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**AMENDMENT No. 3 OF  
PROFESSIONAL SERVICE CONTRACT**

**THIS AMENDMENT** made as of the 29th day of July, 2022 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**”) and **ICF Incorporated, L.L.C.** whose address is 9300 Lee Highway, Fairfax, VA 22031 (hereinafter referred to as “**Contractor**”).

Both parties witness to being duly authorized to execute this agreement and will attest accordingly when and where necessary.

**WITNESSETH**

**WHEREAS**, pursuant to Contract No. **P095DOLT21** approved by the Commissioner of Property and Procurement on July 12, 2021, its Amendment No. 1, P105DOLT21 approved by the Commissioner of the Department of Property and Procurement on May 31, 2022, and Amendment No. 2 P121DOLT22 approved by the Commissioner of the Department of Property and Procurement on June 30, 2022 (which constitute and are hereinafter referred to as the “Contract”), the Government contracted with Contractor to provide management of the Disaster Relief Dislocated Worker Grant ; and

**WHEREAS**, the Contract expires pursuant to its terms on **July 31, 2022** and

**WHEREAS**, the parties desire to amend the Contract, to extend its term by one (1) month, to amend Addendum I to include the relative deliverable timelines during the renewal period and to change Addendum II to include renewal year pricing.

**NOW THEREFORE**, for mutual and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**TERMS AND CONDITIONS**

1. The Contract, is hereby amended and its term extended by one (1) month by deleting all existing language contained in Paragraph 2 and replacing it with language as follows:

The Term of this Contract shall be from July 1, 2021, to August 31, 2022. 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, at its sole discretion, shall have the option to renew this Contract for a period



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of one (1) additional one (1) year Term by providing the Contractor fifteen (15) days written notice of the Government's election to renew.

2. Addendum I of the Contract is hereby amended by adding the following language after Milestone 4:

Should the Government elect to renew the Contract, the timelines in the renewal year for all deliverables will be as follows:

For Milestone 1: Timeframe: By August 16, 2022.

For Milestone 2: Timeframe: Beginning fifteen (15) days after renewal execution and ongoing for 11 months. Quarterly Reports are due September 1, 2022, January 1, 2023, and May 1, 2023.

For Milestone 3: Timeframe: To be completed by January 1, 2023.

For Milestone 4: Timeframe: Final Report and Asset Map are due to VIDOL by June 1, 2023.

3. Addendum II of the Contract is revised by adding the following after D. Milestone 4:

For the renewal Term, the Government, in consideration of the satisfactory performance of the services as described in Addendum I, agrees to pay the contractor the sum of One Hundred Twenty-Seven Thousand Eight Hundred Twenty-Six Dollars and Eighty-Five Cents (\$127,826.85) in accordance with the provisions as outlined in Addendum II (Compensation).

Renewal Year Compensation – Should the Government elect to renew this Contract, the Contractor shall invoice the Government monthly during the renewal year as follows:

11 monthly invoices of \$10,652.23 and the final invoice in the amount of \$10,652.32. Invoices are due by the 10<sup>th</sup> day of the following month to include date of service, work performed, and the amount invoiced.

4. This Amendment is subject to the approval of the Commissioner of the Department of Property and Procurement and to the appropriation and availability of funds.
5. Except as expressly amended in this Amendment, all terms of the Contract and Amendment No. 1 and Amendment No. 2 remain in full force and effect.

## 6. FACSIMILE, ELECTRONIC & DIGITAL SIGNATURES



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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**

Kevin Dennin

Gary Molloy  
Gary Molloy, Commissioner  
Department of Labor

07/29/2022  
Date

Angela D. Thomas

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

7/29/2022  
Date

**CONTRACTOR**

Ryco Sauer

Bernard Molepske  
Bernard Molepske  
Sr. Contracts Administrator  
ICF Incorporated, L.L.C.

07/28/2022  
Date

APPROVED AS TO LEGAL SUFFICIENCY

DEPARTMENT OF JUSTICE BY: Michael R... Date 7/29/2022  
Assistant Attorney General

PURCHASE ORDER NO. \_\_\_\_\_



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## CONTRACT FOR PROFESSIONAL SERVICES

**THIS AGREEMENT** is made this 12th day of July 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 Virgin Islands Department of Labor (hereinafter referred to as "Government" or "VIDOL") and ICF Incorporated, L.L.C. (hereinafter referred to as "Contractor").

**WHEREAS**, the Government is in need of the services of a Contractor to assist the Government with program management and coordination of services for a disaster relief grant for dislocated workers in the Virgin Islands, 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 056-T-2020 (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 (Contractor's Technical Approach) both attached hereto and made a part of this Contract.

### 2. TERM AND EFFECTIVE DATE

The term of this Contract shall be from July 1, 2021 to May 31, 2022. 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 one (1) additional two (2) year term subject to the same terms noted herein, by providing the Contractor sixty (60) days written notice of the Government's election to renew. The Government's election to renew this Contract is contingent on the Government's receipt of approval of a No Cost Time Extension from the Federal Grantor Agency for the Grant funding of this Contract.

### 3. COMPENSATION

The Government, in consideration of the satisfactory performance of the services described in



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Addendum I (Scope of Services), agrees to pay Contractor a sum not to exceed **two hundred and ninety-two thousand nine hundred thirty-five dollars and fifteen cents (\$292,935.15)** in 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 N/A (\$ N/A).

#### **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.





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## 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.

## 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 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.



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#### **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.

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 sixty (60) 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.



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## 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:
    - (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, VI, 00802**

**GARY MOLLOY, COMMISSIONER**  
**DEPARTMENT OF LABOR**





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4100 SION FARM, SUITE 1  
CHRISTIANSTED, VI 00820

**CONTRACTOR**  
ICF Incorporated, L.L.C.  
MR. BERNARD MOLEPSKE  
SR. CONTRACTS ADMINSTRATOR  
9300 LEE HIGHWAY  
FAIRFAX, VA 22031

## 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.

## 23. OTHER PROVISIONS

Addenda I, II and III are 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.



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## 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. NOTICE OF FEDERAL FUNDING

Contractor acknowledges that this Contract is funded, in whole or in part, by federal funds. Contractor warrants that it shall not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is a federal offence.

## 27. 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.

## 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.



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

**WITNESSES:**

**GOVERNMENT OF THE VIRGIN ISLANDS**

Kevin Dennin

Gary Molloy  
Gary Molloy, Commissioner  
Department of Labor

06/23/2021  
Date

Reginald A. Francis

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

7/12/2021  
Date

**CONTRACTOR**

Anna Thomas

Bernard Molepske  
Bernard Molepske  
Sr. Contracts Administrator  
ICF Incorporated, LLC.

06/23/21  
Date

(Corporate seal, if Contractor is a corporation)

APPROVED AS TO LEGAL SUFFICIENCY

DEPARTMENT OF JUSTICE BY: Carol E. McDowell Date 7/12/2021  
Assistant Attorney General

PURCHASE ORDER NO. \_\_\_\_\_



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**AMENDMENT No. 1 OF  
PROFESSIONAL SERVICE CONTRACT**

**THIS AMENDMENT** made as of the 31st day of May 2022, ~~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 **DEPARTMENT OF LABOR** (hereinafter referred to as “**Government**”) and **ICF INCORPORATED, L.L.C.** whose address is 9300 Lee Highway Fairfax, VA 22031 (hereinafter referred to as “**Contractor**”).

Both parties witness to being duly authorized to execute this agreement and will attest accordingly when and where necessary.

**WITNESSETH**

**WHEREAS**, pursuant to Contract No. **P095DOLT21** approved by the Commissioner of Property and Procurement on July 12, 2021 (which constitute and are hereinafter referred to as the “Contract”), the Government contracted with Contractor to provide management of the Disaster Relief Dislocated Worker Grant ; and

**WHEREAS**, the Contract expires pursuant to its terms on May 31, 2022; and

**WHEREAS**, the parties desire to amend the Contract, to extend its term by one (1) month; and

**WHEREAS**, the amendment of the Contract pursuant to this Amendment of Professional Services Contract shall not result in any change to the scope of work provided for under the Contract and shall not require an increase to the compensation originally provided for under the Contract.

**NOW THEREFORE**, for mutual and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**TERMS AND CONDITIONS**

1. The Contract, is hereby amended and its term extended by one (1) month by deleting all existing language contained in Paragraph 2 and replacing it with language as follows:

Contract No. P105DOLT22

Initials: BJM



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The Term of this Contract shall be from July 1, 2021 to June 30, 2022. 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 one (1) additional Two m(2) year 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. The Government's election to renew this Contract is contingent on the Government's receipt of approval of a No Cost Time Extension from the Federal Grantor Agency for the Grant funding of this Contract.

2. This Amendment is subject to the approval of the Commissioner of the Department of Property and Procurement and to the appropriation and availability of funds.
3. Except as expressly amended in this Amendment, all terms of the Contract remain in full force and effect.

**4. 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**

Kevin Dennin

Gary Molloy  
Gary Molloy, Commissioner  
Department of Labor

05/27/2022  
Date

Anthony D. Thomas

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

5/31/2022  
Date

**CONTRACTOR**

Ryce Sauer

Bernard Molepske  
Bernard Molepske  
Sr. Contracts Administrator  
ICF Incorporated, L.L.C.

05/26/2022  
Date


Contract No. P105DOLT22

Initials: BJM





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APPROVED AS TO LEGAL SUFFICIENCY  
DEPARTMENT OF JUSTICE BY:  Date 05/31/2022  
Kenneth R. Case, Esq., AAG

PURCHASE ORDER NO. \_\_\_\_\_

Contract No. P105DOLT22

Initials: BJM



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**AMENDMENT No. 2 OF  
PROFESSIONAL SERVICE CONTRACT**

**THIS AMENDMENT** made as of the 30th day of June, 2022 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**”) and **ICF Incorporated, LLC**. whose address is 9300 Lee Highway, Fairfax, VA 22031 (hereinafter referred to as “**Contractor**”).

Both parties witness to being duly authorized to execute this agreement and will attest accordingly when and where necessary.

**WITNESSETH**

**WHEREAS**, pursuant to Contract No. **P095DOLT21** approved by the Commissioner of Property and Procurement on **July 12, 2021** and its Amendment No. I, approved by the Commissioner of the Department of Property and Procurement on May 31, 2022 (which constitute and are hereinafter referred to as the “**Contract**”), the Government contracted with Contractor to provide management of the Disaster Relief Dislocated Worker Grant; and

**WHEREAS**, the Contract expires pursuant to its terms on June 30, 2022; and

**WHEREAS**, the parties desire to amend the Contract, to extend its term by one (1) month; and

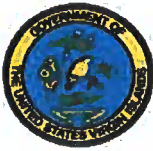
**WHEREAS**, the amendment of the Contract pursuant to this Amendment of Professional Services Contract shall not result in any change to the scope of work provided for under the Contract and shall not require an increase to the compensation originally provided for under the Contract.

**NOW THEREFORE**, for mutual and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**TERMS AND CONDITIONS**

1. The Contract, is hereby amended and its term extended by one (1) month by deleting all existing language contained in Paragraph 2 and replacing it with language as follows:

The Term of this Contract shall be from July 1, 2021 to July 31, 2022. 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



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Government, in its sole discretion shall have the option to renew this Contract for one additional two (2) year 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.

2. This Amendment is subject to the approval of the Commissioner of the Department of Property and Procurement and to the appropriation and availability of funds.
3. Except as expressly amended in this Amendment, all terms of the Contract and Amendment No. 1 remain in full force and effect.
4. **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**

Kevin Dennin

Gary Molloy  
Gary Molloy, Commissioner  
Department of Labor

06/28/2022  
Date

Reginald A. Francis

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

6/30/2022  
Date

**CONTRACTOR**

Rycca Jones

Bernard Molepske  
Bernard Molepske,  
Sr. Contracts Administrator  
ICF Incorporated, LLC.

06/28/2022  
Date

APPROVED AS TO LEGAL SUFFICIENCY

DEPARTMENT OF JUSTICE BY: Carol E. McDermott Date 6/30/2022  
Assistant Attorney General

PURCHASE ORDER NO. \_\_\_\_\_

Contract No. P121DOLT22

Initials: BJM