



Government of the Virgin Islands  
Department of  
**PROPERTY AND  
PROCUREMENT**  
"Keeping The People's House In Order"

# **GVIBUY ePROCUREMENT SYSTEM TRANSITION PLAN**

**Effective: April 24, 2026**  
**Revised: June 2, 2026**

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## **TABLE OF CONTENTS**

1.0 Executive Summary ..... 2  
2.0 Transition Scope and Objectives.....2-3  
3.0 Transition Timeline and Phases ..... 3  
4.0 Phase 1: Pre-Transition Preparation..... 3  
5.0 Phase 2: Parallel Operations and ERP Requisition Cutoff ..... 4  
6.0 Phase 3: Partial GVIBuy Operations..... 4  
7.0 Phase 4: Go-Live and Post-Transition Support..... 4  
8.0 Approval Paths and Workflow Configuration .....4-5  
9.0 Standard Operating Policies and Procedures (SOPPs)..... 5  
10.0 User Acceptance Verification Requirements ..... 5  
11.0 ERP Requisition Cutoff Plan ..... 5  
12.0 Legacy PO Liquidation in Tyler Munis ..... 5  
13.0 Risk Register and Lingering Issues..... 6  
14.0 Communication and Training Plan ..... 6  
15.0 Justification Letters.....6

**SOPP-DPP-PROC-001-2026**

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*This GVIBUY eProcurement System Transition Plan ("Transition Plan") replaces all previously issued guidance and any other memoranda or correspondence on the same subject matter, and the DPP reserves the right, at its sole discretion, to update, delete, change, suspend, discontinue, or otherwise alter the content, in whole or in part, at any time, with or without notice. It is incumbent upon all GVI employees and the users of GVIBUY to keep abreast of the policies and procedures relating to its use and operation.*

Submitted By:

Deviqua R. Parris  
Deputy Commissioner, Procurement

Malachi R. Thomas  
Chief Procurement Officer

Approved By:

Lisa M. Alejandro  
Commissioner

## 1.0 Executive Summary

GVIbuy is the official system of record for government acquisitions, contract management and approvals, contract retention, and vendor relations. The Division of Procurement at the Department of Property and Procurement (DPP) is responsible for ensuring department end users are positioned to successfully transition from the Tyler Munis ERP (Tyler Munis) system to GVIbuy. Accordingly, this Transition Plan establishes the framework, milestones, and accountabilities required to move the Government of the Virgin Islands from requisitioning goods and services in the Tyler Munis ERP system to processing all new procurement activity through GVIbuy. **The target go-live date for full GVIbuy operations is June 1, 2026.**

The Transition Plan is organized into four sequential phases from pre-transition preparation to go-live. Key principles guiding this transition include the following:

- a) All new requisitions will originate in GVIbuy effective June 1, 2026.
- b) New requisitioning in Tyler Munis will cease no later than **May 22, 2026**, providing a buffer period before the go-live on June 1, 2026.
- c) Current, active Purchase Orders (POs) already issued in Tyler Munis will continue to be managed and liquidated in the ERP until fully closed.
- d) Central Store purchases will remain in Tyler Munis (for purchases using local funds) and no longer require DPP procurement team review, routing directly to Central Stores for review and approval of the Pick Ticket.
- e) All current contracts/Master Blanket Purchase Orders (MBPOs) must be verified as active in GVIbuy prior to go-live.
- f) All current vendors, including lessors, must be confirmed as registered and active in GVIbuy prior to go-live.
- g) DPP's SOPPs aligned with Virgin Islands Code Title 31 will govern all procurement workflows.

## 2.0 Transition Scope and Objectives

### 2.1 In Scope

- 2.1.1 All new requisitions for goods and services across GVI departments agencies.
- 2.1.2 Open Market Requisitions (Informal and Formal Solicitations) processed through GVIbuy.
- 2.1.3 Release Requisitions against existing contracts/MBPOs processed through GVIbuy.
- 2.1.4 RPA (Request for Payment Authorization) requisitions processing through GVIbuy.
- 2.1.5 Approval path configuration for all procurement thresholds and processes.
- 2.1.6 Vendor registration verification and contract/MBPO activation in GVIbuy.
- 2.1.7 Integration touchpoints between GVIbuy and Tyler Munis for financial accounting and encumbrance.

### 2.2 Out of Scope

- 2.2.1 Central Store purchases, which will continue to be processed in Tyler Munis when funded by local funds, will route directly to the Central Stores/Warehousing Units.
- 2.2.2 Liquidation of existing Tyler Munis POs (these remain in the ERP until closed).

## 2.3 Objectives

- 2.3.1 Achieve full operational readiness in GVIBuy for all new procurement requisitions by June 1, 2026.
- 2.3.2 Cease all new requisitioning in Tyler Munis ERP by **May 22, 2026**.
- 2.3.3 Confirm that all active contracts/MBPOs and vendors are accurately reflected in GVIBuy.
- 2.3.4 Deploy finalized SOPPs governing the different procurement processes.
- 2.3.5 Ensure all approval paths in GVIBuy match compliance requirements and DPP policies.
- 2.3.6 Minimize operational disruption during the transition period.

## 3.0 Transition Timeline and Phases

Phase	Dates	Focus	Key Milestone
<b>Phase 1</b>	By May 28	Pre-Transition Preparation	SOPPs finalized; approval paths configured
<b>Phase 2</b>	May 19 – May 22	Parallel Ops & ERP Cutoff	ERP requisitioning ceases May 22; all new reqs prepare to enter GVIBuy
<b>Phase 3</b>	May 27 – May 29	Partial GVIBuy Operations	GVIBuy-only requisitioning; final readiness validation
<b>Phase 4</b>	June 1– June 30	Go-Live & Stabilization	Official go-live; hyper care support; issue resolution

### 4.0 Phase 1: Pre-Transition Preparation

- 1) Complete configuration of all GVIBuy approval paths for each requisition type and procurement process.
- 2) Confirm system access and user accounts for all DPP procurement staff and department end-users.
- 3) End users, in collaboration with DPP, verify that all current and active contracts/MBPOs, including leases, are in sent status in GVIBuy. Confirm term dates, dollar values, and other control mechanisms in GVIBuy.
- 4) End users confirm all vendors, including lessors, with active contracts or recent purchase history are registered and active in GVIBuy. End users should identify vendors not yet registered and initiate outreach for self-registration.
- 5) Finalize and publish SOPPs for procurement processes, and distribute SOPPs to all department heads and OPCMR and fiscal end users.
- 6) Complete GVIBuy end-user training sessions.
- 7) Conduct DPP procurement staff training on reviewing and approving requisitions, bid awards, and POs.
- 8) Distribute guides, training videos, and GVIBuy User Manual (in system).

## 5.0 Phase 2: Parallel Operations and ERP Requisition Cutoff

- 1) After May 22, DPP completes review of all pending requisitions in DPP's queue in the ERP. Requisitions approved and converted to POs will be liquidated in the ERP until closed. Any rejected requisitions in the ERP will not be resubmitted in the ERP. Any requisitions submitted to DPP's queue after May 22 will not be reviewed. User Agencies (UAs) will need to cancel/delete unreviewed/rejected requisitions in the ERP to ensure fund account balances are accurate and true.
- 2) DPP and OPCMR<sup>1</sup> liaisons maintain high level communication to address any gaps/concerns related to contracts/MBPOs and other services.
- 3) UAs with full GVIBuy structure and demonstrated readiness can begin to conduct GVIBuy processes. Any system issues discovered will be triaged and resolved or assigned for resolution with a documented turnaround time. Any approval path corrections will be made in real-time as workflow issues arise.

## 6.0 Phase 3: Partial GVIBuy Operations

- 1) All new requisitions for goods and services are processed exclusively through GVIBuy, particularly for UAs who are completely set up and prepared.
- 2) Central Store purchases supported by local funds continue via Tyler Munis.
- 3) Confirm system stability, workflow accuracy, and user proficiency. Address any concerns.
- 4) Any remaining SOPP gaps or approval path adjustments are corrected before June 1, 2026.
- 5) Final go/no-go decisions made by DPP by **May 29, 2026**.

## 7.0 Phase 4: Go-Live and Post-Transition Support

- 1) Go-Live! GVIBuy is the official system of record for all new procurement requisitions and other related procurement processes across the GVI.
- 2) DPP remains available to support and issue support tickets for any needs that arise, including urgent real-time solutions.
- 3) Assessment of requisition volumes, error rates, and user support tickets.
- 4) Continued monitoring of GVIBuy and ERP integration for financial accuracy.
- 5) Collect user feedback and assessment of use for iterative SOPP and workflow improvements.

## 8.0 Approval Paths and Workflow Configuration

- 1) Approval paths must be configured to enforce control and statutory guidelines.
- 2) All requisitions will follow each User Agency's internal approval path with the agency head as final approver.
- 3) DPP's Commissioner, or his or her designee, will be final approver on RPA Requisitions and Open Market (Formal) Requisitions before the request is converted to bids or purchases orders. DPP's Procurement team will be final approver on Release Requisitions before the request is converted to a purchase order.
- 4) UAs will determine the internal approval paths for Informal Bid Solicitations.
- 5) All informal bid awards will follow each User Agency's internal approval path with the agency head as final approver.
- 6) DPP's Commissioner, or his or her designee, will be final approver before the bid is

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<sup>1</sup> The Office of Procurement, Contract Management and Reporting  
Page 4 GVIBuy Transition Plan

converted to a purchase order.

- 7) Open Market Purchase Orders will queue directly to DPP’s Procurement team for review and final approval before being placed in sent status and automatically emailed to the awarded vendor.

## 9.0 Standard Operation Procedures and Policies (SOPPs)

- 1) All SOPPs governing GVIBuy procurement workflows will be finalized, approved, and distributed by **May 25, 2026**.
- 2) SOPPs will be issued for Requisitions, Informal Bid Solicitations, and Purchase Orders.
- 3) DPP will distribute to agency heads and OPCMR members and will also make the SOPPs available on DPP’s website and on GVIBuy. User Agencies are responsible for ensuring the SOPPs are further distributed to all necessary staff.

## 10.0 User Acceptance Verification Requirements

- 1) User Agencies must verify that the current and active contracts, including leases being utilized for purchases, are accurately uploaded in GVIBuy. User Agencies must reach out to DPP if contracts/MBPOs can’t be found or are inaccurate. User Agencies must ensure all discrepancies are addressed by Go-Live to ensure purchasing can occur seamlessly.
- 2) UAs must verify that vendors currently providing goods and services, including leased space, are registered and active in GVIBuy. If not, User Agencies must reach out to vendors and direct them to self-register to be able to continue doing business with the Government of the Virgin Islands.

## 11.0 ERP Requisition Cutoff Plan

- 1) The cutoff is designed to prevent dual-entry confusion and double encumbrances and ensure a clean transition to GVIBuy.
- 2) **May 22, 2026** – No new requisitions may be initiated in Tyler Munis. Any requisitions entering DPP’s queue after this date **will not** be reviewed. User Agencies must ensure they delete any unreviewed/rejected requisitions in the ERP. **\*Note: Failure to do so can result in double encumbrances against the fund account.**
- 3) **May 27, 2026** – DPP will complete the review of all requisitions in the ERP that were entered by the deadline. Any approved requisitions that convert to Purchase Orders will continue to be used and liquidated in the ERP.

## 12.0 Legacy PO Liquidation in Tyler Munis

- 1) All Purchase Orders issued in Tyler Munis prior to the GVIBuy go-live date will continue to be managed, received against, and liquidated within the ERP system. This ensures that existing obligations are properly tracked and closed without disruption.
- 2) No legacy POs will be migrated to GVIBuy; these will remain in Tyler Munis for their full lifecycle.
- 3) User Agencies should ensure closer of all legacy POs by **October 1, 2026** (start of the new fiscal year).
- 4) POs that remain open beyond this period will be reviewed for cancellation or justification to remain open.
- 5) DPP will provide additional guidance on FY Roll Over Guidelines and Procedures during the Summer of 2026.

### 13.0 Risk Register and Lingering Issues

The following risk register identifies known issues for all users and stakeholders to be aware of:

- a. Vendor Registration in GVIBuy by Go-Live
- b. Approval Path Misconfiguration that will delay Requisitioning, etc.
- c. User Resistance

### 14.0 Communication and Training Plan

- 1) DPP will maintain frequent communication with User Agencies throughout this process.
- 2) DPP will communicate updates as needed, including any revisions to this Transition Plan.
- 3) DPP will announce the realization or delay in any deadline or go-live dates related to this transition.
- 4) DPP has conducted extensive training on requisitions, informal bid solicitations, purchase orders, and receiving and invoicing between November 2025 and December 2025 and during February 2026 and March 2026. DPP will consider additional training sessions prior to the June 1, 2026 transition date.
- 5) DPP will continue to share the manuals, guides, recorded sessions, etc.
- 6) DPP will maintain hyper care during the month of June to ensure users are supported throughout the transition.

### 15.0 Justification Letters

- 1) Justification Letters (JL) for services rendered, including the acquisition of goods, (confirming orders) that were submitted to DPP prior to June 1, 2026, and returned after the User Agencies are able to secure a Purchase Order in the ERP can utilize the RPA Requisition process in GVIBuy as outlined in SOPP-DPP-PROC-002-2026 (Requisitions). Users must attach the fully approved JL, that includes the DPP Commissioner's signature, to the RPA Requisition.
- 2) DPP Form-Fillable Justification Letter Forms that were submitted to DPP for review and approval prior to June 1, 2026, and returned to the User Agency **fully approved** can be processed using the Open Market (Informal) Requisition process as outlined in SOPP-DPP-PROC-002-2026 (Requisitions). Users must enter the requisition with the line items as reflected on the sourcing documents and quote, and users must enter the awarded vendor on the Vendor Tab. However, once that requisition is fully approved, users must convert that requisition to a PO as opposed to a bid. If the goods/services were sourced in GVIBuy, then users must attach the fully approved JL to the Bid Tab, as outlined in SOPP-DPP-PROC-003-2026 (Informal Bid Solicitations).
- 3) DPP Form-Fillable Justification Letter Forms that were submitted to DPP for review and approval prior to June 1, 2026, and returned to the User Agency **rejected** must be processed using the Open Market (Informal) Requisition process as outlined in SOPP-DPP-PROC-002-2026 (Requisitions). Users Agencies will be required to re-compete for the goods or services as outlined in the policies effective as of June 2, 2026.