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**CONTRACT CHECKLIST for USER AGENCY  
Revised (September 30, 2022)**

Department: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

<b>Yes</b>	<b>No</b>	<b>N/A</b>	1.) Is there a copy of the Contractor’s <b>current</b> Virgin Islands Business License or <b>current</b> License from a state if a VI license is not required, or IRS 501(c)(3) certification for non-profits? VI license required for all work performed in the Territory.
<b>Yes</b>	<b>No</b>	<b>N/A</b>	2.) Is there current Proof of Insurance with General Liability Insurance? (GVI as certificate holder and additional insured via an endorsement that explicitly names the Government of the Virgin Islands as an additional insured – blanket insurance endorsements that do not name the Government of the Virgin Islands are not accepted)
<b>Yes</b>	<b>No</b>	<b>N/A</b>	3.) Is there proof of workers’ compensation coverage via Government Insurance Fund Certificate (for all contracts where work will be performed in the Territory) or other insurance policy.
<b>Yes</b>	<b>No</b>	<b>N/A</b>	4.) For professional services contracts (e.g. accounting firms, lawyers, doctors, architects, engineers, consultants, etc.) is professional liability/ errors and omissions coverage attached? GVI should be certificate holder only.
<b>Yes</b>	<b>No</b>	<b>N/A</b>	5.) Is the Contractor’s current Sam.Gov status attached?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>IF THE CONTRACTOR IS A CORPORATION (Inc., Co., Corp., Corporation, etc., NON-PROFITS INCLUDED)</b>
<b>Yes</b>	<b>No</b>	<b>N/A</b>	6.) Is there a copy of the Articles of Incorporation and Amendments (if applicable) attached?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	7.) Is there a copy of the current Certificate of Good Standing attached? If the contractor is doing work in the Virgin Islands, they need a Virgin Islands Certificate of Good Standing. The Certificate of Good Standing is valid from July 1 <sup>st</sup> to June 30 <sup>th</sup> . They expire June 30 <sup>th</sup> of every year regardless of the date of issue.
<b>Yes</b>	<b>No</b>	<b>N/A</b>	8.) If a local Certificate of Good Standing is not applicable, because the contractor is located out of the Territory and does not perform any work in the Territory, is a copy of the Certificate of Good Standing from the applicable state attached? User agency is obligated to verify expiration date from the applicable state.
<b>Yes</b>	<b>No</b>	<b>N/A</b>	9.) Is there a copy of the Resolution of the Board of Directors authorizing signatory rights on behalf of the Corporation attached on company’s letterhead, signed or attested and dated by Secretary of the company?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>IF DOING BUSINESS AS (D/B/A)</b>
<b>Yes</b>	<b>No</b>	<b>N/A</b>	10.) If Doing Business As (d/b/a) Is there a copy of the current Certificate of Trade Name from the VI Lieutenant Governor’s Office attached? If contractor is out-of-state, check that state’s requirements for expiration.
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>LIMITED LIABILITY COMPANY (LLC)</b>
<b>Yes</b>	<b>No</b>	<b>N/A</b>	11.) Is there a copy of the current Certificate of Good Standing? If the contractor is doing work in the Virgin Islands, they need a Virgin Islands Certificate of Good Standing. The Certificate of Good Standing is valid from July 1 <sup>st</sup> to June 30 <sup>th</sup> . They expire June 30 <sup>th</sup> of every year regardless of the date of issue.



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Yes	No	N/A	12.)Is there a copy of a memorandum authorizing the signatory to bind the company, printed on company letterhead and signed or attested and dated by the Secretary of company?
Yes	No	N/A	13.)Is there a copy of the Articles of Organization and amendments (if applicable)?
Yes	No	N/A	<b>GENERAL PARTNERSHIP</b>
Yes	No	N/A	14.)Is there a copy of the Partnership agreement (if one exists)?
Yes	No	N/A	15.)Is there a copy of a memorandum authorizing the signatory to bind the company, printed on company letterhead and signed or attested and dated by the Secretary of the company or all partners?
Yes	No	N/A	<b>LIMITED PARTNERSHIPS (LP)/ LIMITED LIABILITY PARTNERSHIP (LLP)/ LIMITED LIABILITY PARTNERSHIPS (LLLP)</b>
Yes	No	N/A	16.)Is there a copy of the Certificate of Limited Partnership (for LPs) or a Statement of Qualification (LLP and LLPs)?
Yes	No	N/A	17.)Is there a copy of a memorandum authorizing the signatory to bind the company, printed on company letterhead and signed or attested and dated by the Secretary of the company?
Yes	No	N/A	18.)Is there a copy of the current Certificate of Good Standing? If the contractor is doing work in the Virgin Islands, they need a Virgin Islands Certificate of Good Standing. The Certificate of Good Standing is valid from July 1st to June 30 <sup>th</sup> . They expire June 30 <sup>th</sup> of every year regardless of the date of issue.
			<b>GENERAL REQUIREMENTS</b>
Yes	No	N/A	19.)If funding or any corporate documents are expiring within 30 days of transmittal, please notify DPP by inserting a BOLD statement in red font in the transmittal letter to DPP.
Yes	No	N/A	20.)Is there a transmittal letter with the contract which identifies (1) the contractor, (2) a brief description of the services and the method of selection (i.e. RFP No. or exemption in 31 V.I.C. § 239(a), (3) the contract’s term, renewal options if applicable, and compensation, (4) funding source, and (5) a list of all enclosed corporate documents and their associated expiration dates?
Yes	No	N/A	21.)Is there a <b>Purchase Order/PFA Letter</b> in the amount at least equal to the contract in accordance with 31 V.I.C. §233 that has not expired?
Yes	No	N/A	22.)Does the PO exceed contract price by 10% or more? POs cannot exceed contract price by 10% or more.
Yes	No	N/A	23.)If a multi-year contract, did the user agency submit a PO through the end of the existing fiscal year and insert a BOLD statement in red font the justification letter to alert DPP that funding in subsequent years will be requested via the Office of Management & Budget?
Yes	No	N/A	24.)If Purchase Order is more than 180 days old; is there an authorization or verification letter from the Department of Finance attached verifying PO balance and continued availability of funding?
Yes	No	N/A	25.)Does the compensation provision reflect the total compensation under the contract, inclusive of travel expenses? Is there a line item for travel expenses?



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<b>Yes</b>	<b>No</b>	<b>N/A</b>	26.)Is the signature of the head or acting head of the User Department/Agency included? If the contract is not signed by the agency head, is a letter signed by the Governor appointing another to sign on behalf of the agency head in an acting capacity attached?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	27.)Is there a signature for the Contractor? The signature block must reflect the title of the person signing and representative capacity on behalf of a corporate entity, i.e. President, Vice President, etc. This must be consistent with the name and title in the resolution.
<b>Yes</b>	<b>No</b>	<b>N/A</b>	28.)If the Contractor is a corporate entity, is the name of the corporate entity and the signatory's official position included in the signature block?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	29.)Is the <b>Addendum I</b> (Scope of Work) attached with <b>initials</b> by contractor? Scope of Work must be detailed.
<b>Yes</b>	<b>No</b>	<b>N/A</b>	30.)Does the Contract require deliverables and does it state when the deliverables are due?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	31.)Are deliverables quantifiable, measurable and verifiable? Deliverables need to state estimated period (e.g. number of days from contract execution) that a particular contract line item needs to be delivered or completed.
<b>Yes</b>	<b>No</b>	<b>N/A</b>	32.)Is <b>Addendum II</b> attached with <b>initials</b> by contractor?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	33.) Does Addendum II have clear terms regarding how payments will be made, when they are required and how travel and business costs will be approved and paid?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	34.)Is the written dollar amount exactly the same as the numerals provided?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	35.)Are all other attachments and/or exhibits referenced in the Contract attached?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	36.)Are all pages of the contract, including the Addenda, initialed by the Contractor?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>FOR AMENDMENTS ONLY</b>
<b>Yes</b>	<b>No</b>	<b>N/A</b>	37.)Was the Amendment submitted at least 45 days prior to <b>expiration</b> of the underlying Contract?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	38.)If the Contract is being amended for time, has the paragraph with the term been revised? If the change in the term affects the deliverable schedule in Addendum I, has Addendum I been amended to reflect those changes?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	39.)If the Contract is being amended for a cost increase, has the paragraph on compensation been adjusted and is a new compensation addendum attached?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	40.)If the Contract is being amended for new work outside the original scope, has a revised scope of work been attached?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	41.)Are all required supporting documents, including the original contract attached?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>FOR EXERCISES OF RENEWAL OPTIONS ONLY</b>
<b>Yes</b>	<b>No</b>	<b>N/A</b>	42.)Does the Contract contain renewal options? If so, is this the 1 <sup>st</sup> or 2 <sup>nd</sup> renewal option?
<b>Yes</b>	<b>No</b>	<b>N/A</b>	43.)Was the Renewal Option submitted in accordance with the terms of the contract or at least 60 days prior to expiration of the contract and are all supporting documents attached?



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**\*\*NOTE\*\*** Please submit checklist with contract to DPP. If you answered NO to any of the questions, do not transmit the contract to DPP. Please call or email a contract specialist for clarification and assistance.

**\*\*NOTE\*\*** A template for Professional Services and Constructions Contracts can be found online at <http://dpp.vi.gov/forms-documents> under Procurement & Central Stores.

\_\_\_\_\_  
Name of Contract Reviewer                      Date                      Signature of Contract Reviewer

Title of Contract Reviewer: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Ext.: \_\_\_\_\_