



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

DIVISION OF PROCUREMENT
STANDARD OPERATING POLICIES AND PROCEDURES
INFORMAL BID SOLICITATIONS
Effective: June 2, 2026

TABLE of CONTENTS

1.0 Introduction, Authority, and Purpose 2
2.0 Scope and Effective Date 2
3.0 Standards of Conduct..... 2
4.0 Creating Informal Bid Solicitations.....2-9
5.0 Evaluating Informal Bid Solicitations in the Bid Tab9-12
6.0 Legal Exemptions to Formal Bid Procedures 13-22
7.0 Considering Preferred Bidders when Evaluating Informal Bid Solicitations..... 22
8.0 Glossary of Terms 22
9.0 Sources..... 23
10.0 Acronyms..... 23

SOPP-DPP-PROC-003-2026

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The information in this SOPP is current as of the effective date and supersedes and replaces all memoranda or guidance previously issued by DPP on the same subject matter. DPP reserves the right, at its sole discretion, to update, delete, change, suspend, discontinue, or otherwise alter the content of the SOPP, in whole or in part, at any time, with or without notice. It is incumbent upon all GVI employees to keep abreast of the policies and procedures governing their employment.

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1.0 Introduction, Authority, and Purpose

This SOPP is developed to establish and improve policies and procedures for the planning, solicitation, award, and management of procurement and contracting services for the executive branch of the Government of the Virgin Islands (GVI).

Pursuant to Title 31, Chapter 23 of the Virgin Islands Code, the Department of Property and Procurement (DPP) is the Executive Branch Agency of the GVI with the statutory authority and responsibility for the acquisition of all goods and services for the executive branch agencies of the GVI, except for the judicial and legislative branches. Sections 235 and 236, specifically, require full and open competition in all purchases of and contracts for supplies, materials, equipment, and contractual services (except as provided for in Section 239(a)). As GVI's contracting officer, solely, the Commissioner of DPP has the authority to purchase on behalf of all GVI's executive branch departments, offices, boards, institutions, and agencies. Only the Commissioner of DPP has the authority to approve purchases and award contracts. Thus, no department has independent procurement authority unless it is authorized pursuant to statute or delegation or waiver from the Commissioner of DPP.

In effectuating the executive branch's procurement activities, the GVI utilizes GVIBuy, which is the official system of record for government acquisitions, contract management and approvals, contract retention, invoicing, and vendor relations. The purpose of these Standard Operating Policies and Procedures (SOPPs) is to describe the policies, processes, and the role and responsibilities of users who enter, process, manage, review, and approve informal bid solicitations in GVIBUY.

2.0 Scope and Effective Date

This SOPP is applicable to all GVI employees performing/conducting informal bid solicitation functions within GVIBuy. The effective date of this SOPP is **June 2, 2026**.

3.0 Standards of Conduct

All users who perform informal bid solicitation functions must abide by the standards of conduct set forth in the Government of the Virgin Islands' (GVI) Code of Ethical Conduct (Executive Order No. 540-2025); DPP's Procurement Manual Rev. 06/02/2026; and this SOPP.

4.0 Creating Informal Bid Solicitations

- 4.1 Informal Bid Solicitations are created when User Agencies enter, process, and approve an Open Market (Informal) Requisition in accordance with SOPP-DPP-PROC-002-2026 (Requisitions). Once the requisition is approved, the User Agency converts the requisition to an informal bid.
- 4.2 An informal bid solicitation in GVIBuy allows users to publish a request for quotes for goods and services through the web-based system. There, registered vendors can login, view, and ultimately submit quotes on those informal bids. Then, User Agencies can evaluate, choose the most appropriate quote, award the bid, and convert the bid to an Open Market Purchase Order (OMPO) or Master Blanket Purchase Order (MBPO), depending on how the parties will engage.
- 4.3 Once the approved requisition is converted to a bid, the user will begin the procedures on the new bid's General Tab where a new Bid # will automatically be assigned.
- 4.4 First, users must complete the **General Tab**. The General Tab holds detailed general

information about the informal bid solicitation. The required information on the General Tab must be completed before proceeding to the Items Tab.

4.4.1 General Tab

- 4.4.1.1 *Bid Number*: This data is assigned by the system once a requisition is approved and converted to a bid. This data is also protected.
- 4.4.1.2 *Short Description*: This is a required field. The data from the requisition auto-populates here. However, users must review and ensure the data is accurate and clear for what is being solicited via the bid.
- 4.4.1.3 *Status*: This data is assigned by the system and is also protected.
- 4.4.1.4 *Purchaser*: This is a required field. The system will auto-populate the field with the name of a Basic Purchasing user identified by DPP, typically the Deputy Commissioner of the Division of Procurement.
- 4.4.1.5 *Type Code*: This data field is required. Using the dropdown menu, users should select “IQ – Informal Quotation.”
- 4.4.1.6 *Department and Location*: These are required fields. Using the dropdown menus, users should select the department and location that is issuing the informal bid solicitation **if** the default department and location displayed from what were selected in the requisition are not correct.
- 4.4.1.7 *Organization*: This data is protected and defaults to the current organization.
- 4.4.1.8 *Show on Web*: Users **must** ensure this item is selected. The bid award will be rejected by DPP if this item is not selected for the informal bid solicitation.
- 4.4.1.9 *Required Date*: Enter the date by which the items on the informal bid solicitation are required or use the calendar icon to select the date. This data field is not required.
- 4.4.1.10 *Fiscal Year*: The fiscal year associated with the informal bid solicitation must reflect the fiscal year in which the informal bid solicitation is being posted. This system will auto-populate this data field.
- 4.4.1.11 *Allow Electronic Response*: Users **must** ensure this item is selected. Quotes for goods and services being sourced pursuant to Title 31 Section 239(a) must be received in GVIBuy. The Government will not accept quotes received via email or other methods unless expressly authorized by DPP’s Commissioner for circumstances related to purchases being made pursuant to Title 31 Sections 239(a)(1), 239(a)(2), and 239(a)(13).
- 4.4.1.12 *Bid Opening Date*: This is a required data field. Users must select the date and time or use the calendar lookup icon to select the date and time of the bid opening. The minimum required time for solicitation periods for the different exemptions outlined in Title 31 Section 239(a) is specified in Section 6 of this SOPP.
- 4.4.1.13 *Available Date*: This is a required data field. Users must select the date and time or use the calendar lookup icon to select the date and time the informal bid solicitation will appear on GVIBuy for bidders to review and submit quotes. This is the date the bid will be available to bidders and the general public. Therefore, the

users must ensure the Bid Opening Date and the Available Date are structured in accordance with the minimum solicitation requirements specified in Section 6 of this SOPP.

- 4.4.1.14 *Bid Type*: This is a required data field. Users **must** ensure “Open Bid” is selected, which is the default selection made by the system. ***NOTE: ALL INFORMAL BID SOLICITATIONS MUST BE MARKED AS “OPEN BID”**. Only DPP reserves the authority, in limited circumstances, to conduct Closed and Restricted Bids. The bid award will be rejected by DPP if this item reflects “Closed Bid” for the informal bid solicitation.
- 4.4.1.15 *Informal Bid*: This is a required data field. Users **must** select this field to mark the bid as informal. Failure to do so will result in the system treating the informal bid solicitation as a formal bid solicitation. Only select DPP personnel are authorized to open formal bids in GVIBuy.
- 4.4.1.16 *Purchase Method*: This is a required data field. Users should ensure “Open Market” is selected using the dropdown menu.
- 4.4.1.17 *Solicitation Enabled*: This field is defaulted from the requisition. It should reflect as “No.”
- 4.4.1.18 *Item Single Award Only*: Items may only be awarded to a single vendor when checked. Users do not need to manipulate this data field, when possible.
- 4.4.1.19 *Info Contact*: Enter the contact person’s name for the informal bid solicitation. Users should direct bidders to submit questions on the Q&A tab to ensure fairness and transparency. However, some informal bid solicitations might require contact for site visits, etc.
- 4.4.1.20 *Alternate ID*: **CAUTION**: the alternate id field may be used by interface processing. **Do not** enter, delete, or change data within the alternate id field as it may cause invalid data or errors.
- 4.4.1.21 *Print Format*: This is a required data field. Users should ensure “Bid Print New” is selected, which is the default selection made by the system.
- 4.4.1.22 *Estimated Cost*: Protected. The estimated cost for the informal bid solicitation. This field is calculated by the system and cannot be modified by the user. If the requisitioner inserted estimated cost in the requisition, this data will auto-populate in the informal bid solicitation.
- 4.4.1.23 *Pre-Bid Conference*: Users should enter the details of pre-bid conferences, which will be seen by bidders. This field should be used when soliciting services that require site visits, etc. This field is a free form field that allows 250 characters, including spaces.
- 4.4.1.24 *Bulletin Desc. (Description)*: This is a required field and is also free form that allows up to 500 characters, including spaces. Users must use this field to notify vendors of the legal authority through which the informal bid solicitation is being conducted and inform bidders that all quotes must be submitted in the system. Users must also mention whether a contract will be required and state that the Government reserves the right to cancel the informal bid solicitation. The language can be structured as “This informal bid solicitation is being conducted

pursuant to Title 31 Section 239(a)(XX) of the Virgin Islands Code. The Government reserves the right to cancel this informal bid solicitation. All quotes must be submitted via GVIBuy for consideration.” If a contract will be necessary, users can add “A Supply/Professional Services/Construction Contract will be required”.

- 4.4.1.25 *Quote Notification*: This is not a required field, but DPP strongly suggests users select this field so that users can receive an email notification that a bidder has submitted an electronic bid. This will support users in assessing the bidder participation on the bid, and provide users with an opportunity to conduct additional procedures to increase bidder participation.
- 4.4.1.26 *RFX Type*: This is a required field due to the design of the system and it is used for formal bids. Users should select “Informal Quotation (IQ)).
- 4.4.1.27 *CLM RFX ID*: This is not a required field, and users should not utilize it nor select “Create CLM RFX.”
- 4.4.1.28 Once the General Tab is appropriately and accurately completed, the users must click “Save & Continue” at the bottom of the page to continue. This action will also display any errors if they exist.

4.4.2 **Items Tab**

- 4.4.2.1 The Items Tab allows users to add items and narratives to the informal bid solicitation. The Items Tab should be auto-populated with the items that were included in the requisition. The user should review the item(s) listed in the Items Tab to ensure all the data is accurate and clear. The user should make updates to clarify line items if necessary.
- 4.4.2.2 To review line items, users must click the Item Number in the Item Number column on the General Tab within the Items Tab. The Item Number will be in blue font signifying it is a link.
- 4.4.2.3 Once in the item, the user should confirm the Item Type, Description, Fixed Asset flag, Quantity, Unit Cost (if applicable), UOM (unit of measure), NIGP Class and Class Item, and any Additional Product Information. *Note: To determine/confirm the most appropriate NIGP Code, DPP encourages users to conduct a quick search in a web browser to query the most appropriate NIGP Code for the line item good/service.
- 4.4.2.4 *Note: Purchase descriptions must not specify a product having features which are peculiar to the product of one manufacturer, producer, or distributor, and thereby preclude consideration of a product of another company. Additionally, purchase descriptions, including other forms of specifications, must accurately reflect the needs of the Government. Purchase descriptions which contain references to one or more brand name products followed by the words “or equal” may be used, but only in accordance with the procedures outlined in Section 235-16 of the Virgin Islands Rules and Regulations. V.I. R. & Regs. tit. 31, §235-16 (1974)
- 4.4.2.5 Users should follow the process outlined in 4.4.2.2 and 4.4.2.3 for each line item included in the informal bid solicitation.
- 4.4.2.6 Once completed, users should transition to the Address Tab within the Items Tab. This is where users will confirm where the

line items will be shipped and billed to. Once completed, users can transition to the Address Tab on the header level, if needed.

4.4.3 **Address Tab**

4.4.3.1 The Address Tab shows the Ship-to and Bill-to address. This information, as shared on 4.4.2.5, can be maintained at the item level. If maintained at the item level, users do not need to manipulate this Header Tab.

4.4.4 **Accounting Tab**

4.4.4.1 The Accounting Tab is typically not tracked on bids. However, the bid may contain the accounting information that was included on the requisition. This data does not need to be manipulated for the bid.

4.4.5 **Routing Tab**

4.4.5.1 The Routing Tab outlines the approval path that a bid must follow for approval. The approval path for a bid is displayed on the Routing Tab. This tab will remain blank until an approval path is determined when the bid is submitted for approval.

4.4.5.2 After a bid has been submitted for approval, detailed approver information will be listed here.

4.4.6 **Attachments Tab**

4.4.6.1 The Attachments Tab allows users to attach files (e.g., documents, spreadsheets, memoranda, pictures, etc.) to support the informal bid solicitation.

4.4.6.2 Any attachments to the requisition from which the informal bid solicitation was created will automatically be transferred to the bid. Users must review and confirm the attachments, and add any additional files needed to support the informal bid solicitation.

4.4.6.3 To attach a file, select the “Add File” button at the bottom of the page. Use the “Choose File” button to locate a file on your computer or on a shared drive. Once selected, the name of the file will be displayed as the filename of the attachment. This can be changed if necessary or preferred. Additionally, the description field allows users to give a description of what the file is about. DPP heavily suggests using the description field to aid bidders in easily identifying document types (e.g., rate sheet, scope of work/services, bid schedule, terms and conditions, etc.). *Note: The system does not allow many special characters in the filename. Therefore, to avoid error codes, please minimize the use of special characters in the filename.

4.4.6.4 Once the file is selected and described, users should select “Save & Exit”. Users will be routed to the Attachments Tab where they can add additional files or change the status of already-attached files (i.e., “Show Vendor” or “Confidential”).

4.4.6.5 Users can either select a file as “Show Vendor” or “Confidential”. Files selected for “Show Vendor” will be accessible and viewable by bidders and the general public. Files identified as “Confidential” will only be accessible and viewable by internal users.

4.4.6.6 Users can “Add Required Quote Attachments” if they would like to require bidders to attach quotes/proposals/rate sheets/certifications, or any type of document to the quotes in the system. To do so, users

can select “Add Required Quote Attachment” and enter the information as directed to identify the name and description of the required attachment.

4.4.6.7 Once completed, users can maneuver to the Notes Tab.

4.4.7 **Notes Tab**

4.4.7.1 The Notes Tab allows users to add, edit, and delete notes to provide additional information or special instructions. Notes added from the Notes Tab are for the overall bid and do not pertain to specific line items on the bid. If users wish to add a note for a specific line item, users must go to the Items Tab and select the Notes Tab under the Items Tab then select the line item number that needs a note.

4.4.7.2 To add a note, users must enter the note information in the Notes field, then select “Save & Continue” or “Save & Exit” to save the entry. Users must use this same process to edit the note. *Note: Users cannot edit notes where they are not identified as the user in the User field.

4.4.7.3 Once completed, users can maneuver to the Bidder Tab.

4.4.8 **Bidders Tab**

The Bidders tab allows users to select who will be able to view and submit quotes on the informal bid solicitation.

4.4.8.1 ***NOTE: ALL INFORMAL BID SOLICITATIONS MUST BE MARKED AS “UNRESTRICTED BID”.** Only DPP has authority to conduct Closed and Restricted Bids. The bid award will be rejected by DPP if the informal bid solicitation is not marked as “Unrestricted Bid”.

4.4.8.2 Any recommended vendors identified on the requisition will populate on the Bidders List. However, users should include as many bidders as possible on the Bidders List to affirm the procurement activity is allowing for full and open competition.

4.4.8.3 To add potential bidders, users should select “Lookup & Add Vendors” at the bottom of the page. A window will pop up. Then, users should scroll to the bottom of the popup window and select “Find Vendors for All Commodity Codes on the Bid”. Once selected, all vendors with the associated NIGP Codes on each line item included on the vendor profile will populate. Users should select “review the list” and select any and all vendors to be included on the Bidders List. This will ensure all the potential bidders are automatically notified once the informal bid solicitation is posted. Once selected, users must select “Save & Exit” at the bottom of the popup window.

4.4.8.3.1 *Show Unit Prices to Vendors:* This box, when selected, will show the item’s unit price to the vendors. Users do not need to select this box, even if the anticipated cost of a line item is included.

4.4.8.3.2 *Hide Bid Holder List on Vendor Side:* This box will default to being selected. Users do not need to manipulate this box. If unselected, bidders and the public will be able to see all bidder names. This is not a requirement in the Virgin Islands but is in some other jurisdictions.

4.4.8.4 Once the Bidders Tab is completed, users can maneuver to the

Questions Tab.

4.4.9 Questions Tab

- 4.4.9.1 The Questions Tab allows users to create questions for the bidders to answer with a response type. Users can make answering these questions a requirement by checking the “Required” checkbox.
- 4.4.9.2 Users are encouraged to utilize this function for the different types of purchases they are making.
- 4.4.9.3 For example, users can ask bidders: “Does your company require payment before delivery/performance?” The answer to this question can provide useful information to users when evaluating bids for awards, particularly since the Government does not pay for goods/services in advance of delivery/performance.

4.4.10 Amendments Tab

- 4.4.10.1 If amendments are added to the bid, the amendments will be listed on this tab. However, amendments are only possible after the bid has reached “Sent” status. Amendments to bids are listed in order by date, with all the information about the amendment to the bid.

4.4.11 Q&A Tab

- 4.4.11.1 The Q&A Tab is a way for bidders and users to dialog within the bid. This feature is only usable before the bid closes. However, the questions and answers will remain viewable after the bid closes.
- 4.4.11.2 DPP encourages users to allow vendors to submit questions to bids by selecting “Allow vendor to submit questions”. DPP also encourages users to select “Send notification when vendor submitting question”. This will enable the system to send users a notification when a bidder submits a question.
- 4.4.11.3 Users have flexibility when deciding when to close the Q&A period for bidders. To leave the Q&A feature useable for the entire solicitation period, users should leave the “Close Q&A For Vendor Date” field blank. When selecting a date, users should consider the solicitation period and also consider allowing enough time for responses to the questions to be reviewed before the bid closes. Bidders should have sufficient time to review the information in the bid, including any user responses to bidders’ questions, to submit responsive, responsible, and cost-effective bids.
- 4.4.11.4 All questions should be flagged as “Show All on Web”. No questions should be flagged as “Show Original Vendor Only”. Additionally, **all** questions must be answered by the User Agency.

4.4.12 Reminders Tab

- 4.4.12.1 The Reminder Tab allows users to send different kinds of reminders to specific users on a specified date.
- 4.4.12.2 DPP suggests utilizing this feature if many users have responsibilities on the bid. This will allow historical context to be located in one system, on the record.
- 4.4.12.3 The reminder feature should be utilized in addition to calls, emails, texts, Teams messages, etc.

4.4.13 Summary Tab

- 4.4.13.1 The Summary Tab summarizes the data that are included in all the preceding tabs.
- 4.4.13.2 Users should review the Summary Tab before submitting the bid for approval.

4.4.14 **Review and Approval**

- 4.4.14.1 To submit a bid for approval, users must scroll to the bottom of the Summary Tab and select “Submit for Approval”. Then, follow the instructions on completing the submission.
- 4.4.14.2 In most cases, User Agencies allow the users who are responsible for managing informal bid solicitations to auto approve the informal bid solicitation, particularly since the Agency Head approved the request for the informal bid solicitation. In this case, users should select “Automatic approval” and hit “Save & Continue”.
- 4.4.14.3 ***NOTES:** After the bid is approved, users **MUST** scroll to the bottom of the Summary Tab again and select “Send Bid”. This will ensure the Bid is placed in “Sent” status and available for viewing and responding by bidders. A bidder notification window will pop up. Users should select “Ok” on the bottom of the page to verify the bidder notification list. This is the list of bidders who will be notified by the system of the bidding opportunity.

4.4.15 **Bid Amendments**

- 4.4.15.1 Once a bid is in Sent status, any changes needed to be made to the bid must be completed through the Amendments Tab. Clicking on the Amendments Tab will display a list of previously posted amendments, if any, and a button to create a new amendment.
- 4.4.15.2 Once the new amendment is started, users must follow the same procedures outlined herein. Once all the changes are completed, users must go to the Summary Tab, review the summary of changes, enter any comments to the changes, and then click “Apply Bid Amendment” for the bid to be officially updated.

5.0 **Evaluating Informal Bid Solicitations in the Bid Tab**

- 5.1 Once the advertisement/solicitation period for an informal bid solicitation has ended, users must scroll to the bottom of the Summary Tab of the bid and select “Open Bid”.
- 5.2 Once the bid is opened, the Bid Tab Summary Report, which is a summary of the quotes received, will appear on the Attachments Tab of the bid. Users must scroll to the bottom of the Summary Tab again and select “Bid Tab”. This will take users to the Bid Tab where evaluations of the bids will occur.
- 5.3 If no quotes are received, the screen will say “No quote submitted of this bid”. In this scenario, users must select “Close Bid Solicitation”. A pop-up window will appear requiring a reason for the bid being closed. Users must select “No Qualifying Quotes Received” and should share any additional notes to support the record. Users **must not** create quotes on behalf of vendors. All quotes **must** be submitted by bidders in the system before the end of the solicitation period.
- 5.4 Once the advertisement/solicitation period for the bid is ended, , users should select “Back to Bid”, scroll to the bottom of the Summary Tab of the bid, select “Clone Bid”, and conduct the solicitation procedures outlined in this SOPP again if no bids were received or if the user closes the bids for other allowable reasons. ***Note:** Users

must indicate on the Notes Tab of the cloned bid that “This informal bid solicitation is cloned from BD-XX-XXX-XXXX-XXXX”. This will communicate to DPP reviewers the reason why the bid does not link to a requisition. DPP users will be able to find the original bid and the original request for the goods/services. Failure to follow this step will result in DPP disapproving any subsequent award to the cloned bid. Separately, if there are significant changes to scope in the cloned bid that would materially affect cost, users must submit a new request following the procedures outlined in SOPP-DPP-PROC-002-2026 (Requisitions) as opposed to cloning the bid. This is to ensure the User Agency’s fiscal/finance office can verify the appropriation and availability of funds for the new, anticipated cost. Additionally, this will allow the users’ team to consider alternative sourcing methods.

- 5.5 Users should also utilize the process for closing bids in 5.3 when closing a bid for other reasons. In those cases, the user must select or type the reason for the closure of the bid. Users can close bids for receiving too few quotes, quotes that far exceed anticipated costs, etc.

5.5.1 Quotes Tab

- 5.5.1.1 If quotes are received, users will enter the Bid Tab on the Quotes Tab. Users will see a list of all the quotes submitted.
- 5.5.1.2 To view the quotes received, click the quote number hyperlink. A pop-up window will appear which will display the quote. There, users will be able to see detailed responses and any vendor-provided documents attached to the quote in response to the informal bid solicitation. ***Notes: Users must consider all quotes in order to award the bid/quote items.** Additionally, all quotes must be evaluated in an impartial manner. This will ensure fair and transparent Government procurement practices.
- 5.5.1.3 Users must evaluate quotes inclusive of transportation charges from the shipping point of the supplier/vendor to the delivery location (door to door). Users can, and should, specify the shipping parameters during the bid creation process, including posing questions to bidders about their shipping practices and procedures.
- 5.5.1.4 Users must evaluate the vendor’s license and certification to provide the good or service being purchased. Users can evaluate the bidder’s corporate documents by selecting the link under “Vendor Id”. A pop-up window of the vendor’s profile will appear. Then, users can maneuver to the Attachments Tab” of the vendor’s profile. There, users will be able to see the corporate documents associated with the bidder’s profile. If corporate documents are outdated, users must give vendors an opportunity to update their corporate documents. Users can also contact DPP’s Vendor Management Team for assistance.

5.5.2 Revisions Tab

- 5.5.2.1 Users should utilize the Revisions Tab when users need to ask a vendor for a quote revision. The tab will display the list of vendor quotes.
- 5.5.2.2 Revisions are typically requested if a quote has an obvious error. Revisions must never be utilized to allow a vendor to reduce a quoted price to become a favorable awardee.
- 5.5.2.3 To close the revision request, users must select “Close Revision Process”. ***Notes: Any submitted revision quotes will replace the vendor’s entire current quote.** Therefore, users must instruct

vendors to complete the entire quote with the needed revisions.

5.5.3 **Items Tab**

- 5.5.3.1 The Items Tab will allow users to view all quotes received and considered for award. The system will automatically signify the lowest quote in order from left to right.
- 5.5.3.2 To make an award, click the check mark box marked “Award” on each line item under the correct vendor column to award an item. If all items are to be awarded to one vendor, users can use the “Award All” button at the bottom of the screen to automatically checkmark all Award boxes under the correct vendor column.
- 5.5.3.3 Once the awards on the Items Tab are completed, the Summary Tab will allow the bid tabulation award to go forward to approval. However, users must complete the evaluations, including considerations with the different sourcing avenues, in accordance with the policies and procedures outlined herein.

5.5.4 **Header Questions Tab**

- 5.5.4.1 If users created questions on the bid, all the vendors’ answers will be viewable on the Header Questions Tab.
- 5.5.4.2 The answers to the questions must be utilized in making an award decision. Clearly and thoroughly outlined details, notes, and deliberations related to an award decision is preferred by DPP, as it provides support for the User Agency’s approval decisions. In other words, users should document as much of the procurement procedures and history as possible to ensure the record sufficiently supports the award decision being made by the Government.

5.5.5 **Subcontractors Tab**

- 5.5.5.1 Users will be able to view any information pertaining to subcontractors proposed by vendors on this tab.

5.5.6 **Score Tab**

- 5.5.6.1 Users can skip this tab as this is not a functionality currently utilized by the GVI.

5.5.7 **Routing Tab**

- 5.5.7.1 The Routing Tab outlines the approval path that a bid award must follow for approval. The approval path for a bid award is displayed on the Routing Tab of the bid tabulation. This tab will remain blank until an approval path is determined when the bid award is submitted for approval.
- 5.5.7.2 After a bid award has been submitted for approval, detailed approver information will be listed here.

5.5.8 **Attachments Tab**

- 5.5.8.1 The Attachments Tab allows users to attach files (e.g., documents, spreadsheets, memoranda, pictures, etc.) to support the award of the informal bid solicitation.
- 5.5.8.2 The attachments that are required to support the award of informal bid solicitations rely on the authority the award is being made pursuant to. Users must utilize DPP’s Procurement Manual (Rev.

06/02/2026) and this SOPP, at a minimum, to gain clarity on the different required documentation for awarding the purchase of goods/services to vendors. In many cases, a justification letter will be required. Additionally, if Fixed Assets are being purchased, an updated Fixed Asset Report will also be required. Finally, DPP reserves the right to request supporting documentation that might not be outlined in the Procurement Manual (Rev. 06/02/2026) or this SOPP, when DPP determines that the circumstances of a procurement warrant additional details or justification.

- 5.5.8.3 To attach a file, select the “Add File” button at the bottom of the page. Use the “Choose File” button to locate a file on your computer or on a shared drive. Once selected, the name of the file will be displayed as the filename of the attachment. This can be changed if necessary or preferred. Additionally, the description field allows users to give a description of what the file is about. DPP heavily suggests using the description field to aid approvers in easily identifying document types (e.g., justification letter, fixed asset report, authorized dealer/seller letter, etc.). *Note: The system does not allow many special characters in the filename. Therefore, to avoid error codes, please minimize the use of special characters in the filename.
- 5.5.8.4 Once the file is selected and described, users should select “Save & Exit”. Users will be routed to the Attachments Tab where they can add additional files or change the status already-attached files.
- 5.5.8.5 Users can either select a file as “Show Vendor” or “Confidential”. Files selected for “Show Vendor” will be accessible and viewable by bidders and the general public. Files identified as “Confidential” will only be accessible and viewable by internal users. In most cases, files supporting the award decision the Government is making will be marked as confidential.

5.5.9 **Summary Tab**

- 5.5.9.1 Details of the bid tabulation award decisions will show on the Summary Tab after the bid has been awarded on the Items Tab. If users need to make changes, users should return to the tab containing the information that needs to change. To complete making the award, review the selected awards on the Summary Tab and select “Submit for Approval” on the bottom of the page.
- 5.5.9.2 Once submitted for approval, the bid award will follow the User Agency’s internal approval path, which must end with the Agency Head as final approver. Once the bid award is approved by the Agency Head, the bid award will enter DPP’s Procurement Team’s queue for review and approval. DPP’s Commissioner is the final approver on all informal bid awards.
- 5.5.9.3 Once a bid has been fully approved and awarded, the bid will be converted to a purchase order. If it’s a one-time purchase, the purchase order will take the form of an Open Market Purchase Order. If it is a purchase for which a contract is required, the purchase order will take the form of a Master Blanket Purchase Order. Please see SOPP-DPP-PROC-004-2026 (Purchase Orders) for more guidance on Purchase Orders.

6.0 **Legal Exemptions to Formal Bid Procedures**

- 6.1 Title 31 Section 239(a) outlines the thirteen (13) exemptions and methods for soliciting goods and services without competitive sealed bids or competitive sealed proposals. Those thirteen (13) exemptions constitute the Government’s legal authority to conduct informal bid solicitations in a manner that provides for full and open competition without the need for sealed bids and proposals.
- 6.2 Provided herein are the special/particular considerations for each exemption when conducting the procedures outlined in Sections 4 and 5 of this SOPP.

- 6.2.1 **Section 239(a)(1) – Declared State of Emergency by the Governor**

- 6.2.1.1 Users may purchase supplies, materials, equipment, and contractual services when “The Governor declares, in the public interest, by Proclamation, that a State of Emergency exists and specifies in such Proclamation those purchases and/or services which may be obtained without observing provisions of said section 236”.
- 6.2.1.2 **This section of the Virgin Islands Code can only be used during the term of the Emergency Proclamation and can only be used to the extent of furthering the objective enunciated in the Emergency Proclamation.**
- 6.2.1.3 Each informal bid solicitation, including the resulting contracts and purchase orders, conducted pursuant to this exemption must cite the Governor’s proclamation by number and date (users can cite in the description or the Notes Tab).
- 6.2.1.4 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period to provide for effective response times to declared emergencies.
- 6.2.1.5 Justification Letters are required for purchases made under this section. **All purchases** made pursuant to this section must be approved by the Governor of the Virgin Islands. DPP will forward the Justification Letters justifying the use of the purchasing authority to the Office of the Governor for review and approval.
- 6.2.1.6 On a case-by-case basis, DPP’s Commissioner may approve the sourcing of quotes pursuant to this section outside of GVIBuy. Users, with a fully approved Justification Letter, can follow the Open Market (Informal) Requisition procedures outlined in SOPP-DPP-PROC-002-2026 (Requisitions). However, instead of converting the fully approved requisition to a bid, users can convert the requisition to a purchase order.

- 6.2.2 **Section 239(a)(2) – Public Exigency**

- 6.2.2.1 Users may purchase supplies, materials, equipment, and contractual services when “The public exigency demands such immediate action due to sudden, unexpected, and unforeseen occurrence, happening or condition; and, provided further, that all requisitions [(including the bids, purchase orders, and contracts)] pursuant to this [section] shall be clearly stamped ‘Public Exigency’”.
- 6.2.2.2 Users can use this purchasing authority when the need for the good or service is urgent as a result of a sudden, unexpected, and unforeseen circumstance which was not allowed to develop due to negligence or oversight on the part of the User Agency (e.g., poor planning does not authorize User Agencies to utilize this exemption).
- 6.2.2.3 Users may use this purchasing authority when failure to complete the

purchase or contract by a specified date would cause significant financial or other harm to the Government, and when the required goods or services cannot be obtained through formal advertising procedures.

- 6.2.2.4 Users may use this purchasing authority when property or services are immediately needed because of a fire, flood, explosion, or other disaster.
- 6.2.2.5 Users may use this purchasing authority when parts or services are immediately required to effect urgent repairs to machinery or equipment in order to minimize delay in service and downtime of such machinery or equipment.
- 6.2.2.6 Users may use this purchasing authority when developments in connection with essential government activity requires the immediate purchase of goods or services to permit program accomplishment within a required time frame when time will not allow the use of formal advertising and it is clearly shown that such development was not due to or the fault of the User Agency.
- 6.2.2.7 Users may use this purchasing authority when goods and services are required to meet an exigency created by the default of a contractor to whom a contract for like items had previously been awarded.
- 6.2.2.8 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period to provide for effective response times to bonafide exigent circumstances.
- 6.2.2.9 Justification Letters are required for purchases made under this section. **All purchases** made pursuant to this section must be approved by the Governor of the Virgin Islands. DPP will forward the Justification Letters justifying the use of the purchasing authority to the Office of the Governor for review and approval.
- 6.2.2.10 On a case-by-case basis, DPP's Commissioner may approve the sourcing of quotes pursuant to this section outside of GVIBuy. Users, with a fully approved Justification Letter, can follow the Open Market (Informal) Requisition procedures outlined in SOPP-DPP-PROC-002-2026 (Requisitions). However, instead of converting the fully approved requisition to a bid, users can convert the requisition to a purchase order.

6.2.3 Section 239(a)(3) – Simplified Acquisition Threshold

- 6.2.3.1 Users may purchase supplies, materials, equipment, and services pursuant to this section where the aggregate amount involved is between \$10,000.01 and \$150,000.00.
- 6.2.3.2 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured, but the solicitation period must not be less than five (5) business days. More complex, larger, and involved purchasing requires longer solicitation periods (i.e., 30 days). When DPP is reviewing awards to informal bid solicitations, DPP will assess the extent to which the User Agency allowed for full and open competition relative to the nature of the goods and services being procured.
- 6.2.3.3 Users utilizing this purchasing authority must obtain a minimum of three (3) quotes. The awarded quote must fall within the allowed

threshold.

6.2.3.4 If the lowest quote is not awarded, or three (3) quotes are not obtained, the user must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP. Please see Section 4.3.2.2 of the Procurement Manual (Rev. 06/02/2026) for additional guidance on the Simplified Acquisition Threshold.

6.2.4 Section 239(a)(4) – Micro Purchase Threshold

6.2.4.1 Users may purchase supplies, materials, equipment, and services pursuant to this section where the aggregate amount involved is **not** more than \$10,000.00.

6.2.4.2 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured, but the solicitation period must not be less than twenty-four (24) hours.

6.2.4.3 Users utilizing this purchasing authority can obtain one (1) quote. The awarded quote must fall within the allowed threshold, provided it is reasonable based on market research.

6.2.4.4 Users must make awards that provide the best value to the Government. Therefore, although a fully approved Justification Letter is not required for purchases made pursuant to this section, awards that are not made to the lowest bidder must be supported on the record by justifying the award on the Notes Tab on the bid.

6.2.5 Section 239(a)(5) – Purchases Outside the Virgin Islands

6.2.5.1 Users may purchase supplies, materials, equipment, and services pursuant to this section when “the purchase or contract is for property or services to be procured and used outside the Virgin Islands; Provided, [t]hat such property or services shall be procured by competitive negotiation”.

6.2.5.2 Users may utilize this purchasing authority when the procurement of property or services are actually being purchased from sources located outside the Virgin Islands and are being used outside the Virgin Islands.

6.2.5.3 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured, but the solicitation period must not be less than five (5) business days. More complex, larger, and involved purchasing requires longer solicitation periods (i.e., 30 days). When DPP is reviewing awards to informal bid solicitations, DPP will assess the extent to which the User Agency allowed for full and open competition relative to the nature of the goods and services being procured.

6.2.5.4 Fully approved Justification Letters are required for purchases made under this section. Users must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP.

6.2.6 Section 239(a)(6) – Medicine or Medical Supplies

6.2.6.1 Users may make purchases pursuant to this section if “(a) medicine or medical, hospital, laboratory, surgical equipment and supplies; or (b) supplies, and equipment for the control and/or eradication of insects, pests, mosquitoes or grass diseases; or (c) supplies and

equipment for the control and prevention of air and water pollution; or (d) agricultural products (as that term is defined by 7 V.I.C. § 2) which have been produced within the Virgin Islands”.

- 6.2.6.2 Users can only use this purchasing authority for supplies, equipment, and materials that are peculiar to the field of medicine, public health, sanitation and air and water pollution.
 - 6.2.6.3 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured, but the solicitation period must not be less than five (5) business days. More complex, larger, and involved purchasing requires longer solicitation periods (i.e., 30 days). When DPP is reviewing awards to informal bid solicitations, DPP will assess the extent to which the User Agency allowed for full and open competition relative to the nature of the goods and services being procured. Additionally, users must solicit competitive proposals from all qualified sources of supply as DPP’s Commissioner may deem necessary.
 - 6.2.6.4 Fully approved Justification Letters are required for purchases made under this section. Users must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP.
- 6.2.7 **Section 239(a)(7) – Property for Authorized Sale**
- 6.2.7.1 Users may make purchases pursuant to this section if “the purchase or contract is for property or material for authorized sale for agricultural purposes”.
 - 6.2.7.2 Users may only utilize this purchasing authority for purchases for resale as may be statutorily authorized through Central Warehouses.
 - 6.2.7.3 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured, but the solicitation period must not be less than five (5) business days. More complex, larger, and involved purchasing requires longer solicitation periods (i.e., 30 days). When DPP is reviewing awards to informal bid solicitations, DPP will assess the extent to which the User Agency allowed for full and open competition relative to the nature of the goods and services being procured. Additionally, users must solicit competitive proposals from all qualified sources of supply as DPP’s Commissioner may deem necessary.
 - 6.2.7.4 Fully approved Justification Letters are required for purchases made under this section. Users must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP.
- 6.2.8 **Section 239(a)(8) – Impracticable to Obtain Competition by Formal Advertising, including Single/Sole Source**
- 6.2.8.1 Users may make purchases pursuant to this section if “the purchase or contract is for property or services for which it is impracticable to obtain competition”.
 - 6.2.8.2 Users may utilize this purchasing authority when the goods or services can be obtained from only one person or firm (sole source).
 - 6.2.8.3 Users may utilize this purchasing authority when competition is precluded because of the existence of patent rights, copyrights, secret processes, control of basic raw material, etc. However, the mere

existence of such rights or circumstances does not in and of itself justify the use of this authority. Users must establish and justify the need and business purpose for goods or services that are patented, copyrighted, etc.

- 6.2.8.4 Users may utilize this purchasing authority when bids have been invited pursuant to law, and no responsive bid has been received from a responsible bidder. DPP's Commissioner reserves the authority and right to assess the circumstances of any non-responsiveness to bids to determine if recompetes are required or advantageous to the Government.
- 6.2.8.5 Users may utilize this purchasing authority when bids have been invited pursuant to law, and the responsive bid or bids do not cover the quantitative requirements of the invitation for bids, in which case, negotiation is permitted for the remaining requirements.
- 6.2.8.6 Users may utilize this purchasing authority when the contemplated procurement is for electric power or energy, gas (natural or manufactured), water, or other utility services.
- 6.2.8.7 Users may utilize this purchasing authority when the contemplated procurement is for training film, motion picture productions, or manuscripts, textbooks including Legal Reports, Treatises, References and Books as well as other legal and other library materials and supplies. Users must firmly justify any unique intellectual property conditions, specialized expertise or continuity, etc.
- 6.2.8.8 Users may utilize this purchasing authority when the contemplated procurement is for technical nonpersonal services in connection with the assembly, installation, or servicing -- or the instruction of personnel therein -- of equipment of a highly technical or specialized nature. This may also include maintenance, repair, alteration or inspection when the exact nature or amount of the work to be done is not known or is difficult to ascertain with accuracy.
- 6.2.8.9 Users may utilize this purchasing authority when the contemplated procurement is for stevedoring, terminal, warehousing, transportation, or delivery service when either the rates are established by law or regulation, or the rates are so numerous or complex that it is impracticable to set them forth in the specifications of a formal invitation for bids.
- 6.2.8.10 Users may utilize this purchasing authority when the contemplated procurement is for services related to the procurement of perishable subsistence, such as protective, storage, packaging, handling, and transportation, and it is impracticable to advertise for such services a sufficient time in advance of the delivery of the perishable subsistence.
- 6.2.8.11 Users may utilize this purchasing authority when it is impossible to draft for an Invitation for Bids adequate specifications or any other adequately detailed description of the required property or services.
- 6.2.8.12 Users may utilize this purchasing authority when the contemplated procurement is for parts or components being procured as replacement parts in support of equipment specially designed by the manufacturer, where data available is not adequate to assure that the part or component will perform the same function in the equipment as the part or component it is to replace.

- 6.2.8.13 Users may utilize this purchasing authority when the contemplated procurement involves construction and/or alterations or renovations where a contractor or group of contractors is already at work on the site, and it would not be practicable to allow another contractor or an additional contractor to work on the same site or when the amount is too small to interest other contractors to mobilize or demobilize.
- 6.2.8.14 ***Note:** The authority to negotiate on behalf of the Government must be delegated by the Commissioner of the Department of Property and Procurement. Therefore, the sourcing and negotiations occurring pursuant to this section must include DPP’s Commissioner of his/her designee.
- 6.2.8.15 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured, but the solicitation period must not be less than five (5) business days. More complex, larger, and involved purchasing requires longer solicitation periods (i.e., 30 days). When DPP is reviewing awards of informal bid solicitations, DPP will assess the extent to which the User Agency allowed for full and open competition relative to the nature of the goods and services being procured.
- 6.2.8.16 Fully approved Justification Letters are required for purchases made under this section. Users must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP.

6.2.9 Section 239(a)(9) – Standardization of Equipment and Interchangeability of Parts

- 6.2.9.1 Users may make purchases pursuant to this section when “the purchase or contract is for equipment that is technical whose standardization and interchangeability of whose parts are necessary in the public interest and whose procurement by negotiation is necessary to assure that standardization and interchangeability”.
- 6.2.9.2 Users may utilize this purchasing authority for procuring additional units and replacement items of specified makes and models of technical equipment and spare parts by negotiation in order to assure standardization of equipment and interchangeability of parts where such standardization and interchangeability is determined necessary in the public interest.
- 6.2.9.3 Users may utilize this purchasing authority in situations where it has been found necessary to limit the variety and quantity of parts that must be carried in stock; or where standardization is necessary so that parts may be available and interchanged among items of damaged or worn equipment.
- 6.2.9.4 Users may utilize this purchasing authority when technical equipment is available from a limited number of suppliers which would have such varying performance characteristics, notwithstanding detailed specifications and rigid inspection, as would prevent standardization and interchangeability of parts.
- 6.2.9.5 To utilize this purchasing authority, users must consider:
 - 6.2.9.5.1 The practicability of interchanging parts and cannibalizing equipment.¹

¹ The practice of removing serviceable parts or components from one piece of equipment to repair or maintain another similar machine or piece of equipment.

- 6.2.9.5.2 The probability that future procurement of the selected item of equipment can be effected at reasonable prices.
 - 6.2.9.5.3 Whether the standardization will appreciably reduce the variety and quantity of parts that must be carried in stock.
 - 6.2.9.5.4 The value of similar equipment and its supporting parts on hand.
 - 6.2.9.5.5 Possible savings in training personnel. This can include administrative cost.
 - 6.2.9.5.6 Whether the standardization will adversely affect existing specifications and standards.
 - 6.2.9.5.7 The degree to which the current design of the specified make and model has been changed from the design of equipment of the same make and model already in the supply system.
- 6.2.9.6 In arriving at a determination that standardization of equipment and interchangeability of its parts are necessary in the public interest, such standardization must be in fact fully justified as genuinely “necessary in the public interest”. It is not sufficient that it merely be generally desirable. Nor is an arbitrary or perfunctory conclusion sufficient. Facts must clearly show the compelling reasons why it is necessary. For example, users must show substantial savings possible through standardization by providing documentation that shows estimated annual savings based on market research and cost/price analysis. Additionally, users must be able to show minimizing potential breakdown of a specifically identified service or function which might endanger life, property, or the orderly conduct of vital Government functions.
- 6.2.9.7 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured, but the solicitation period must not be less than five (5) business days. More complex, larger, and involved purchasing requires longer solicitation periods (i.e., 30 days). When DPP is reviewing awards to informal bid solicitations, DPP will assess the extent to which the User Agency allowed for full and open competition relative to the nature of the goods and services being procured.
- 6.2.9.8 Fully approved Justification Letters are required for purchases made under this section. Users must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP.
- 6.2.10 Section 239(a)(10) – Negotiation after Advertising**
- 6.2.10.1 Users may make purchases pursuant to this section when “the purchase or contract is for property or services for which the bid prices received after formal advertising are unreasonable as to all or part of the requirements, or were not independently reached in open competition, and for which:
 - 6.2.10.1.1 each responsible bidder has been notified of an intention to negotiate and a reasonable opportunity has been given to negotiate;
 - 6.2.10.1.2 the negotiated price is lower than the lowest rejected bid of any responsible bidder; and
 - 6.2.10.1.3 the negotiated price is the lowest negotiated price

offered by any responsible bidder”.

- 6.2.10.2 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured and the volume and timing of negotiations², but the solicitation period must not be less than fifteen (15) business days (to align minimum standards of competition with formal advertising). More complex, larger, and involved purchasing requires longer solicitation periods (i.e., 30 days). When DPP is reviewing awards to informal bid solicitations, DPP will assess the extent to which the User Agency allowed for full and open competition relative to the nature of the goods and services being procured.
- 6.2.10.3 Fully approved Justification Letters are required for purchases made under this section if an informal solicitation is conducted pursuant to this section. Users must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP.

6.2.11 Section 239(a)(11) – Negotiation Otherwise Authorized by Law

- 6.2.11.1 Users may make purchases pursuant to this section when “negotiation of the price or a contract is otherwise authorized by law”.
- 6.2.11.2 When utilizing this purchasing authority, the authorizing law must be cited in the resulting Purchase Order or contract.
- 6.2.11.3 Users may use this purchasing authority when contracting with the University of the Virgin Islands pursuant to Title 3, Section 74 of the Virgin Islands Code, etc.
- 6.2.11.4 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured, but the solicitation period must not be less than seven (7) business days. More complex, larger, and involved purchasing requires longer solicitation periods (i.e., 30 days). When DPP is reviewing awards to informal bid solicitations, DPP will assess the extent to which the User Agency allowed for full and open competition relative to the nature of the goods and services being procured.
- 6.2.11.5 Fully approved Justification Letters are required for purchases made under this section. Users must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP.

6.2.12 Section 239(a)(12) – Cooperative Purchasing

- 6.2.12.1 Users may make purchases pursuant to this section when “the purchase is from the U.S. General Services Administration, the U.S. Superintendent of Documents, Government Printing Office, or is made under the terms of a contract of the General Services Administration, Federal Supply Service, or is made pursuant to the terms of a contract held by the federal agency for which the agency has a federal grant for the services or acquisition of goods in question or made pursuant to the terms of a federal government

² The authority to negotiate contracts is exercised exclusively by DPP except as may be otherwise provided by law and/or Rules and Regulations.

cooperative agreement or contract held by a nationally recognized procurement organization or its member states and the acquisition complies with the competitive or non-competitive requirements of the grant award, ‘where such specialized goods and services are not readily or reasonably available in the Virgin Islands’.”

- 6.2.12.2 Normally, nationally sourced cooperative contracts are awarded to multiple vendors. Therefore, users must make every effort to ensure competition amongst the awarded vendors in the cooperative purchasing portfolio.
- 6.2.12.3 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period based on the complexity and nature of the goods/services being procured, **but** the solicitation period must **not** be less than seven (7) business days. More complex, larger, and involved purchasing requires longer solicitation periods (i.e., 30 days). When DPP is reviewing awards to informal bid solicitations, DPP will assess the extent to which the User Agency allowed for full and open competition relative to the nature of the goods and services being procured.
- 6.2.12.4 Fully approved Justification Letters are required for purchases made under this section. Users must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP.

6.2.13 Section 239(a)(13) – First Responders

- 6.2.13.1 Users may make purchases pursuant to this section when “the purchase or contract is for equipment, services, or supplies to be used by first responder agencies in direct response to an accident or emergency; provided that the procurements must be made with such competition as is maximally practicable under the circumstances”.
- 6.2.13.2 Users may utilize this purchasing authority for day-to-day circumstances where there is insufficient time to solicit goods and services formally.
- 6.2.13.3 Users cannot utilize this purchasing authority in lieu of the need to properly plan the acquisition of contracts that can be utilized in anticipation of certain events.
- 6.2.13.4 Users should refer to DPP’s Procurement Manual (Rev. 06/02/2026) for guidance on which agencies are classified as first responder agencies.
- 6.2.13.5 Informal bid solicitations conducted pursuant to this section can have a flexible solicitation period to provide for effective response times to bonafide accidents.
- 6.2.13.6 Fully approved Justification Letters are required for purchases made under this section. Users must attach an agency-head-approved Justification Letter to the Bid Tab for review and approval by DPP.
- 6.2.13.7 On a case-by-case basis, DPP’s Commissioner may approve the sourcing of quotes pursuant to this section outside of GVIBuy. Users, with a fully approved Justification Letter, can follow the Open Market (Informal) Requisition procedures outlined in SOPP-DPP-PROC-002-2026 (Requisitions). However, instead of converting the fully approved requisition to a bid, users can convert

the requisition to a purchase order.

7.0 Considering Preferred Bidders when Evaluating Informal Bid Solicitations

7.1 Pursuant to Title 31, Section 236a(b) of the Virgin Islands Code, users must purchase or contract for services from Preferred Bidders where:

7.1.1 the total cost to GVI does not exceed by more than fifteen (15%) percent the cost of such construction services, supplies, materials, equipment, or contractual or consulting services if obtained from other than a preferred bidder; and

7.1.2 the quality and availability of the construction services, supplies, materials, equipment, or contractual or consulting services are substantially equivalent.

7.2 For additional information on Preferred Bidders, users can refer to DPP's Procurement Manual (Rev. 06/02/2026).

7.3 When evaluating bids, users can confirm vendors' Preferred Bidder status on the vendor profile. A current and active Preferred Bidder's certificate issued by DPP (which will include an expiration date) must be attached to the vendor's profile. Additionally, the vendor's profile will be flagged as a Preferred Bidder.

8.0 Glossary of Terms

Executive Branch Agency/User Agency(ies): One of the executive branch departments, offices, boards, institutions, and other agencies of the Government of the United States Virgin Islands with the exception of the judicial and legislative branches of the GVI. Also referred to as a User Agency.

Government: The Government of the United States Virgin Islands (GVI).

Master Blanket Purchase Order (MBPO): A written contract, approved by the Commissioner of the Department of Property and Procurement, or the Governor of the United States Virgin Islands for Construction and Professional Services Contracts valued at more than \$1,000,000.00, to allow repetitive purchases with a vendor.

Open Market Purchase Order (OMPO): A written authorization, approved by the Commissioner of the Department of Property and Procurement, for the one-time procurement of goods and services that are not already on a contract/MBPO. An OMPO encumbers and specifically sets aside funds for the acquisition of a particular set of goods or services, in the amount required to satisfy said acquisition, via an integration with the Government's ERP. *See DPP's Procurement Manual (Rev. 06/02/2026), Section 7 (Requisitions and Purchase Orders)*

Requisition: A request to purchase a good or service, or request to pay a non-procurement related or non-standard obligation (e.g., miscellaneous disbursement vouchers for union contracts, advertisement placements for formal solicitations, etc.). *See DPP's Procurement Manual (Rev. 06/02/2026), Section 7 (Requisitions and Purchase Orders)*

9.0 Sources

Chapter 23 of the Virgin Islands Code

Chapter 23 of the Virgin Islands Rules and Regulations

DPP's Procurement Manual (Rev. 06/02/2026)

GVIbuy User Manual (Located in GVIbuy on the Help Icon)

10.0 Acronyms

ERP: Tyler Munis Enterprise Resource Planning

MBPO: Master Blanket Purchase Order

NIGP: National Institute of Governmental Purchasing

OMPO: Open Market Purchase Order