



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

Policy/Procedure Title:	PRO 2.3 Obtaining Competitive Bids for Services
Purpose:	This procedure establishes the guidelines for purchasing Services through a Competitive Bid Process.
Background:	<p>There are four (4) types of solicitations (bid request) for services used by VIDE:</p> <ol style="list-style-type: none"> 1. Invitation to Bid (ITB) 2. Request for Proposal (RFP) 3. Request for Qualifications (RFQ) 4. Request for Information (RFI) <p>An Invitation for Bid, is used to obtain pricing on specific goods or services. Specifications are provided by VIDE to be used in the solicitation. The award will be made to the lowest responsive responsible bidder. This type of solicitation is most commonly used to purchase goods.</p> <p>A Request for Proposal, is used to obtain services based on a scope of work provided by the VIDE. An evaluation committee will review and evaluate the proposals based on pre-determined evaluation criteria to determine which vendor offers the “best value” to the VIDE. This type of solicitation is most commonly used to purchase services.</p> <p>A request for Qualifications is used to determine the qualifications of a vendor to provide goods or services. Proposals are reviewed and evaluated by an evaluation committee to determine if the vendor is qualified. The evaluation criteria are determined by VIDE. This type of solicitation is most commonly used to purchase services.</p> <p>A request for Information is used to obtain information from potential vendors prior to issuing a formal solicitation (ITB, RFP or RFQ). The information submitted may be used to develop specifications or scope of work for a formal solicitation.</p> <p>Formal solicitations may be done for the following:</p> <ol style="list-style-type: none"> 1. One time purchase 2. New solicitation (has not been solicited previously by VIDE) 3. New solicitation (a current contract is expiring with no more options to renew) 4. New solicitation (requesting department has elected not to exercise the option to renew)



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Background Con't	<p>There are six stages in the procurement process for services:</p> <ol style="list-style-type: none"> 1. Discovery 2. Development 3. Release 4. Evaluation 5. Award 6. Contract Execution
Abbreviations:	<p>USVI – United States Virgin Islands VIDE – Virgin Island Department of Education</p>
Policy:	<ol style="list-style-type: none"> 1. There must be sufficient funds and budget associated with the services to cover the procurement. 2. There must be sufficient funds in cost category (e.g. Other Services). 3. Vendor bids must be submitted on vendor letterhead identifying the vendor, the cost per item, the total cost of the proposed order and shipping costs, if any. 4. The Procurement Director has the right and the obligation of rejecting a selected vendor if it is determined that the selected vendor is not meeting the overall value, price or service criteria that is expected. 5. Requisitions must not be written for any party that has been suspended or debarred or is otherwise excluded from or ineligible for participation in Federal assistance programs. 6. Requisitions for services up to \$5,000: <ol style="list-style-type: none"> a. Requires a copy of the solicitation (bid request). b. THREE written quotes on vendor letterhead a c. If necessary, Sole Source or Single Source with a Justification letter addressed to the Director of Procurement for approval. 7. Requisitions for services from \$5,001 to \$25,000: <ol style="list-style-type: none"> a. Requires a copy of the solicitation (bid request). b. THREE written quotes on vendor letterhead c. A justification letter addressed to the Director of Procurement for approval which must include an approval line for the signature of the Commissioner of Education.



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	<ul style="list-style-type: none"> d. If purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source) e. Selected vendor will be required to sign <u>VIDE's Standard Professional Services Agreement.</u> <ul style="list-style-type: none"> i. If a vendor agreement exists, it can be used as an addendum to VIDE's Standard Professional Services Agreement. f. All agreements must be submitted to the Director of Procurement for approval <p>8. Requisitions for services from \$25,001 to \$50,000:</p> <ul style="list-style-type: none"> a. Requires a copy of the solicitation (bid request). b. THREE written quotes on vendor letterhead. c. A justification letter addressed to the Director of Procurement for approval which must include an approval line for the signature of the Commissioner of Education. d. If purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source). e. Selected vendor will be required to sign the <u>VIDE Standard Short Form Contract.</u> f. All contracts must be submitted to the Director of Procurement for review. g. The Procurement Office will conduct a legal sufficiency review. h. The VIDE Standard Short Form Contract will be submitted to the Commissioner of Education for approval. i. The Director of Procurement will provide the Buyer with the executed Short Form Contract. <p>9. Requisitions for services over \$50,001 Single or Sole Source:</p> <ul style="list-style-type: none"> a. Requires a copy of the solicitation (bid request). b. THREE written quotes on vendor letterhead c. A justification letter addressed to the Director of Procurement for approval, which must include an approval line for the signature of the Commissioner of Education. d. If purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source) e. Once the justification letter is signed by the Commissioner of Education, the Director of Procurement sends approval request to the Commissioner of Property and Procurement. f. Upon receipt of approval the Director or Procurement will
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send the approval to the Buyer.

Procedure:

1. The Buyer posts requirements or scope of work document for vendor bidding.
2. The Buyer receives valid bid documentation identifying the vendor, the cost per item, the total cost of the proposed order and shipping costs from a minimum of three Vendors selected to provide the requested good.
3. The buyer checks (EPLS.GOV website) verify a Vendor is not Suspended or Disbarred.
 - a. Print the results of the search to include with supporting documentation.
4. The Buyer submits the Justification Letter, bid forms and vendor bid documentation to the Procurement Director.
5. The Procurement Director will review the bid forms submitted to determine whether the bids are complete, accurate and meet Federal and local procurement regulations.
6. The Procurement Director submits bid proposals, quotes, and justification letters to the appropriate area for review, approval, and final signature.
7. The Buyer enters the requisition into the MUNIS system with supporting documentation.

Sole Source Purchases:

Sole source purchases with must follow the standard procurement practices for services described herein.

8. The Buyer submits to the Commissioner of Education the three competitive bid quotes, and a Justification Letter with detailed explanation for all selections that exclude the lowest cost vendor.

Existing Contractual Agreements:

In the event that there is a contract agreement associated with this purchase:

9. The agreement and/or contract must be provided to VIDE Legal Counsel for legal sufficiency review.
10. The vendor quotation must be attached and the agreement and/or contract require final approval and signature by the Commissioner of Education.



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Exhibits:

1. Purchase Order Modification Form
2. Sole Source Justification Letter (Up to \$5k)
3. Standardization Justification Letter (Over \$5k and up to \$50k)
4. Justification Letter (Over 50k)
5. Justification Letter (Best Value over Lowest Price)