



OPCMR

**MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS
TO CONTRACT WITH THE GOVERNMENT OF THE U.S. VIRGIN ISLANDS**

This list applies to all contracts, amendments and exercises of renewal options. All supporting documents must be submitted for every contract, amendment or renewal of a contract.

1. Business License requirement -
 - a. Current USVI Business License or equivalent to conduct activity/services in the USVI covered by the contract;
 - b. A copy of a current business license issued by the state of domicile if the activity/service is not conducted in the USVI;
 - c. IRS 501 (c)(3) certification letter is required for non-profit corporations
2. Proof of Commercial General Liability Insurance with the Government of the Virgin Islands as Certificate Holder and Additional Insured as indicated on Endorsement (policy number on endorsement must match policy number on certificate). An endorsement that explicitly names the Government of the Virgin Islands as an additional insured is required– blanket insurance endorsements that do not name the Government of the Virgin Islands are not accepted.

Government of the U.S. Virgin Islands Department of Property & Procurement Bldg. 1, Suite 4, Subbase St. Thomas, U.S. Virgin Islands 00802	or	Government of the U.S. Virgin Islands Department of Property & Procurement 3274 Estate Richmond Christiansted, St. Croix, U.S. Virgin Islands 00820
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3. Proof of Worker’s Compensation Coverage or USVI Government Insurance Coverage if services are conducted in the USVI
4. Sam.Gov Registration
5. Proof of Professional Liability Coverage with Government of the Virgin Islands as Certificate Holder for professional services contract. Professional services include but are not limited auditing and accounting firms, doctors, lawyers, architectural and engineering services, consulting, marketing firms. Professional liability (also known as errors and omissions/ malpractice insurance) is required only for professional services contracts where the Government will rely on the advice and services of the Contractor in its decision-making processes OR where the government can suffer harm/ losses from faulty performance of the services from the quality of the contractor’s work.
6. **Corporations (Inc., Corp, Co., Corporation)**
 - a. Articles of Incorporation (and applicable amendments)
 - b. Tradename Certificate if company uses a tradename (valid for two years)
 - c. Certificate of Good Standing (valid from July 1st thru June 30th)
 - d. Corporate Resolution on company letterhead (signed/ attested & dated by corporate secretary authorizing signatory)
7. **Limited Liability Company (LLC)**
 - a. Articles of Organization (and applicable amendments)
 - b. Tradename Certificate if company uses a tradename (valid for two years)
 - c. Certificate of Good Standing (valid from July 1st thru June 30th)
 - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
8. **General Partnerships**
 - a. Partnership agreement (if it exists)
 - b. Memorandum authorizing signatory signed by all partners or secretary if one exists (valid for two years)
 - c. Tradename Certificate if company uses a tradename (valid for two years)
9. **Limited Partnerships (L.P/ LLP/ LLLP)**
 - a. Certificate of Limited Partnership or Statement of Qualification for LLP/LLLPP
 - b. Tradename Certificate if company uses a tradename (valid for two years)
 - c. Certificate of Good Standing (valid from July 1st thru June 30th)
 - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
10. **Sole Proprietorship**
 - a. Tradename certificate if a tradename is used (valid for two years)

Note: Documents listed in Nos. 1-4 above are required for all contractors. Documents listed in No. 5 apply to professional services contracts only. Documents listed in Nos. 6-9 are specific to each organization type, and are required in addition to the documents listed in Nos. 1-4 and 5 (if applicable). If a contractor is not performing work in the Virgin Islands and does not require local documents, agency has an obligation to verify expiration dates of all documents in the applicable state. Do not submit expired documents to DPP.

GVIBUY Supplier Registration Guide

Step-by-Step Registration:

1. Navigate to: gvibuy.buyspeed.com
2. Click the “Register” Button in the Top Right Corner of the Page
3. Enter Required Account Registration Information
 - ✓ Tax ID (select EIN or SSN)
 - Foreign Vendor? Please enter your U.S. Tax ID.
If you do not have a U.S. Tax ID, enter your foreign Tax ID.
 - ✓ Company Name
 - ✓ Email Address (Ensure you can access this account during the registration process. A validation email will be sent to this address.)
 - ✓ Country (Defaults to USA.)
4. Click “Register”
 - ✓ You’ll be redirected to your account setup screen. Finish your registration by navigating through a few tabs.
5. On the Company Information Tab, Validate or Enter
 - ✓ Company Name (Pre-populated from your earlier entry. Update to reflect line 2 of your W-9 if applicable. If not applicable leave as is.)
 - ✓ Vendor Legal Name (Pre-populated from your earlier entry. Make sure this field reflects line 1 on your W-9.)
 - ✓ Tax ID (Pre-populated from your earlier entry.)
 - ✓ Mailing Address
 - ✓ Company Email Address (Choose an appropriate valid email address. Bid opportunity notifications will be sent to this address. You can change/add email addresses after you are registered.)
 - ✓ **Note:** Do not address emergency supplier information at-this-time
6. On the Administrator Tab Enter
 - ✓ Administrative User Information (Company’s point of contact and account administrator): Name, email, phone, user ID, and password (Additional users may be added after registration.)
 - ✓ Make sure the checkbox asking if you want to register for S2G is **NOT CHECKED**. You will be given an opportunity at a later point to get S2G, but please do not sign up for it at this time to ensure your registration is set-up properly for the Government of the US Virgin Islands.



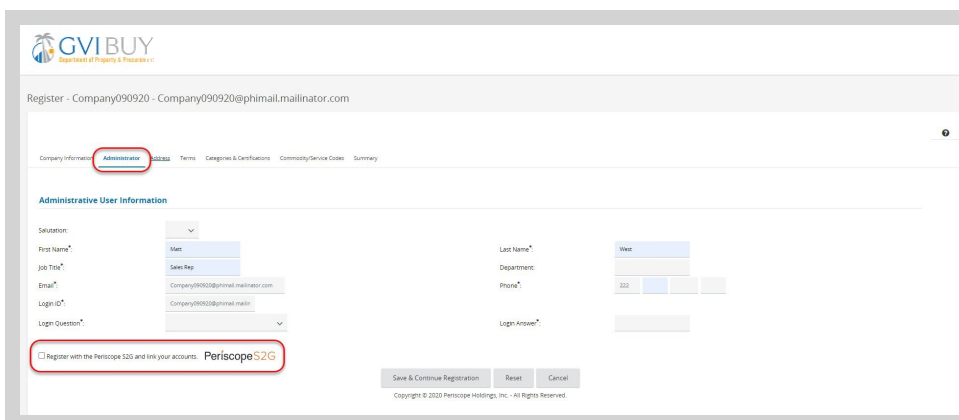
In The Know

- Open Registration Begins September 7, 2021 and we are encouraging all current suppliers to complete their registration by October 8, 2021. New suppliers may register at any time.
- Going forward, suppliers must register in GVIBUY to receive bid solicitation and purchase order notices, respond to them and do business with the United States Virgin Islands.
- Need access for multiple users? No problem. Once the Seller Administrator’s account is established, they can add additional users via “Maintain Users on this Account.”



Need help?

If you have any questions or need support, please email us at vendormanagement@dpp.vi.gov



7. On the Address Tab

- ✓ The address you entered earlier will become your default “General Address”. Other address types may be added in the future (this is not currently configured.)

8. On the Terms Tab

- ✓ Simply click “Save & Continue Registration”. Terms may be configured in the future for selection onto your company’s profile.

9. On the Categories & Certifications Tab

- ✓ Some Categories such as Preferred Bidder Status are greyed out and are read-only. These can only be modified by DPP Vendor Administrators. They are visible for informational purposes and will be updated over time.
- ✓ Make the appropriate selection for each Category that is not read-only.
- ✓ Click the “Save & Add Certification” button at the bottom of the screen.
- ✓ Click the “Add Certification” hyperlink next to any Category where it appears and a pop-up window will open. In the pop-up window:
 - Select a Certification Source, enter a Certification ID, and effective/expiration dates
 - Click the Save & Exit button in the pop-up window.
- ✓ Repeat this step for any Category where “Add Certification” is shown. You may be required to submit supporting documentation to the Department of Property and Procurement. Please refer to the [Project Information Site](#) for ongoing updates.

10. On the Commodity/Service Codes Tab

- ✓ Enter the commodity codes related to your business that you want to receive bid solicitation opportunity notifications.
Quick tip: use the NIGP code browse and the question mark icon with the red circle for help.

11. On the Summary Tab

- ✓ Review information on summary screen and confirm everything is accurate.
- ✓ Click “Submit Registration” at the bottom of the screen.

Once submitted, your registration will be in a pending status to be reviewed by the Department of Property and Procurement up to 24 hours after submission. You will receive an automated email once your account has been activated.

GVIBUY Login: Accessing Your Supplier Account for the First Time

1. You Will Receive a Temporary Password From GVIBUY via Email

- ✓ Check your spam folder if you do not immediately see it.
- ✓ Email will come from: noreply@gvibuy.buyspeed.com

2. If You Are Not Still on the Page, Navigate Back to: gvibuy.buyspeed.com

3. Click “Sign In” button in the Top Right Corner of the Page

4. Log in With the Provided Temporary Password

5. When you Enter Your Password for the First Time, You Will Be Prompted to Change it

6. Enter a New Password

7. Ensure the “Register with Periscope S2G” Checkbox at the Bottom of this Screen is left **UNCHECKED**

- ✓ As noted above, make sure the checkbox asking if you want to register for S2G is **NOT CHECKED**. You will be given an opportunity to register in the future. To ensure your GVIBUY registration is set up properly, do not check the box at this time.
- ✓ Click the Blue “Submit Password” Button at the Bottom

All Done! Your Registration is Now Submitted in GVIBUY and You Have Successfully Logged In and Set Up Your Password. Stay Tuned for Further Communication from GVIBUY About the Next Steps in the Adoption Process.



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