



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
PROCUREMENT POLICY AND PROCEDURE

	<p style="text-align: center;">where it does not make sense to fly in providers from off-island (e.g., Steel Pan instructors for Safe &amp; Drug Free Program); and</p> <p style="text-align: center;">c) Goods that are too costly to obtain off-island.</p> <p>8. Sole source cannot be used just because there is a brand preference. e.g., a requestor cannot invoke the sole source process to buy one brand of computer even if there is only one supplier on island, since other providers may sell other brands which meet the required specifications at a better price. Avoiding competition because of brand preference is <b>SPECIFICALLY DISALLOWED</b> in the EDGAR regulations (Title 34 CFR 80,36 (c) (vi)).</p> <p>9. Sole source cannot be used because the VIDE has a preference to a specific vendor. e.g. the vendor has been doing business with the VIDE for years or the vendor is a vendor of the GVI or the vendor is on the GVI's USGSA list.</p> <p>10. A vendor who can supply you with 'all' the items you may want to procure is not necessarily a sole source vendor. Convenience does not justify a sole source bid.</p> <p>11. If or when a noncompetitive process is used, the requestor must provide a justification letter explaining the reason for using a sole source vendor, citing the specific purchase requirements that make the competitive process unfeasible.</p> <p>12. The buyer must obtain a letter on the vendors letterhead stating that they are the sole source provider <del>f</del>the good/service.</p>
Procedure:	
<ol style="list-style-type: none"> <li>1. The Buyer submits requirements or scope of work document to vendors for work to be performed (e.g., goods or services to be purchased, volume, time frame required, etc.)</li> <li>2. The Buyer identifies a sole source vendor and obtains a quote for the work to be performed.</li> <li>3. The Buyer completes a Sole Source Justification Letter with the following detailed explanation for the non-competitive purchase: <ol style="list-style-type: none"> <li>a) Cite specific purchase requirements that render the competitive process untenable</li> <li>b) Provide written documentation confirming that the item is available only from a single source (include letter from vendor)</li> <li>c) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation</li> <li>d) Competition is determined inadequate after following the guidelines for a competitive process</li> </ol> </li> </ol>	



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4. In the case of a continued relationship with an existing vendor the sole source justification should not extend beyond a three year period.
5. New Vendors must complete and submit to the Procurement Office a Request for a Taxpayer Identification Number and Certification (W-9) form, and the New Vendor Request form.
6. Vendors based in the USVI must provide a valid business license.
7. The Buyer submits the Sole Source Justification Letter, bid forms and Vendor bid documentation to the Procurement Director
8. The Procurement Director reviews the bid form to determine if the bid is complete, accurate and meets local and federal procurement regulations.
  - a. If approved, the Procurement Director will send the approved justification letter back to the Buyer for requisition entry into the system
  - b. If not approved, the Procurement Director will return the justification letter with explanation for rejection
9. The Buyer enters the requisition into the MUNIS system attaching the supporting documentation.

Exhibits:

1. Sole Source Justification Letter