



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
PROCUREMENT POLICY AND PROCEDURE

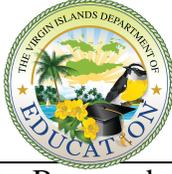
Policy/Procedure Title:	PRO 2.2 Obtaining Competitive Bids for Goods
Purpose:	This procedure establishes the guidelines for purchasing goods through a Competitive Bid Process.
Background:	<p>There are four (4) types of solicitations (bid request) used by VIDE:</p> <ol style="list-style-type: none"> <li>1. Invitation for Bid (IFB)</li> <li>2. Request for Proposal (RFP)</li> <li>3. Request for Qualifications (RFQ)</li> <li>4. Request for Information (RFI)</li> </ol> <p>The VIDE uses the Invitation for Bid solicitation method to purchase goods. An Invitation for bid, is used to obtain pricing on specific goods or services. Specifications are provided by the VIDE program to be used in the solicitation. The award will be made to the lowest responsive responsible bidder (exceptions to selecting the lowest bidder are discussed in the procedures below.</p>
Abbreviations:	<p>GVI – Government of the Virgin Islands USVI – United States Virgin Islands</p>
Policy:	<ol style="list-style-type: none"> <li>1. There must be sufficient funds and budget associated with the goods to cover the procurement.</li> <li>2. There must be sufficient funds in cost category (e.g. supplies).</li> <li>3. Vendor bids must be submitted on authentic vendor's bid sheet or the vendor's letterhead identifying the vendor, the cost per item, the total cost of the proposed order and shipping costs, if any.</li> <li>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.</li> <li>5. The Central Warehouse should be included as one of the competitive quotes when purchasing office supplies from a vendor other than the Central Warehouse.</li> <li>6. Multiple bids are not necessary when obtaining office supplies from the Central Warehouse.</li> <li>7. 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.</li> </ol>



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	<p><b>8. Requisitions for goods up to \$5,000:</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. If necessary, Sole Source or Single Source with a Justification letter addressed to the Director of Procurement for approval</li></ul> <p><b>9. Requisitions for goods from \$5,001 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></ul> <p><b>10. Requisitions for goods over \$50,001:</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 send the approval to the Buyer.</li></ul>
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Procedure:
<ul 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.<ul style="list-style-type: none"><li>a. Print the results of the search to include with supporting documentation.</li></ul></li></ul>



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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.

Exhibits:

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