF MANAGEMENT AND BUDGET
AMENDED GRANT AGREEMENT

THIS GRANT AGREEMENT (this “Agreement”) dated October 1st, 2021 in between the Virgin Islands Office of Management and Budget (“Grantee”), and the Virgin Islands Department of Labor (“Sub-Grantee”).

WHEREAS, the COVID-19 pandemic has had a detrimental impact across the globe; the United States Congress responded by creating the American Rescue Plan Act of 2021 (ARPA); and

WHEREAS, the United States Virgin Islands have been awarded for the purpose of addressing acute pandemic needs and to bolster response to the COVID-19 emergency and its economic impacts as authorized by the Department of the Treasury; and

WHEREAS, the Grantee will provide funding to Virgin Islands Department of Labor to provide funding for thirteen (13) UI Temporary Customer Service Representatives to assist with the increase of unemployment claims due to the pandemic.

NOW THEREFORE, the parties agree as follows:

1. SCOPE

The Grantee will provide an award in the amount of One Hundred Thousand Dollars (\$100,000.00) for use by the Sub-Grantee to provide funding for thirteen (13) UI Temporary Customer Service Representatives to assist with the increase of unemployment claims due to the pandemic.

All purchases must be consistent with Title 31 V.I.C. § 239(a) (1-4) to provide transparency and compliance for federal funds. All expenses must be supported by documentation. All expenditures shall be in accordance with federal guidelines.

The Subgrantee will perform activities under this grant in compliance with the terms, conditions, and budget included in its grant proposal documents including, but not limited to its ARPA Funds Request Form and its Justification for ARPA Funding.

2. PROJECT DATE/EFFECTIVE DATE

The Sub-Grantee agrees to utilize the funds for the purposes outlined within this grant agreement. The project effective date is October 1, 2021, to September 30, 2022.

3. REPORTING

The Sub-Grantee shall provide a monthly accounting for the funds expended from this award. This includes, but is not limited to, receipts, invoices, and contracts executed to secure services related to these expenditures. The monthly progress and financial report shall be submitted by

the 10th day of the following month, beginning April 10, 2022. If this day falls on a non-business day, the report shall be submitted by next immediate business day.

4. DISBURSEMENT OF FUNDS

The Grantee will provide payment through the GVI's MUNIS ERP system.

5. RECORDS

Sub-Grantee, when applicable, will present documented precise records of the manner in which these funds were expended for eligible expenses. The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Agreement.

6. COMPLIANCE WITH LAWS/REGULATIONS

The Subgrantee agrees to comply with all applicable Federal and Territorial laws and regulations, including but not limited to 2 CFR 200 and the American Rescue Plan Act and its supporting Treasury regulations and policies. The Subgrantee understands that material noncompliance with laws and regulations could result in suspension or termination of the grant and suspension or debarment of the subgrantee, as well as other remedies.

7. ELIGIBILITY

The subgrantee certifies that the activities carried out under this Agreement will meet the American Rescue Plan section 3.1 Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers.

8. AUDITS AND INSPECTIONS

All Subgrantee records with respect to any matters covered by this Agreement shall be made available to the Grantee, Grantor Agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

9. RIGHT TO REVIEW AND EVALUATE

The Grantee retains the right to review and conduct an evaluation of the disbursement of funds by the Sub-Grantee, which may include requests for documents or visitation from Grantee personnel. All pertinent documents shall be made available upon request within a reasonable time. Sub-Grantee will receive notice of the Grantee's review findings, and at the discretion of the Grantee, be given the opportunity to correct any non-compliance issues.

10. CONFLICT OF INTEREST

The Subgrantee shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.

11. RETENTION

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of seven (7) years.

12. RETURN OF FUNDS

Any funds not expended on or before October 1, 2022, must be returned to the Grantee within thirty (30) days of expiration.

13. RELATIONSHIP OF PARTIES

Sub-Grantee and Grantee agree that this Grant does not create a principal-agent relationship of any type between the parties and that Sub-Grantee will not, by act of omission or commission, foster any belief on the part of third parties that such relationship exists.

14. INDEMNIFICATION

To the extent permitted by law, the Sub-Grantee agrees to indemnify, defend and hold harmless the Grantee from and against any and all loss, damage, liability, claims, demands, detriments, cost, charges, and expense and causes of action of whatsoever character which Grantee may incur, sustain or be subjected to, arising out of or in any way connected to the services to be performed by the Sub-Grantee under this award and arising from any cause, except the sole negligence of Government.

15. AUTHORITY

The individual executing this Agreement on behalf of Sub-Grantee warrants that he/she has full power and authority to execute this Agreement on behalf of such organization.

16. NONDISCRIMINATION

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

17. NO GUARANTEE OF FUTURE FUNDING

Provision of this Grant does not imply any future funding commitment by the Grantee.

18. ENTIRE AGREEMENT

This Grant Award Agreement and all attachments constitute the entire Agreement between the parties regarding this award and supersedes all previous related understandings or written or oral agreements between the parties.

19. WAIVER AND AMENDMENT

No waiver, modification or amendment of any term condition or provision of this Agreement 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 Agreement, but the same shall be strictly limited and restricted to the extent and occasion specified in such signed writing or writings.

20. GOVERNING LAW

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

21. NOTICE

Any notice required to be given by the terms of this Agreement 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

Jenifer C. O’Neal, Director
Office of Management and Budget
5041 Norre Gade, 2nd Floor
St. Thomas U.S. Virgin Islands 00802

SUB-GRANTEE

Gary Molloy, Commissioner
Department of Labor
2353 Kronprindsens Gade,
St. Thomas, VI 00802

22. DEBARMENT CERTIFICATION

By execution of this Agreement, the Sub-Grantee certifies that it is eligible to receive awards using federally appropriated funds and has not been suspended or debarred from entering into agreements with any federal agency. Sub-Grantee 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 Sub-Grantee or any subcontractor misrepresents its eligibility to receive contract awards using federal funds, the Sub-Grantee or subcontractor agrees that it shall not be entitled to payment for any work performed under this Grant Agreement or any subcontract and that the Sub-Grantee or subcontractor shall promptly reimburse the Government of the Virgin Islands for any progress payments heretofore made.

23. FALSE CLAIMS

Sub-Grantee warrants that it shall not, with respect to this Agreement, 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

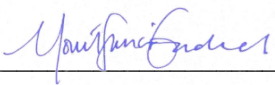

fraudulent. Sub-Grantee acknowledges that making such a false, fictitious, or fraudulent claim is an offence under Virgin Islands law.

24. NOTICE OF FEDERAL FUNDING

Sub-Grantee acknowledges that this grant award is funded, in whole or in part, by federal funds. Sub-Grantee warrants that it shall not, with respect to this Grant Agreement, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Sub-Grantee acknowledges that making such a false, fictitious, or fraudulent claim is a federal offence.

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

WITNESSES:

1. 
2. 



GRANTEE

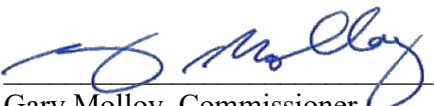

Jenifer C. O'Neal, Director
Office of Management and Budget

10/1/2021

Date

SUB-GRANTEE

1. 
2. 


Gary Molloy, Commissioner
VI Department of Labor

10/01/2021

Date

GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

Date : MARCH 24, 2022



Office of the Custodian, Government Insurance Fund
DEPARTMENT OF FINANCE

Certificate of Government Insurance Coverage

I certify that the employer **SELECT TEMP STAFFING** 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 7410 for the period from **JANUARY 01, 2022 TO DECEMBER 31, 2022**

NAME & ADDRESS OF EMPLOYER:
SELECT TEMP STAFFING

PO BOX 2433
KINGSHILL, VI 00851

A handwritten signature in blue ink, which appears to read "Clarina Modeste-Elliott".

Clarina Modeste-Elliott
Executive Assistant Commissioner



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)



December 8, 2021

Gary Molloy
Commissioner
Department of Labor
4K A Sion Farm, Suite 1
Christiansted, St. Croix VI 00820-4245

Dear Commissioner Molloy:

Transmitted via email herewith for filing and distribution is executed contract for Professional Services **P019DOLT22**, between the Government of the Virgin Islands (Department of Labor) and **Select Temp Staffing and Business Center, LLC**. Please disseminate to all parties involved.

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

Respectfully,

Lisa M. Alejandro
Assistant Commissioner

LMA/df

Encls:



OPCMR

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made this 7th day of December, 2021, 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 Department of Labor (hereinafter referred to as "Government" or "VIDOL") and Select Temp Staffing & Business Center, LLC.. (hereinafter referred to as "Contractor").

WITNESSETH:

WHEREAS, the Government is in need of the services of a Contractor to provide temporary employees to assist in the Unemployment Insurance Division, which duties and responsibilities are more particularly described in Addendum I (Scope of Services) attached hereto; and

WHEREAS, the Government solicited the services under 31 V.I.C 239(a)(8); 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) attached hereto and made a part of this contract.

2. TERM AND EFFECTIVE DATE

This Contract shall be effective upon the date of execution of this Contract by the Commissioner of the Department of Property and Procurement and shall terminate six (6) months thereafter. The Government in its sole discretion, shall have the option to renew this Contract for a period of one additional six month (6) term subject to the same terms noted herein, by providing the Contractor with sixty (60) 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 **Two Hundred Ninety-Six Thousand One Hundred Fifteen Dollars and Twenty Cents (\$296,115.20)** in

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Contractor Initials 



OPCMR

accordance with the provisions set forth in Addendum II (Compensation) attached hereto and made a part of this contract.

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 NA

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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Contractor Initials 



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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, 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.

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Contractor Initials AS



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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
 - (2) a territorial officer or employee and, as such, has:

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- (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

Gary Molloy, Commissioner
Department of Labor
4401 Sion Farm-Christiansted
St. Croix, VI 00820

CONTRACTOR

Juliette Bynum
Select Temp Staffing & Business Center, LLC.
3009 Orange Grove Shopping Center
Christiansted, VI 00820

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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Contractor Initials



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23. OTHER PROVISIONS

Addenda I and II 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.
- (b) **WORKERS' COMPENSATION:** Contractor shall supply current coverage under the Government Insurance Fund or other form of coverage.

28. FACSIMILE, ELECTRONIC & DIGITAL SIGNATURES

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

Contract No. P019DOLT22

Contractor Initials 



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

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WITNESSES:

GOVERNMENT OF THE VIRGIN ISLANDS

Kevin Dennin

Gary Molloy
Gary Molloy, Commissioner
Department of Labor

11/17/2021
Date

Agdelaine A. Francis

Anthony D. Thomas
Anthony D. Thomas, Commissioner
Department of Property and Procurement

12/7/2021
Date

CONTRACTOR

Juliette Bynum

Juliette Bynum
Juliette Bynum, Manager
Select Temp Staffing & Business Center, LLC

11/17/2021

(Corporate seal, if Contractor is a corporation)

APPROVED AS TO LEGAL SUFFICIENCY

DEPARTMENT OF JUSTICE BY:

Carol P. McDowell
Assistant Attorney General

Date 12/7/2021

PURCHASE ORDER NO. _____

Contract No. P019DOLT22

Contractor Initials _____



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Addendum I

Scope of Services

The Contractor will provide temporary staffing to VIDOL to assist with the processing of claims for the Unemployment Insurance Division in the District of St. Thomas. Contractor will provide ten (10) temporary employees – nine (9) Claim Processors and one (1) Financial Analyst. This will consist of seven (7) employees in St. Thomas District (6 Claim Processors and 1 Financial Analyst) and three (3) Claim Processors in the St. Croix District. These temporary employees are expected to work a forty-hour work week, Monday through Friday from 8:00 AM to 5:00 PM excluding holidays. The ten temporary employees are expected to begin training within ten (10) days of Contract execution. Temporary staff shall have at least one year of administrative experience, Temporary staff will be trained and are expected to perform their respective duties according to the job description for each position on file in the Division of Human Resources. Select Temp is responsible for the interviewing and hiring of the positions based on the job description for each position. The positions will be supervised by the Assistant Director in St. Thomas. The supervisor will ensure that the temporary staff are meeting expectations of the job description. The Contractor assumes the responsibility for paying all local and federal taxes, Worker's Compensation, and Unemployment Insurance for all temporary staff. Should a temporary staff member leave VIDOL for any reason, Contractor will replace within 10 business days.

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Contractor's Initial 



Addendum II Compensation

In consideration of the satisfactory performance of the Contractor in accordance with Addendum I Scope of Services, the Government agrees to pay contractor a sum not to exceed Two Hundred Ninety-Six Thousand One Hundred Fifteen Dollars and Twenty Cents (\$296,115.20) for the services. Payments shall be made according to the following schedule:

Each Temporary Employee - \$27.90 Per Hour worked
Temp to Hire One time Payment (if required) - \$582.40 per Employee Hired

The Contractor shall invoice the Government monthly by the 15th of the following month. Each invoice shall list temporary employee name, hours worked, and total amount for that employee. The bottom line of the invoice shall list the total amount owed to Contractor for the month and shall be submitted with a copy of each temporary employee's timesheet. The Government shall use its best efforts to, within 30 days of receiving an invoice, to pay the invoice or give a written explanation for non-payment for any contested portion 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 Government no longer desires the Contractor's services.

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Contractor's Initial 



American Rescue Plan Act Funds Request Form

Agency:

Contact Person: Gary Molloy

Project Name:

Contact Email: gary.molloy@dol.vi.gov

Date Submitted: August 31, 2021

Contact Number: 3407731994

A. Please provide a brief description of your request.

The Virgin Islands Department of Labor is still struggling to process the benefits for a significant

B. Which category(s) of COVID response/support does this project address? Select all that apply.

1: Public Health

- ☐ COVID-19 Vaccination ^
- ☐ COVID-19 Testing ^
- ☐ COVID-19 Contact Tracing
- ☐ Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
- ☐ Personal Protective Equipment
- ☐ Medical Expenses (including Alternative Care Facilities)
- ☐ Capital Investments/Physical Plant Changes to Public Facilities that respond to the Covid-19 health emergency
- ☐ Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
- ☒ Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
- ☐ Mental Health Services*
- ☐ Substance Use Services*
- ☐ Other Public Health Services

Agency:

Project Name:

2: Negative Economic Impacts

- ☐ Household Assistance: Food Programs* ^
- ☐ Household Assistance: Rent, Mortgage, and Utility Aid* ^
- ☐ Household Assistance: Cash Transfers* ^
- ☐ Household Assistance: Internet Access Programs* ^
- ☐ Household Assistance: Eviction Prevention* ^
- ☐ Unemployment Benefits or Cash Assistance to Unemployed Workers*
- ☐ Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^
- ☐ Contributions to UI Trust Funds
- ☐ Small Business Economic Assistance (General)* ^
- ☐ Aid to Nonprofit Organizations*
- ☐ Aid to Tourism, Travel, or Hospitality
- ☐ Aid to Other Impacted Industries
- ☐ Other Economic Support* ^
- ☐ Rehiring Public Sector Staff

3: Services to Disproportionately Impacted Communities

- ☐ Education Assistance: Early Learning* ^
- ☐ Education Assistance: Aid to High-Poverty Districts ^
- ☐ Education Assistance: Academic Services* ^
- ☐ Education Assistance: Social, Emotional, and Mental Health Services* ^
- ☐ Education Assistance: Other* ^
- ☐ Healthy Childhood Environments: Child Care* ^
- ☐ Healthy Childhood Environments: Home Visiting* ^
- ☐ Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^
- ☐ Healthy Childhood Environments: Other* ^
- ☐ Housing Support: Affordable Housing* ^
- ☐ Housing Support: Services for Unhoused Persons* ^
- ☐ Housing Support: Other Housing Assistance* ^
- ☐ Social Determinants of Health: Other* ^
- ☐ Social Determinants of Health: Community Health Workers or Benefits Navigators* ^
- ☐ Social Determinants of Health: Lead Remediation ^
- ☐ Social Determinants of Health: Community Violence Interventions* ^

4: Premium Pay

- ☐ Public Sector Employees
- ☒ Private Sector: Grants to Other Employers

Agency:

Project Name:

5: Infrastructure

- ☐ Clean Water: Centralized Wastewater Treatment
- ☐ Clean Water: Centralized Wastewater Collection and Conveyance
- ☐ Clean Water: Decentralized Wastewater
- ☐ Clean Water: Combined Sewer Overflows
- ☐ Clean Water: Other Sewer Infrastructure
- ☐ Clean Water: Stormwater
- ☐ Clean Water: Energy Conservation
- ☐ Clean Water: Water Conservation
- ☐ Clean Water: Nonpoint Source
- ☐ Drinking water: Treatment
- ☐ Drinking water: Transmission & Distribution
- ☐ Drinking water: Transmission & Distribution: Lead Remediation
- ☐ Drinking water: Source
- ☐ Drinking water: Storage
- ☐ Drinking water: Other water infrastructure
- ☐ Broadband: "Last Mile" projects
- ☐ Broadband: Other projects

6: Revenue Replacement

- ☐ Provision of Government Services

7: Administrative

- ☒ Administrative Expenses
- ☐ Evaluation and Data Analysis
- ☐ Transfers to Other Units of Government
- ☐ Transfers to Non-entitlement Units (States and territories only)

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

C. When are these funds being requested for? Immediately - September 1, 2021

Agency:

Project Name:

Please provide line-item descriptions and costs for your associated request.

Item	Description of Need and/or Use	Total Initial Costs	Total Ongoing Costs
9 - Customer Service Reps	9 positions - 3 for STX and 6 for STT to process the backlog of benefit	\$241,056	0
1 -Financial Analyst	Work involves supervising and directing accountants in effective	\$41,664	0
9 - Temp to Hire	One time of 14% of annual pay - \$18x 40x52 x0.14 =	\$5,241.60	0
1 - Temp to Hire	One time of 14% of annual pay - \$28x 40x52 x0.14 =	\$8,153.60	0

Provide spreadsheet if additional lines are needed.

If ongoing costs are required, how does your entity intend to fund these costs moving forward?


No ongoing cost after the 6 month period as project will be complete.

Please attach further justification that adequately describes how this request meets the eligibility requirements of the American Rescue Plan Act.

Total Requested: \$ 296,115.20

Agency Head Approval:

Date:


 Gary Molloy
Digitally signed by Gary Molloy
 Date: 2021.08.31 00:24:17
 -04'00'

08/31/2021

Agency: Department of Labor

Project Name:

Total Approved: \$ 296,115.20

**OMB Director
Approval:**



Date:

September 3, 2021

OMB Comments

Total Approved: \$

(if different from OMB Approved)

**Governor
Approval:**



Date:

11-15-21

Office of the Governor Comments



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,

Licensee: SELECT TEMPS STAFFING & BUSINESS CENTER, LLC	
Trade Name: SELECT TEMPS STAFFING & BUSINESS CENTER, LLC	
Mailing Address	Physical Address
PO BOX 2433 KINGSHILL ST. CROIX VI 00851	BAY 12 ORANGE GROVE SHOPPING C CHRISTIANSTED ST. CROIX VI 00820
Business No: 14038	License No: 2-14038-1L
Types of License(s) Temporary Help Contracting Agency	

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.

2021

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 11/08/2021 until 11/30/2022
Printed on 11/08/2021
Issued at St. Croix, V.I.
Fee 130.00

Richard Suggesta

Commissioner, Department of Licensing and Consumer Affairs

THIS LICENSE MUST BE PROMINENTLY DISPLAYED AT PLACE OF BUSINESS



**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 **SELECT TEMP STAFFING & BUSINESS CENTER, 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: 06/13/2008

Jurisdiction: United States Virgin Islands, United States

Witness my hand and the seal of the Government of the United States Virgin Islands, on this 13th day of September, 2021.



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

Tregenza A. Roach
Lieutenant Governor
United States Virgin Islands



Lloyd's Certificate

This Insurance is effected with certain Underwriters at Lloyd's, London (not incorporated).

This Certificate is issued in accordance with the limited authorization granted to the Agent or Coverholder by certain Underwriters at Lloyd's, (such Underwriters being hereinafter called "Underwriters") whose names and the proportions underwritten by them will be supplied on application to the office of said Agent or Coverholder and in consideration of the premium specified herein, the said Underwriters are hereby bound, severally and not jointly (in accordance with the Several Liability Provision contained in this Certificate), their Executors and Administrators, to insure subject to the terms and conditions contained in or endorsed on this Certificate.

The Insured is requested to read this Certificate, and if it is not correct, return it immediately to the Agent or Coverholder for appropriate alteration.

In the event of a claim under this Certificate, please notify the following Agent or Coverholder:

Island Insurance Agency
2019 Mt Welcome
Christianted, St. Croix, VI 00820

This Declaration Page is attached to and forms part of Certificate provisions (Form VC-1 LMA3097).

Previous No.
GL-7010-028

Contract/Authority Ref. No.
B1216PRWP214300

Certificate No.
GL-7622-028

Name and address of the Insured: Select Temp Staffing & Business Center, LLC
3009 Estate Orange Grove Suite 12
Christiansted, VI 00820

Effective from 10/25/2021 to 10/25/2022
Both days at 12:01 a.m. standard time.

Insurance is effective with certain UNDERWRITERS AT LLOYD'S, LONDON.
Percentage: 100 %

Amount	Coverage	Rate	Premium
	COMMERCIAL GENERAL LIABILITY POLICY AS PER ATTACHED DECLARATIONS		\$3,000.00

TRIA REJECTED

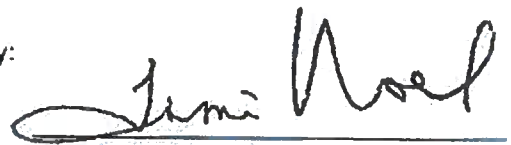
Special Conditions:

SUBJECT TO FORMS AND ENDORSEMENTS AS PER ATTACHED ENDORSEMENT "A"

In the event of a claim, please notify the following:

Island Insurance Agency
P. O. Box 222880
Christiansted, VI 00822

By:


Agent/Coverholder

Date: October 19, 2021 sac

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. GL-7622-028

LIMITS OF INSURANCE

General Aggregate Limit (Other than Products-Completed Operations)	\$1,000,000
Products - Completed Operations	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit	\$ 50,000 ANY ONE FIRE
Medical Expense Limit	\$ 5,000 ANY ONE PERSON

DESCRIPTION OF BUSINESS AND LOCATION OF PREMISES

Form of Business: Limited Liability Corporation

Business Description: Temporary Staffing Agency

Location of All Premises You Own, Rent or Occupy:
Plot #2 Orange Grove Company Qtr., Suite #12 Christiansted VI 00820

PREMIUM

Classification	Code No.	Premium Basis	Rate	Advance Premium
Sales or Service Organizations	47367	(p) ON FILE	ON FILE	\$3,000.00
Janitorial Services	96816	(p) ON FILE	ON FILE	
Total Advance Premium				\$3,000.00

From: [Hubert Frederick](#)
To: [Kevin Dennin](#)
Cc: [Juliette Bynum](#)
Subject: [EXTERNAL MAIL]Select Temp Staffing - Proof of Coverage
Date: Tuesday, November 16, 2021 1:27:57 PM
Attachments: [Select Temp - Insurance Policy Declaration Page.pdf](#)

Hi Kevin,

As per your request and the approval of the Insured, I have attached a copy of the Insurance Declaration Page for our mutual client. Additionally, I have included the Underwriter's response to Adding the VI Govt to this policy:

"Based on the information provided and the absence of professional liability coverage we will not be able to assist with this request. We are unable to add the Government of the Virgin Islands Department of Labor as an additional insured to this policy."

Regards,

Hubert L. Frederick, M.S., CFSA, CFE
Owner/Broker-Agent
ISLAND INSURANCE AGENCY

Quick Online Quote: islandinsurancevi.com

2019 Mt. Welcome
Christiansted, VI 00820
(340) 773-6006 ph/fax

Better Service, Better Coverage, Better Value with our great new lineup of discounts! - We appreciate your referrals!!!

Auto* (see below) - Home - Business - Liability - Life - Health

Active and/or Available Carriers: MAPFRE, (Red Hook Agencies, NEMWIL), United Healthcare, CIGNA, AFLAC and AMERICO. *Mapfre has discontinued offering Auto Coverage in the USVI effective 11/1/2018.

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Caution: This e-mail has originated outside of GVI network. Do not click on links or open any attachment (s) that might look suspicious unless you have knowledge of who the sender is.



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

Office of the Custodian, Government Insurance Fund
Date : MARCH 30, 2021

DEPARTMENT OF FINANCE

Certificate of Government Insurance Coverage

I certify that the employer **SELECT TEMP STAFFING**

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 **7410** *or the period from* **JANUARY 01, 2021 TO DECEMBER 31, 2021.**

NAME & ADDRESS OF EMPLOYER:

SELECT TEMP STAFFING

P.O. BOX 2433

KINGSHILL, VI 00851

A handwritten signature in black ink, appearing to read "Anthony Settridge", is written over a horizontal line.

Anthony Settridge
Director Government Insurance Fund

**CONSENT OF MEMBERS
OF
SELECT TEMP STAFFING & BUSINESS CENTER, LLC**

The undersigned, being all of the Members of that certain limited liability company more commonly known, and identified, as Select Temp Staffing & Business Center, LLC, a duly organized and existing limited liability company under the laws of the Territory of the United States Virgin Islands (the "Company"), consent to the following actions being taken without a meeting, all of which actions are required or permitted to be taken at a meeting of Members.

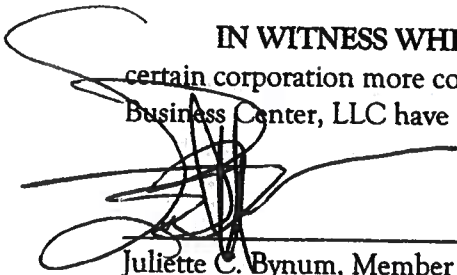
VOTED: That the Company, through its Manager, *to wit*, Juliette C. Bynum, is hereby authorized to do and perform all acts and things and to execute and deliver all instruments and documents of whatsoever kind and nature necessary or incidental to or required to consummate the transaction contemplated by that certain United States Small Business Administration Loan in the original principal amount of \$80,000.00 by Independence Bank to the Company (the "Loan"), and it was further;

VOTED: That the Members of the Company, *to wit*, Juliette C. Bynum and Joseph M. Benjamin, be and hereby are authorized, acting together and separately, without any approval of, or notification to, any other person or entity, to examine, execute, seal and deliver any and all documents, instruments or agreements in furtherance of the foregoing vote and to do any and all other things as may be necessary or desirable in their discretion, to carry out the foregoing authority, the execution and delivery of all such documents, instruments and agreements containing and upon such terms and conditions as said Members deem proper, to be conclusive evidence of their authority hereunder, and it was further;

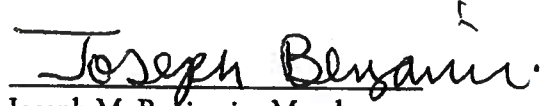
VOTED: That all acts and things heretofore done and all documents and instruments heretofore executed on behalf of the Company in the transaction of its business with regard to the above-referenced Loan are hereby ratified, approved and confirmed.

*William
Herdz*

IN WITNESS WHEREOF, the undersigned, being all of the Members of that certain corporation more commonly known, and identified, as Select Temp Staffing & Business Center, LLC have executed this Consent on this 9th day of November, 2015.

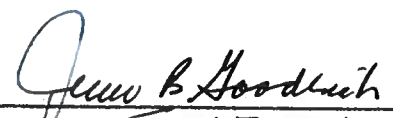


Juliette C. Bynum, Member



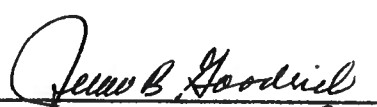
Joseph M. Benjamin, Member

Witness:



Print Name: JEAN B. GOODRICH

Witness:



Print Name: JEAN B. GOODRICH

**ARTICLES OF ORGANIZATION
OF
Select Temp Staffing & Business Center LLC**

I, the undersigned natural person of legal age acting as the organizer of a limited liability company (LLC) in accordance with the Uniform Limited Liability Company Act, Title 13, Chapter 15 of the Virgin Islands Code, do hereby adopt the following Articles of Organization for such limited liability company:

ARTICLE I

The name of the limited liability company is: Select Temps & Business Center LLC

ARTICLE II

The physical address of the designated office of the limited liability company is No. 10A Golden Rock Shopping Center located on St. Croix, Virgin Islands, with a mailing address of Box 2433 King Hill St. Croix, VI 00851

ARTICLE III

The resident agent for service of process shall be Juliette Bynum of 73 Mount Pellier, Frederiksted, St. Croix, VI 00840, with a mailing address of Box 2433 Kings Hill St. Croix, Virgin Islands 00851

ARTICLE IV

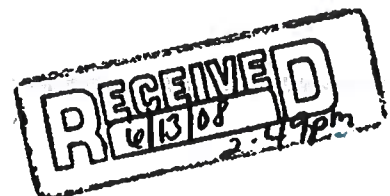
The name and physical address of the organizer of the limited liability company are Juliette Bynum and Joseph Benjamin of 73 Mount Pellier Frederiksted, St. Croix, VI 00840.

ARTICLE V

The minimum amount of capital with which the company shall commence business is \$1,000.00 dollars.

ARTICLE VI

Territory of the U.S. Virgin Islands
Creation - LLC 4 Page(s)



T0817784001

The duration of the limited liability company is for a specified term and it shall terminate on December 31, 2050.

ARTICLE VII

The limited liability company shall be manager-managed and the managers shall be Juliette Bynum of 73 Mount Pellier Fredericksted St. Croix 00840. Mailing address 2433 Kings Hill St. Croix, VI 00851 and Joseph Benjamin of 73 Mount Pellier Fredericksted St. Croix 00840. Mailing address 2433 Kings Hill St. Croix, VI 00851.

ARTICLE VIII

MANAGEMENT

Each member shall have an equal voice in the management of Select Temp Staffing and Business Center, LLC. No member shall take the following actions on behalf of Select Temp Staffing, LLC. without the written consent of the remaining member:

- a. Borrow or lend money;
- b. Make, deliver, or accept commercial paper
- c. Execute any mortgage, security agreement, bond or lease; or
- d. Buy or execute a purchase agreement, or sell or execute a sales agreement for any property other than that bought or sold in the regular course of Select Temp Staffing and Business Center LLC's business.

Article IV

BANK ACCOUNT

All funds of Select Temp Staffing and Business Center, LLC in account(s) with Banco Popular located in St. Croix, or such bank(s) as the members may agree upon from time to time. All withdrawals from these accounts shall be made by check signed by both members.

ARTICLE X

DISSOLUTION

- A. When dissolution May Occur. Select Temp Staffing and Business Center, LLC shall be dissolved and liquidated upon the happening of any of the following:
 1. By the written consent of the members;

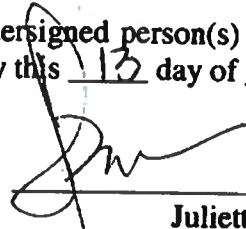
Office of Legal Counsel
DIVISION OF
CORPORATIONS & TRADEMARKS
ST. CROIX, VI 00823
RECEIVED
JUN 13 PM 2:49

2. The occurrence of any other event causing the dissolution of Select Temp Staffing and Business Center, LLC under the Uniform Limited Liability Company Act of the Virgin Islands.

ARTICLE XI

The limited liability company shall be liable for the debts and obligations pursuant to Title 13, Chapter 15, and Section 1303(c) of the Virgin Islands Code.

IN WITNESS WHEREOF, the undersigned person(s) has hereunto set her hand as organizer of the limited liability company this 13 day of June, 2008



Juliette Bynum

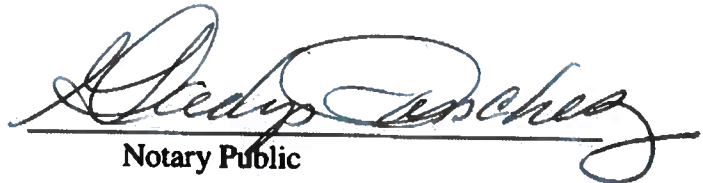

Joseph Benjamin

ACKNOWLEDGMENT

TERRITORY OF THE VIRGIN ISLANDS)
DISTRICT OF ST. THOMAS/ST. JOHN)

ss:

On this 13th of JUNE, 2008, before me, the organizer personally appeared Juliette Bynum/Joseph Benjamin, known to me and satisfactorily proven to be the person(s) whose name is subscribed to within the instrument and acknowledged that she executed the same for the purpose therein contained.


Notary Public

My commission expires on _____.

GLADYS SANCHEZ
NOTARY PUBLIC - ST. CROIX, U.S.V.I.
COMMISSION NO. NP-111-04
MY COMMISSION EXPIRES 10/11/2008

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OFFICE OF THE REGISTRAR
DIVISION OF
CORPORATIONS & TRADEMARKS
ST. CROIX, V.I. 00823

Consent of Agent for Service of Process

— 0 —

This writing witnesseth that the undersigned Juliette Bynum
(Type or print agent's name)

having been designated by the Select Temp Staffing and Business Center, LLC
(Name of Limited Liability Company)

as agent of the said company upon whom service of process may be made in all suits arising against the said company in the Courts of the Virgin Islands, do hereby consent to act as such agent, and that service of process may be made upon me in accordance with Title 13 of the Virgin Islands Code.

IN WITNESS WHEREOF, I have hereunto set my signature this 15th day of

May, 2008.

(Signature of the Agent)

Daytime Contact No. 340 626-0825

Subscribed and sworn to before me this 15th day of May,

2008 at CHRISTIANSTED, ST. CROIX VI.

(Notary Public)

JEAN B. GOODRICH
NOTARY PUBLIC - ST. CROIX, U.S.V.I.
COMMISSION NO. NP-203-07
MY COMMISSION EXPIRES 10/11/2011

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OFFICE OF THE CLERK
DIVISION OF
CORPORATIONS & TRADEMARKS
ST. CROIX, V.I. 00923
150-508717
CC
300.00

SELECT TEMP STAFFING & BUSINESS CENTER, LLC

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

DUNS Unique Entity ID 071597203	SAM Unique Entity ID MBL3V56L71J7	CAGE / NCAGE 7SMN8
Purpose of Registration All Awards	Registration Status Active	Expiration Date Nov 3, 2022
Physical Address 3009 Orange Grove Shopping Center STE 12 Christiansted, Virgin Islands 00820 United States	Mailing Address PO Box 2433 Kingshill, Virgin Islands 00851-2433 United States	

Business Information

Doing Business as B&B Maintenance	Division Name (blank)	Division Number (blank)
Congressional District Virgin Islands 98	State / Country of Incorporation Virgin Islands / United States	URL (blank)
MPIN *****5765		

Registration Dates

Activation Date Nov 15, 2021	Submission Date Nov 3, 2021	Initial Registration Date Jan 25, 2017
--	---------------------------------------	--

Entity Dates

Entity Start Date Jul 1, 2008	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

Limited Liability Company

Profit Structure

For Profit Organization

Socio-Economic Types

Minority Owned Business

Economically Disadvantaged Women Owned

Small Business

Woman Owned Small Business

Woman Owned Business

Black American Owned

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments

No

Debt Subject To Offset

No

Department Code

(blank)

EFT Indicator

0000

CAGE Code

7SMN8

Electronic Funds Transfer

Account Type

Checking

Routing Number

*******6690**

Lock Box Number

(blank)

Financial Institution

UNITED FIDELITY BANK, FSB

Account Number

*******1256**

Automated Clearing House

Phone (U.S.)

3407187114

Email

(blank)

Phone (non-U.S.)

(blank)

Fax

(blank)

Remittance Address

Select Temp Staffing

PO Box 2433

Kingshill, Virgin Islands 00851

United States

Taxpayer Information

EIN

*******2813**

Type of Tax

Applicable Federal Tax

Taxpayer Name

Select Temp Staffing

Tax Year (Most Recent Tax Year)

2015

Name/Title of Individual Executing Consent

Director

TIN Consent Date

Nov 3, 2021

Address

PO Box 2433

Signature

Juliette Bynum

Accounts Receivable POC

Juliette C Bynum, Director
jbynum@selecttempstaffing.com
3407187114

Electronic Business

Juliette Bynum, Director
jbynum@selecttempstaffing.com
3407187114

PO Box 2433
Kingshill, Virgin Islands 00851
United States

Government Business

Juliette C Bynum, Director
jbynum@selecttempstaffing.com
3407187114

PO Box 2433
Kingshill, Virgin Islands 00851
United States

Security Information

Company Security Level
(blank)

Highest Level Employee Security Level
(blank)

Service Classifications**NAICS Codes**

Primary	NAICS Codes
Yes	561320
	561990

NAICS Title
Temporary Help Services
All Other Support Services

Size Metrics**IGT Size Metrics**

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
\$1,200,000.00	49

Location

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
(blank)	(blank)

Industry-Specific

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

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

Yes, this entity appears in the disaster response registry.

States	Counties	Metropolitan Statistical Areas
Virgin Islands	VI: Saint Thomas, Saint John, Saint Croix	

Expense Reimbursement Form

Employee Name: Michael R. Francisco
ID:

Expense Period
From:
To:

Manager Name: Pamela R. Tepper
Department: Solicitor General

Business Purpose:
VI Bar Association Annual Meeting and CLE Training

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
10/1/21	Payment to VI Bar Association for registration	Training Fees	\$240.00

Note: Mileage reimbursement for personal car = \$0.XX/mile

SUBTOTAL \$ 240.00
Less Cash Advance
TOTAL REIMBURSEMENT \$ 240.00

Don't forget to attach receipts!

Employee Signature _____ Date _____

Approval Signature _____ Date _____

Reimbursement Form Template by Vertex42.com