





THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
PROCUREMENT POLICY AND PROCEDURE

	<ul style="list-style-type: none"><li>d. If purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source)</li><li>e. Selected vendor will be required to sign <b><u>VIDE's Standard Professional Services Agreement.</u></b><ul style="list-style-type: none"><li>i. If a vendor agreement exists, it can be used as an addendum to VIDE's Standard Professional Services Agreement.</li></ul></li><li>f. All agreements must be submitted to the Director of Procurement for approval</li></ul> <p><b>8. Requisitions for services from \$25,001 to \$50,000:</b></p> <ul style="list-style-type: none"><li>a. Requires a copy of the solicitation (bid request).</li><li>b. <b>THREE</b> written quotes on vendor letterhead.</li><li>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.</li><li>d. If purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source).</li><li>e. Selected vendor will be required to sign the <b><u>VIDE Standard Short Form Contract.</u></b></li><li>f. All contracts must be submitted to the Director of Procurement for review.</li><li>g. The Procurement Office will conduct a legal sufficiency review.</li><li>h. The VIDE Standard Short Form Contract will be submitted to the Commissioner of Education for approval.</li><li>i. The Director of Procurement will provide the Buyer with the executed Short Form Contract.</li></ul> <p><b>9. Requisitions for services over \$50,001 Single or Sole Source:</b></p> <ul style="list-style-type: none"><li>a. Requires a copy of the solicitation (bid request).</li><li>b. <b>THREE</b> written quotes on vendor letterhead</li><li>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.</li><li>d. If purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source)</li><li>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.</li><li>f. Upon receipt of approval the Director or Procurement will</li></ul>
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	send the approval to the Buyer.
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<p>Procedure:</p> <ol style="list-style-type: none"><li>1. The Buyer posts requirements or scope of work document for vendor bidding.</li><li>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.</li><li>3. The buyer checks (EPLS.GOV website) verify a Vendor is not Suspended or Disbarred.<ol style="list-style-type: none"><li>a. Print the results of the search to include with supporting documentation.</li></ol></li><li>4. The Buyer submits the Justification Letter, bid forms and vendor bid documentation to the Procurement Director.</li><li>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.</li><li>6. The Procurement Director submits bid proposals, quotes, and justification letters to the appropriate area for review, approval, and final signature.</li><li>7. The Buyer enters the requisition into the MUNIS system with supporting documentation.</li></ol> <p><b>Sole Source Purchases:</b> Sole source purchases with must follow the standard procurement practices for services described herein.</p> <ol style="list-style-type: none"><li>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.</li></ol> <p><b>Existing Contractual Agreements:</b> In the event that there is a contract agreement associated with this purchase:</p> <ol style="list-style-type: none"><li>9. The agreement and/or contract must be provided to VIDE Legal Counsel for legal sufficiency review.</li><li>10. The vendor quotation must be attached and the agreement and/or contract require final approval and signature by the Commissioner of Education.</li></ol>
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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)