



**RFP-001-T-2024**

## **VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**

The Virgin Islands Waste Management Authority is hereby soliciting Requests for Proposals  
**RFP-001-T-2024 for Independent Auditing Services**

Interested parties and prospective respondents may request the complete RFP Package for their review from the Authority by submitting a request confirmation email with contact information for the respective company to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org). All questions pertaining to the scope of services to be rendered should be directed to Ms. Sandra David, Director of Procurement and Property, and Michael Vante, Contract and Inventory Manager, on or before **Friday, December 22<sup>nd</sup>, 2023**. Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest by formally requesting the bid package.

Virgin Islands Waste Management Authority  
Procurement and Property Division  
7410 Estate Bovoni, Bay 2  
St. Thomas, VI 00802  
Tel: (340) 715-9170  
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[sdavid@viwma.org](mailto:sdavid@viwma.org) or [mvante@viwma.org](mailto:mvante@viwma.org)

**Requests for Proposals will be submitted electronically in PDF Format bearing the respective RFP Number: RFP-001-T-2024 to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) on or before Friday, January 26<sup>th</sup>, 2024 at 12:00 P.M. Atlantic Standard Time.**

The Virgin Islands Waste Management Authority reserves the right to waive any non-substantive informalities, technicalities or irregularities, or reject any or all qualifications and proposals/bids; or to re-advertise for proposals/bids, and to award or refrain from awarding the contract for the work.

***Roger E. Merritt, Jr.,  
Executive Director***

***It's Our Home! Let's Keep It Clean!***



# **Request for Proposals (RFP)**

**for**

# **Independent Auditing Services**

Issued:

December 8<sup>th</sup>, 2023  
Virgin Islands  
Waste Management Authority  
Division of Finance

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# **Independent Auditing Services**

## **SECTION 1: GENERAL BACKGROUND**

VIWMA was established on January 23, 2004, by Title 29 Virgin Islands Code Chapter 8, as a non-profit, public body, corporate, and politic of the Government of the Virgin Islands. The VIWMA is an autonomous instrumentality that assumes all the powers, duties, and responsibilities pertaining to solid waste and wastewater management services in the Territory. The VIWMA Executive Director is appointed by the Authority's Board of Directors.

Some of VIWMA's responsibilities include, developing and implementing an integrated, comprehensive solid waste management program, repairing, replacing, rehabilitating, modernizing, and extending the solid waste management system and the wastewater collection, disposal, and treatment system, creating a sludge or bio-solids disposal program, developing and implementing programs for septic system leak detection, reduction of infiltration and inflow, and compliance with the permit limits for the service area of the Agency.

## **SECTION 2: PURPOSE AND OBJECTIVES**

The Virgin Islands Waste Management Authority (VIWMA) is issuing this Request for Proposals (RFP) from qualified auditors ("Respondent") to audit the financial statements of VIWMA, which comprise the consolidated statement of net position as of September 30, 2022, 2023, 2024, 2025 and 2026; the related consolidated statements of revenues and expenses; changes in net position; consolidated statement of cash flows for the year then ended; and the related notes to the financial statements. The intent of this RFP is to contract an auditing services firm to assist VIWMA with independent consulting services for a broad range of audit activities related to VIWMA's financial statements. The VIWMA and the successful submitter shall enter into a mutually binding full-service Agreement addressing the topics contained in this document. The VIWMA also reserves the right to modify/expand/decrease the scope of the services in co-ordination with the successful submitter to include additional or reduced terms and conditions. Such additional or reduced terms and conditions may result in additional compensation to the successful submitter or result in a reduction in compensation.

It is understood that the information contained in the RFP and the experience guarantees and innovative approaches demonstrated therein shall be the general basis for selection of a submitter to provide these professional services. The VIWMA shall select the most qualified submitter based on a structured point scoring evaluation. The scoring evaluation shall consider each submitter's ability to perform the required services, experience and technical expertise, ability to make financial and technical guarantees, corporate resources, and in-depth and innovative approaches.

## **SECTION 3: AUDITING STANDARDS**

- Government Auditing Standards issued by the US General Accounting Office
- Government Accounting Standards Board (GASB)
- Generally Accepted Auditing Standards (GAAS)
- Provisions of Office of Management and Budget Circular A-133 - Audits of States, Local Governments and Non-Profit Organizations
- Uniform Guidance - Title 2 of the Code of Regulations (2CFR)

## **SECTION 4: SCOPE OF WORK**

VIWMA seeks proposals from qualified licensed firms to provide the following independent auditing services:

The Offeror will audit the financial statements of the Authority, which comprise the consolidated statement of net position as of September 30, 2022, 2023, 2024, 2025 and 2026, and the related consolidated statements of revenues, expenses, and changes in net position and consolidated statement of cash flows for the year then ended and the related notes to the financial statements. Audits shall be conducted in accordance with generally accepted auditing standards; Government Auditing Standards issued by the U.S. General Accounting Office; and the provisions of Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

In addition, the Offeror will audit and provide an opinion on the single audit to be performed in accordance with the Uniform Guidance consistent with Government Auditing Standards, Government Accounting Standards Board pronouncements, and other applicable laws and Federal Government regulations. Accounting standards generally accepted in the United States of America provide for certain required supplementary information ("RSI") such as management's discussion and analysis ("MD&A") to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, which consider it to be an essential part of financial reporting for placing the basic financial statements in an appropriate context. As part of the engagement, certain limited procedures will be applied to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America ("GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to the Offeror's inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. The following RSI is required and will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Proportionate Share of the Net Pension Liability
3. Schedule of Contributions

Also, the supplementary information accompanying the basic financial statements, the Schedule of Expenditures of Federal Awards (SEFA), will be subjected to the auditing procedures applied on the audit of basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and the Offeror's audit report must provide an opinion on it in relation to the basic financial statements as a whole.

#### **Section 4a: Management Letter**

The Authority expects a Management Letter which will identify any existing weaknesses in accounting practices, fiscal procedures, internal controls, information technology, or any other matter that may come to the attention of the audit firm, along with any recommendations for corrections or improvement. The Board of Directors may request that the audit firm present a report on the audit(s) prior to the issuance of the financial statements.

#### **Section 4b: Service Proves Overview**

The selected respondent will be required to implement processes for delivering audit services that are focused, responsive, and aligned with the goals and operations of the Authority. Respondents will also need to identify and leverage processes that the offeror will employ to address matters related to the Authority's satisfaction, performance measurement and continuous improvement.

#### **Section 4c: Quality Assurance**

The selected respondent will describe the internal processes used for quality assurance, the offeror's approach to resolving accounting and financial reporting issues including critical discussions with management and the Board and should include a copy of the offeror's latest Peer Review as an attachment of the proposal submission.

### **SECTION 5: KEY PERSONNEL & MINIMUM QUALIFICATIONS**

The VIWMA is seeking a firm or individual with substantial, relevant experience and success in Independent Auditing Services. The selected respondent must be able to adequately demonstrate their experience in their proposal submittal. The Respondent must have the administrative infrastructure to effectively manage and support training, service delivery and fiscal management processes. Additionally, Respondent should provide detailed information about the experience and qualifications of the Respondent's assigned personnel considered key to the success of the project. Demonstration of experience and knowledge should include education, training, technical experience, functional experience, specific dates and names and contact information for employers, relevant and related experience, past and present work experience with dates and responsibilities and any applicable certifications.

Each proposal shall describe the organizational structure of the proposed team. At a minimum each proposal shall include:

1. An organization chart showing the reporting responsibilities and organization of all Key Personnel, other staff to be assigned and subcontractors.
2. Key Personnel job descriptions, reporting responsibilities, and identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.
3. Curriculum Vitae (CV) for all key personnel

#### **5.1 Key Personnel Replacement**

Key Personnel are those Contractor personnel considered to be essential to the performance of the contract. No changes in Key Personnel will be made unless the Contractor can demonstrate that

the qualifications of prospective replacement personnel are equal to or better than the qualifications of the Key Personnel being replaced. All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. VIWMA reserves the right to re-evaluate the selection of any respondent if one or more key personnel are replaced within the first six months of contract performance. VIWMA shall be notified in writing of any proposed substitution at least thirty (30) days in advance.

Such notification shall include:

- a. An explanation of the circumstances necessitating the substitution.
- b. A complete resume of the proposed substitute.
- c. And any other information requested by VIWMA to facilitate evaluation of Contractor's substitution request. VIWMA reserves the option of reviewing, re-evaluating and rescoring Contractor's response to this solicitation and further reserve the option of invalidating the Contractors' response to this solicitation due to excessive substitutions.

## **5.2 Minimal Professional Qualification Requirements**

This section requires the submitter to provide adequate information to exhibit its qualifications and ability to meet the standards of experience and financial capability to be considered qualified. The VIWMA, in its sole discretion, shall decide if a submitter meets the standards. Details of each submitter's experience and financial ability will be assessed at all levels, including the fiscal and the experience and strength of the submitter's parent company, if any. The specific selection criteria are outlined in **Section 21**. The following subsections are required minimum qualifications:

- a. Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the Territory at the time of the submission of their Proposal to this RFP. Such Respondents shall attach its license to do business or copy of its application for a license. Respondents should give a brief description of their company including brief history, corporate or organization structure, number of years in business. If the Respondent is partnering or subcontracting with any other entity, provide the information described above for each such entity.
- b. A Proposal may be rejected at any time during the evaluation process and thereafter if there are any adverse findings that would prevent the Program from selecting the firm or any person or entity associated or partnering with the firm. Such adverse findings may include, but are not limited to, the following:
  - a. Negative findings from the Inspector General, a Federal Inspector General, or from the U.S. Government Accountability Office, or from an Inspector General in another State
  - b. Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in another State or Territory
  - c. Pending litigation with the USVI, any other State or Territory
  - d. Suspension or debarment as ineligible of the System for Award Management (SAM)

- e. Defaults under any Federal, Territory, State or locally-sponsored program
  - f. Past or pending voluntary or involuntary bankruptcy proceeding
  - g. Conviction for fraud, bribery, or grand larceny by any Principal Respondent
- c. Respondent has adequate financial resources to perform the contract, or the ability to obtain them.
- d. Respondent can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- e. Respondent has a satisfactory performance record.
- f. Respondent has a satisfactory record of integrity and business ethics.
- g. Respondent has the necessary organization, experience, independent auditing skills, operational controls, and other necessary technical skills, or the ability to obtain them.
- h. Respondent has knowledge of FEMA Public Assistance and Hazard Mitigation Grant Program, HUD Community Development Block Grant – Disaster Recover & Mitigation, Environmental Protection Agency, Department of Interior, Department of Energy, Economic Development Authority and/or other federal funding sources, funding requirements, regulations, etc. to ensure the project remains fully eligible for federal funding.
- i. Respondent has established prior experience in successfully performing the scope of services requested.
- j. Respondent and its employees hold and maintain any and all territorial, federal, state, and local licenses or certifications as required to perform the services requested.
- k. Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- l. Respondent has adequate staffing to fulfill the required services throughout the entire contract term.
- m. Respondents must demonstrate they have knowledge and/or prior experience, dedication and references of the service team in the following areas, at a minimum:
  - a. Names of the Offeror's core service team, location and relevant experience, especially with component units of the Government of the Virgin Islands
  - b. References for atleast four senior members of the proposed engagement team
  - c. Description of how the offeror's Senior Executives will be involved in the engagement and their expected level of effort.



Additionally, the selected firm must have or hire individuals or firms with all the qualifications, knowledge, skills and abilities for their assigned tasks, and/or have a qualified plan to train staff as necessary with the requisite skills and proficiencies. VIWMA desires that the firm's resources meet or exceeds the criteria in **Section 4: Scope of Work** and **Section 5: Qualifications**.

The submitter must:

1. Have been in business for a minimum of five (5) years prior to the submission of this proposal.
2. Furnish General Liability insurance of not less than one million (\$1,000,000.00) for each occurrence. Proof of coverage must be provided prior to the issuance of the related contract.
3. Furnish Professional Liability (Errors and Omissions) insurance for not less than \$1,000,000.00. The VIWMA shall be the additional named insured.
4. Demonstrate specific experience of providing full-service operations services with public agencies or VIWMA or of entering into auditing agreements in the Virgin Islands, or in other municipal jurisdictions.
5. Describe submitter's breadth of knowledge and resources which would be brought to bear on the VIWMA project should the submitter be the successful contractor.
6. Have specific experience which exhibits the submitter's ability to evaluate, recommend and implement corrective and/or affirmative actions to improve the functionality of a service-oriented operation.
7. List any pending litigation or bankruptcies and any judgments entered against the submitter in the last 5 years.

#### **SECTION 6: INDEPENDENCE & STANDARDS OF CONDUCT**

The Respondent must be independent. The Respondent must not be engaged in brokerage or sales of insurance, third party administration, claims, safety or loss prevention, or any related services. The Respondent must not be an employee of a subsidiary of or be managed or controlled by any insurer, agency, brokerage firm or third-party administrator. The Respondent must not receive any compensation or remuneration in any form from such firms. The Respondent must not have any material or influential interests in any company which provides services, supplies, or equipment which it may recommend.

The successful Respondent shall be responsible for maintaining satisfactory professional standards of competency, conduct, courtesy, appearance, honesty, and integrity; and for adhering to VIWMA's prohibition of the misuse of confidential and proprietary information. Internal practices to ensure compliance with independence requirements and freedom from conflicts of interest and confirmation by the Offeror that it will take all necessary steps to ensure its independence should be clearly stated.

## **SECTION 7: USE OF SUBCONTRACTORS**

VIWMA shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the Proposer shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the prime Contractor is also required for any subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIWMA.

Unless provided for in the contract with VIWMA, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of VIWMA. The prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by VIWMA.

***The prime Contractor should include in the proposal an executed statement from each subcontractor affirming the following: "I have read and understand the RFP and final version of the proposal submitted by (Proposer)."***

## **SECTION 8: PROPOSAL SUBMITTAL CONTENT**

The proposal must contain the following:

1. Cover Letter & Executive Summary:
  - a. Firm Name, address, email, fax, and telephone
  - b. Type of Service for which Firm is qualified.
  - c. Number of Years in Operation
  - d. Other relevant information as described in *Section 6.1* and *Section 9.1*
  - e. Enclosure Document A
2. Key Personnel & Minimum Qualifications
  - a. Names/addresses of Principals of Firm.
  - b. Names of key personnel with experience of each and the length of time in organization.
  - c. Number of staff available for assignment. (Local & Off-Territory)
  - d. Organization Chart of Primary Contractor & Sub Contractors (to include employees to be engaged and percentage of engagement)
  - e. Evidence of Meeting Professional Qualification Requirements
3. Required Documents
  - a. Copy of Corporate Documents (as outlined)
  - b. Certificate of Good Standing
  - c. Copy of Valid VI Business License (or proof of pending approval)
  - d. Copy of Valid Cage Number from Sam.gov
  - e. Workman's Compensation Insurance
  - f. General Liability Insurance
  - g. Professional Liability Errors & Omission Insurance
  - h. SSN or EIN Number

4. The Proposal
  - a. Project Approach & Methodology
    - i. Describe how you will approach this project and availability to perform the services requested (See detail in Section 13)
  - b. Contract Management & Quality Control Plan
  - c. Project Schedule
  - d. Business Consideration (Acumen)
  - e. Contract Agreement
5. Past Project Experience
  - a. List of completed projects of similar type and estimated cost of each.
  - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
  - c. Project References: (including a notarized written consent from the authorized representative which must include name, telephone number, e-mail address and facsimile number).
  - d. Enclosure Documents B, C, D, E
6. Cost Proposal Submittal (under separate cover)
  - a. Enclosure Document F

The proposal shall identify all non-monetary terms and conditions associated with the services included in the proposal, such as the submitter's limitations on liability. During contract negotiations, the scope of work shall be fully defined; any changes shall be negotiated along with the Agreement, beginning with the draft contract agreement submitted in the proposal.

*The following are additional matters which should be considered by the submitter relative to the content of each of the suggested sections of the proposal.*

### **8.1 Cover Letter**

- Should include at a minimum, a commitment by the submitter, if selected, to enter into good faith negotiations with VIWMA.
- Must be signed by an officer of the submitting firm.
- Must be submitted with a Board Resolution giving said officer signatory authority.
- Should state the length of time (months) that the submitter will hold firm its prices.

### **8.2 Key Personnel & Professional Qualification Requirements**

The Submitter shall Respond to the requests contained in **Section 5** of this document.

### **8.3 Contract Management Plan**

The Contract Management Plan should address the following topics:

- a. A listing of the specific individuals assigned to the Management Team and to Technical Support who the submitter will assign to the contract during the auditing phase and provide the résumés and experience of those individuals.
- b. A detailed staffing plan indicating the type and quantity of the various positions the submitter feels is necessary to provide the services required.
- c. Specifically identify any additional services which should be provided but which

- exceed the scope of services requested herein.
- d. Changes or limitations to the general provisions listed in the draft agreement.

## 8.4 Project Schedule

All proposals must include a project schedule in Gantt chart or similar format showing key project milestones for the duration of the project. The schedule should start with the Notice to Proceed as the effective date, through acceptance of the 2022-2026 Independent Auditing Reports & Board Presentations.

## 8.5 Cost Proposal Submittal

Proposals in response to this RFP will consist of two separate document submissions, **one providing methodology, approach and technical details** and **a separate submission providing cost information**. **One original copy of the cost proposal shall be submitted in a separate, sealed envelope or email. The proposal containing the cost proposal shall be stated so on the outside of that proposal.** The cost proposal shall include the following:

### Cost Proposal Assumptions

- a. Time & Employee Hourly Rates
- b. Other Rates & Fees as applicable

Respondents should also be aware of the following requirements when submitting their proposal:

- a. Provide the structure of rates for professional time and time of others including any minimum, maximum, or flat fees, and which type of expenses are charged (long distance telephone calls, postage, printing, travel, lodging, meals, etc.). Indicate if there is a charge for travel time, and the basis for such.
- b. Respondents must be capable of tracking and billing (invoicing) all work hours and materials (if reimbursable) by specific program or funding source as required by VIWMA. Any Respondent not capable or willing to comply with this requirement will be considered non-responsive. Preferred formatting will be agreed upon during contract negotiations.

## 8.6 Oral Interviews

Respondents may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee. The time and location of the interview will be communicated to the Respondent via written correspondence from VIWMA. The oral interview will provide an opportunity for the Respondent to clarify or elaborate on the proposal, supply additional information, and respond to questions posed by the Evaluation Committee Panel but shall in no way materially change the Respondent's original submission. Respondent may only ask questions that are intended to clarify the questions that they are being asked to respond to. Each Respondent's time slot for oral interviews will be determined randomly. Respondents who are selected shall make every effort to attend. If representatives of the VIWMA experience difficulty on the part of any Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.

## **SECTION 9: CONTRACTOR RESPONSIBILITIES**

### **9.1 Record Keeping and Reporting**

The Contractor shall be required to maintain electronic and written records of all documents, correspondence, submittals, applications, and all other computer records of activities related to the contract. The Contractor's records shall be open for VIWMA inspection at any time during the Contractor's normal business hours, and the VIWMA reserves the right to perform spot monitoring of the Contractor's operations. VIWMA may also request copies of any record during the Contractor's normal business hours.

The Contractor shall keep at all times copies of the following:

- all permits and licenses as required by applicable laws.

Except as noted here, all reports will be provided in written and electronic (digital) form and provided in hard copy and on a computer storage medium, using software approved in writing by the VIWMA. All such records are to be retained for three (3) years after final payment is made.

### **9.2 Indemnification**

To the extent permitted by law, the Respondent shall indemnify, hold harmless, and defend the Authority, its Board of Directors, agents, and employees, from and against any and all claims, demands, actions, liabilities, losses, costs, and expenses, including but not limited to reasonable attorneys and other fees, asserted by third parties ("Claims"), which Claims are caused by or arise from the services performed by the Respondent in relation to the professional services provided to VIWMA under contract.

### **9.3 Non-Discrimination**

The Contractor shall be responsible for complying with all laws and regulations associated with fair hiring practices, the creation of a non-discriminatory workplace and appropriate termination procedures.

The Contractor shall make all possible efforts to subcontract, hire and/or retain the services of Virgin Islands based businesses, corporations and individuals. The VI Department of Labor currently holds a listing of individuals seeking employment and should be consulted first to fill any vacant positions both at start up and throughout the life of the contract.

### **9.4 Contract Agreement**

The WMA will prepare the contract agreement upon successful negotiations with selected submitter. However, a summary of some of the general provisions the WMA will require in any final Professional Services Contract are as follows:

- Each respondent must submit a valid CAGE number that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>
- The Scope of Services to be rendered by the contractor.

- A provision for liability for the payment of fines and/or civil penalties levied against the contractor and/or the VIWMA by any regulatory agency having jurisdiction, as a result of failure to comply with the terms and conditions of any duly authorized permit, court order, administrative order, law, statute, ordinance, or of this contract, or for failures resulting from the contractor's negligence during the period of the contract.
- A provision for compliance with all applicable laws and regulations regarding Independent Auditing Services.
- A provision for indemnification of VIWMA, its agents, officers, assigns and employees from any loss or liability for claims, damages, lawsuits resulting from the contractor's negligence and breaches during the period of the contract.
- A provision for comprehensive general liability insurance and professional liability (errors and omissions) insurance policies, each in an amount of not less than one million dollars (\$1,000,000); certificates of such insurance policies shall be submitted to the VIWMA upon execution of the contract. VIWMA shall be named as a Certificate Holder and an "Additional Insured" via an endorsement as follows:

Virgin Islands Waste Management Authority  
7410 Estate Bovoni, Bay 2, St. Thomas, USVI 00802

- A provision for the contractor's payment of all taxes and charges, including unemployment insurance premiums, excise tax, gross receipt, social security, etc.
- A provision that the contractor shall provide a sufficient number of qualified personnel, including management, administrative, operational, technical, and clerical, who meet relevant legal requirements and industry standard experience regarding independent auditing services and are capable and demonstrate experience necessary to provide such services during the contract period.

## **9.5 Conflict of Interest**

A submitter filing a proposal shall certify that no officer, agent or employee of WMA has a pecuniary interest in the proposal or has participated in contract negotiations on behalf of the Submitter; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Submitter for the same Request for Proposals; and that the Submitter is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

A Respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that Respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

## **SECTION 10: ELIGIBILITY REQUIREMENTS**

### **10.1 Licensing Requirements**

A contract will not be issued, nor a Notice to Proceed given, to any firm or individual doing business in the Virgin Islands to perform work with the VIWMA until documentary evidence is submitted that said firm or individual has a valid VI Business License to perform Property & Liability Risk Management, Insurance Consulting Services, and similar business in the Virgin Islands. Business License to do similar business in the Virgin Islands. If a contractor does not have the Business License prior to proposal submittal, documentation must be submitted with the proposal showing the Vendor has submitted the required documentation to receive the License from VIDLCA. Submitters must submit a copy of a valid V.I. business license within ten (10) working days after award of the contract. Failure to provide the required documentation within the allotted time frame shall result in vendor disqualification.

All Submitters bidding as Joint-Ventures which do business in the Virgin Islands must be licensed as a Joint-Venture in the Virgin Islands.

### **10.2 Requirements of Legal Entities**

Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the area in which they are incorporated at the time of the submission of their responses to this RFP. Such respondents shall attach a certificate of good standing from the Secretary of State in the area in which they are incorporated in their proposals. Upon contract execution, the successful Respondent will show evidence of its applications to obtain any required licenses or certificates required to do business in the USVI.

### **10.3 Required Documents**

The successful respondent is required to submit the following documents:

- A. **Corporate Documents** - The successful respondent will be required to provide a copy of their Corporate Documents.
  - a. Provide a Copy of Corporate Documents
    - i. Corporations
      - 1. Copy of Articles of Incorporation
    - ii. Limited Liability Company (LLC)
      - 1. Copy of Articles of Organization
      - 2. Copy of Operating Agreement
    - iii. Sole Proprietor
      - 1. Copy of Trade Name Certificate
- B. **Letter of Good Standing of Corporation or Certificate of Existence if LLC** – The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the company's Annual Report of June 30<sup>th</sup> of the current Year from the Office of Lieutenant Governor will be acceptable as well.

- C. **Workman's Compensation Insurance/Certificate of Government Insurance Coverage-** The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage at the statutory limit within ten (10) business days of receiving a notice of selection.
- D. **General Liability Insurance** - The successful respondent will be required to obtain and have in place General Liability Insurance in an amount not less than **One Million Dollars (\$1,000,000.00) for each occurrence within ten (10) business days of receiving a Notice of Award.** The VIWMA shall be the additional named insured.
- E. **Professional Liability Errors & Omissions Insurance** - The successful respondent will be required to obtain, maintain and provide proof that it has in place Professional Liability Errors & Omissions Insurance in an amount not less than One Million Dollars (**\$1,000,000.00**) per claim within ten (10) business days of receiving a Notice of Award. The VIWMA shall be the additional named insured.
- F. **Social Security Number (SSN) or Employer Identification Number (EIN)** - The successful respondent will be required to provide an official copy of their SSN or EIN.
- G. **CAGE Number** – The successful respondent will be required to submit a Valid CAGE Number that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>
- H. **VI Business License** – The successful respondent will be required to submit proof the said firm or individual has a valid V.I. Business License to provide Property & Liability Risk Management, Insurance Consulting Services, and similar business in the Virgin Islands.

#### **10.4 Insurance Requirements**

All insurances shall be carried with companies that are financially responsible and licensed to do business in the United States Virgin Islands. Respondents shall not permit the insurance policies required to lapse during the period for which the contract is in effect. The Respondent must maintain coverage during the life of the contract. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty days' prior written notice.

These documents will be required prior to the issuance of a contract. **Failure to provide the required documents within the stated period of ten (10) Business Days after Notice of Award may result in the proposals being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.**

#### **SECTION 11: PROPOSAL FORMAT**

Except for specialized charts, drawings, or figures, all pages will be 8.5 x 11-inches with 1-inch margins and a minimum of 12-point font. Total proposal length shall not exceed 50 pages, including statement of qualifications, technical and cost proposals.



Supporting material such as corporate brochures and equipment descriptions will not be counted in the 50 pages. The cover page of the proposal must include the title of the proposal and indicate that the proposal is in response to the “Request for Proposals for”

### **Independent Auditing Services**

and shall include an individual’s name and title representing the submitter as a point of contact (with addresses, phone and fax numbers, and email addresses), and the name, title, signature, and contact information of someone in the submitter’s organization with the authority to bind the organization (See sample cover sheet in *Enclosure Document A*).

The sealed envelope/document/email containing the proposals must have the following information written on the cover page of the attachment:

**SEALED PROPOSALS-DO NOT OPEN**  
**(Name of Submitter’s Authorized Official)**  
**(Company Name of Submitter)**  
**(Mailing Address of Submitter)**  
**(Telephone Number of Submitter)**  
**(Fax Number of Submitter)**

The Cost Proposal email attachment shall be similarly denoted.

Normal business hours for the VIWMA Division of Procurement and Property are **8:00 a.m. to 5:00 p.m. Atlantic Standard Time**, (no daylight savings time). *Please note that express or overnight services to the Territory have variable reliability.* Therefore, submitters shall be responsible for delivery of their proposals to the VIWMA Division of Procurement and Property before the date and time set for the closing of this RFP.

***To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined may disqualify the respondent.***

Main Envelope/Package/Email (Labeled “Originals” or “Copy 1, 22”) Sub-Envelopes/Packages/Email to include:

#### **11.1 Sub-Envelope(Email)/Package 1**

##### **Cover Letter – Complete Enclosure Document A**

- The cover letter should be on the company’s official business letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in their submittal.
- The letter should acknowledge the receipt of all addenda, a statement of understanding for the work to be done and shall state that all data presented in the proposal is accurate and complete.
- It shall state, if awarded the contract, that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by

its subcontractors, if any.

- It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
- It should also state that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.
- The firm must state they understand the discovery of any significant inaccuracy in information submitted by them shall constitute good and sufficient cause for rejection of the proposal.
- Confirmation that the firm has not engaged in any unethical practices within the past ten (10) years.
- The Respondent shall also certify that all information it may receive while conducting its work shall be treated as confidential and proprietary. Such information and data may not be disseminated to others without the written approval of VIWMA.
- The Proposer must also disclose, and identify, any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

### **Executive Summary**

- A summary of the Respondent's qualifications.
- A brief statement of the Respondent's understanding of the scope of work to be performed.
- Ability to meet the overall requirements in the timeframes requested by VIWMA.
- A brief statement reflecting the Respondent's understanding of the scope of work to be performed.
- Confirmation that the Respondent has any appropriate state business license(s) required for this proposal, or, if allowed by law, will obtain such business license.
- Confirmation that the Respondent has not had a record of substandard work within the past ten (10) years.
- Confirmation that the Respondent has not engaged in any unethical practices within

the past ten (10) years.

- Confirmation that, if awarded a contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
- Confirmation that Respondent has adequate financial resources for performance or can obtain such resources as required during performance.
- Has a written agreement with any person or subcontractor listed in the proposed project staff or team.
- Provide a brief statement describing the adequacy of the Respondent's financial capacity to handle the requirements of this RFP.
- Any other information that the Respondent feels appropriate.

**Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.

**Debarment Certification Form** – Complete **Enclosure Document C**.

**Contractor's Qualifications Statement Form** – Complete **Enclosure Document D**. For the Reference Section of the form, provide three (3) references for the most recent, relevant work comparable to the scope requested in this RFP and who would be willing to discuss your company's competency and performance must be provided. If you currently have more than three (3) references, a client listing with contact information should be provided as well. At a minimum, one of the three (3) references must be for the prime Contractor.

**Contract Document Checklist Form** – Complete **Enclosure Document E** and submit your current Business License. For this section, Respondent must provide evidence that the company is licensed to provide the requested services. The Business License must be relevant to the Scope of Work for this solicitation.

**Firm Background/Credentials** – Provide the resumes of the key staff that will perform the work and any other documentation that demonstrates their qualifications, including degrees, licenses, certifications, and years of relevant experience.

### **Proposal**

Provide a detailed narrative of your qualifications to provide the services (focusing on the company's key strengths and competitive advantages), approach to managing the outlined scope of work, proposed schedule for staff and overall management style for achieving the Scope of Work. Proposal content shall include:

### **Summary**

- Provide a summary including a description of the respondent's mission, and an explanation of the types of services including, but not limited to an explanation of the types of property and liability risk management and insurance consulting services

the respondent provides that relate to this RFP

- Briefly describe any significant changes to the management and/or structure of the respondent that are related to the work contained in this RFP, including any mergers that occurred in the last five (5) years.
- The name, address, telephone, fax, and email of the respondent should be included. The Respondent shall provide its office locations, number of full-time employees, date of incorporation, and number of years providing Independent Auditing Services.

### ***Experience and Qualifications***

- Provide a summary of the types of services the Respondent offers that relate to this RFP.
- Provide specific details on any previous experience with Independent Auditing Services.
- Proposals must demonstrate that the respondent has each of the necessary minimum qualifications listed in this RFP and is able to carry out each of the specific Tasks and Deliverables identified in this RFP.
- Respondents should provide detailed information about the experience and qualifications of its staff including a list of specific responsibilities and a resume for all who are considered key to the success of the project.
- Respondents should demonstrate that all proposed staff have the requisite necessary experience and knowledge to successfully implement and perform the tasks and services under this RFP including but not limited to applicable experience providing Property & Liability Risk Management & Insurance Services.
- Provide at least three (3) examples of current or past experiences for the Respondent and for any partners or subcontractors. At a minimum, the past experiences must include the experiences related to the references provided on Enclosure Document D, including one of the three (3) experiences must be for the prime Contractor. Each experience should include the client's name, main point of contact, title, and a description of the services provided.
- If the respondent will be subcontracting or partnering for any portion of the work, please also summarize the qualifications and experience of the subcontractor/partner's relevant staff and attach any contracts or agreements pertaining to the proposal.
- Any subcontractor included in the Proposal must have agreed in writing to being included in the Respondent's proposed project staff or team. Any such written agreement must be produced to VIWMA upon request. Any financial terms and personally identifying information (i.e., social security number) may be redacted from the production to VIWMA.

### ***Organizational Chart***

- Respondent shall submit an organizational chart detailing the identity of each staff member who shall perform the services required under this contract. Specifically identify people currently employed by the Respondent who will serve in key roles listed in the organizational chart.
- In addition, for any staffing functions for which specific roles have not been provided

in this RFP, the respondent should submit a list, describe, and discuss.

- Address the need for specific roles to perform certain functions and provide an organizational chart that shows how and by whom these functions will be performed.

### ***Approach & Methodology***

- Describe the Respondent's understanding of the nature of the Scope of Services and how its Proposal will best meet the needs of VIWMA.
- Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined.
- Provide any relevant recommendations to improve the process flow to increase processing speed and efficiency, and to avoid waste, fraud, and abuse.
- Proposals should address a Respondent's anticipated approach and capability to coordinate with other providers performing services for the project.
- Describe the proposed mechanisms for delivering services.
- Describe the Respondent's strategy for ensuring collaborative, consistent and productive communication with VIWMA.
- Describe the strategy for recruiting and hiring any subcontractors that are essential to the Project's success but have not yet been identified. Additionally, describe how the Proposer will work with and assist in managing the selected subcontractors.
- If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIWMA.
- Describe the strategy for preventing fraud and abuse, and for complying with state and federal guidelines.

### ***Timeline and Staffing Plan***

- The Respondent shall provide a timeline for the execution of services as detailed in the RFP.
- The Respondent should demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels from initial start- up and throughout the life of the Program.
- The Respondent's staffing plan shall specifically include the required number of personnel, role and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement, and their on- site availability.
- Clearly identify the number of staff that will need to be hired, the process for hiring them, and how they will be trained. Indicate if any work will be subcontracted to other partners.

### ***Management & Quality Assurance / Quality Control Plan***

- The Respondent shall provide detailed information on its management plan for the services and its quality assurance / quality control procedures associated with the scope of work.

- Respondent's standard consultant services contract shall be included in the proposal.
- Outline procedures for ensuring compliance with all federal and state requirements.

## **11.2 Sub-Envelope/Package 2**

**Bid Sheet – Complete Enclosure Document F.** All bid pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. This includes an hourly rate and other expected reimbursable costs regarding the contract. The Respondent may also provide a comprehensive write-up regarding project cost. This will be used to establish a baseline for negotiation with bidders who have been deemed acceptable based on the criteria of this solicitation.

Each respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents may be subject to a best and final offer process should the responses preclude comparability. Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.

**Fees-** Respondents should include a competitive fee quote to complete the audit for the year ended September 30, 2022, 2023, 2024, 2025 and 2026. Proposed fees should be of sufficient detail to allow the evaluation team to assess the adequacy and cost of the engagement coverage. Cost/Fee submissions should include a general overview of the schedule and timing of billings. Any work requested outside of the solicited scope of work will be quoted separately.

## **SECTION 12: RESPONDENT'S EXPENSES**

The Respondents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with VIWMA, if any. VIWMA will not be liable to any Respondent for any claims, costs or damages incurred by the Respondent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

## **SECTION 13: COMPLETENESS OF PROPOSAL**

All proposals (and all copies) must be complete by the RFP submission deadline. Minor non-substantive corrections may be accepted, if in the opinion of the WMA they are warranted, after the submission deadline.

## **SECTION 14: DELIVERY OF PROPOSAL PACKAGE**

All responses to this RFP are to be submitted no later than 12:00PM AST on Friday, January 29<sup>th</sup>, 2024. VIWMA will not consider faxed submissions of a proposal. Proposal Package must be emailed to Sandra David, Procurement & Property Director at [sdavid@viwma.org](mailto:sdavid@viwma.org) or Michael Vante, Contract & Inventory Manager, at [mvante@viwma.org](mailto:mvante@viwma.org).

The email subject line must be clearly marked “**RFP-001-T-2024**”. Failure to clearly mark the subject line with this information may cause VIWMA to inadvertently manage the receipt of the proposal package. VIWMA will log all received proposal packages with the date and time of receipt. Proposals received after the official deadline will be considered LATE and will not be considered.

## **SECTION 15: CONSIDERATION OF PROPOSAL**

The VIWMA Executive Director shall represent and act for VIWMA in all matters pertaining to the scope of services and contract in conjunction therewith.

**This RFP does not commit the VIWMA to the award of a Contract, nor pay any costs incurred in the preparation, submission of proposals or VIWMA requests for revisions of the proposal in anticipation of a contract. VIWMA reserves the right to reject, without prejudice, any or all proposals, and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of the VIWMA will be served by such action. Further, proposals submitted in response to this solicitation become the property of VIWMA and VIWMA may use any idea or concept in a submitted proposal, regardless of whether that proposal is selected for award.**

The WMA may require the submitter selected to participate in negotiations by providing price, technical, or other revisions of their proposals as may result from or be required by negotiations. Proposals failing to provide some of the items in Section 9 - Submittal Contents shall not be rejected per se but any deviations from the scope must be clearly noted. Submission to the WMA of any type of proposal in response to this RFP indicates acceptance of these terms.

## **SECTION 16: WITHDRAWAL OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of WMA after having been notified that said proposal has been accepted by VIWMA. Submitters agree to hold their offer, including pricing, firm for at least **90 days** after the proposal submission deadline.

## **SECTION 17: CONTRACT TERM & TERMINATION**

The successful Respondent will be expected to execute VIWMA’s standard professional service contract. VIWMA will contract for a period of five years (5) years, subject to VIWMA’s option to extend the term of the contract for a similar term at the existing billing rates subject to satisfactory performance and by mutual written agreement of the parties. The VIWMA reserves the right to modify and/or terminate the contract if the successful Respondent fails to perform in a manner consistent with the terms of the contract. In addition, VIWMA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

Either party may terminate the parties’ contract with or without cause with thirty (30) calendar days written notice to the other party before the effective date of such termination. VIWMA may, by written notice, terminate the successful Respondent’s services, in whole or in part, for failure

of Respondent to fulfil its obligations under the parties' contract. In such an event, the Respondent shall be liable for damages as authorized by law.

## **SECTION 18: CONTRACT NEGOTIATIONS**

VIWMA shall negotiate with the most qualified Respondent, as determined by an Evaluation Committee Panel of the responses and, if applicable, conduct interviews. If VIWMA is unable to reach an agreement with any of the highest ranked firm(s), it may negotiate with the next highest ranked firm(s), proceeding in turn to each firm that VIWMA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, VIWMA reserves the right to cancel the solicitation.

## **SECTION 19: PROPOSAL EVALUATION/SELECTION PROCESS**

VIWMA will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. Awards are made to the most responsive bidder that provides the proposal that is most advantageous to VIWMA, considering such factors as the Bidder's ability to perform the work the Bidders' past experience, time of delivery, etc. and not solely the lowest price.

VIWMA, at its sole discretion, will determine which Proposal best satisfies its requirements. All Proposals deemed to be responsive to the requirements of this RFP will be evaluated and scored for technical qualities and price. Proposals that are materially deficient in meeting the submission requirements of this RFP or have omitted material documents may be eliminated from consideration at the sole discretion of VIWMA. The evaluation process will include separate technical and price evaluations and will be conducted as set forth herein.

VIWMA reserves the right to award contracts based on initial proposals received, without discussion; therefore, the Respondent's initial proposal should contain its best technical and price terms.

The Selection Committee will consist of VIWMA officials and others, as deemed appropriate by VIWMA, and will be responsible for the recommendation of the selection of the Contractor. The final approval of the selection of the Contractor and the fees to be paid shall be made by the WMA Governing Board.

### **Proposal Selection Criteria**

The following criteria will be used by the VIWMA's Selection Committee in evaluating proposals submitted in response to this RFP.

<b><u>Evaluation Factors</u></b>	<b><u>Total Points</u></b>
<b>Technical</b>	
Documentation	10
Professional Qualifications	25
Specialized Experience	25
Technical Approach	20
<b>Pricing</b>	
Cost Reasonableness	20
<b>Total</b>	<b>100</b>



**Documentation (10 Points):** Shall be evaluated based on Respondent's adherence to the purpose and scope of the project; the conditions, rules, regulations, and requirements of the Request for Proposal relative to the proposal package content and format and whether all documentation has been provided and completed in its entirety.

**Professional Qualifications (25 Points):** Shall be evaluated based on the credentials of the Respondent's resources such as the key personnel and management team assigned to perform the services.

**Specialized Experience (25 Points):** Shall be evaluated based on the Respondent's relevant experience and reputation in Property and Liability Risk Management and Insurance Services.

**Technical Approach (20 Points):** Shall be evaluated based on the Respondent's proposed plan and schedule for completion of the project.

**Cost Reasonableness (20 Points):** Shall be evaluated based on the reasonableness of Respondent's cost of the services.

From the issue date of this RFP until a determination is made regarding the selection of a successful Respondent, all contacts concerning this RFP must be made through the Procurement Director/Contract & Inventory Manager. Any violation of this condition is cause for VIWMA to reject the Respondent's package. VIWMA will not be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions, and requirements in this RFP. The contents of this RFP (including all attachments, revisions, addendums, and additions) shall become part of the contract. The issuance of a written addendum by the Procurement/Contract Officer is the only official method by which interpretation, clarification or additional information can be given. If VIWMA amends this RFP, the Procurement Director/Contract & Inventory Manager will forward such notices via an addendum once the Respondent has officially requested the solicitation package from VIWMA. After the deadline for the submission of questions, the Procurement/Contract Officer will provide responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIWMA Procurement Director/Contract & Inventory Manager.

VIWMA will not be held responsible if any potential Respondent does not check the website on a regular basis for all addenda. It is the responsibility of the potential Respondents to update all contact information, contact the Procurement Director/Contract & Inventory Manager to ensure that they receive all addenda prior to the submittal of the proposal package, and/or check VIWMA's website for updates.

## **SECTION 20: ENCLOSURES & APPENDICES**

**Enclosure Document A:** RFP Cover Letter

**Enclosure Document B:** Non-Collusion Affidavit

**Enclosure Document C:** Debarment Certification Form

**Enclosure Document D:** Respondent's Qualification Statement

**Enclosure Document E:** Contract Document Checklist

**Enclosure Document F:** Base Bid Sheet

**Enclosure Document G:** Form for Submission of Inquiries

**ENCLOSURE DOCUMENT A**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**RFP COVER LETTER**

**RESPONDENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

**RESPONDENT'S CONTACT PERSON**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REQUEST FOR PROPOSAL INFORMATION**

RFP Number: \_\_\_\_\_

RFP Project Name: \_\_\_\_\_

**SCHEDULE OF ADDENDA**(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

**RESPONDENT'S AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSURE DOCUMENT B**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**Non-Collusion Affidavit**

\_\_\_\_\_, being first duly sworn, deposes and says that (1) he/she is [owner, partner, officer, representative, or agent] of: \_\_\_\_\_, the bidder that has submitted the attached bid;

(2) He/She is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

(3) Such bid is genuine and is not a collusive or sham bid

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representative, ex-employee or parties in interest, including the affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Virgin Islands Waste Management Authority or any person interested in the proposed contract, and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
(Name of Respondent, Name of Corporation, LLC, or Sole Proprietor)

Subscribed and sworn to before me on/in the Island/State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by \_\_\_\_\_ of legal age, \_\_\_\_\_ and personally known to me.  
(Trade or Corporation)

(Seal)

\_\_\_\_\_  
Notary Public

**ENCLOSURE DOCUMENT C**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**DEBARMENT CERTIFICATION FORM**

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**Certification Regarding Debarment, Suspension and Ineligibility**

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(1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.

(2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIWMA may also exercise any other remedy available by law.

(3) Where the Respondent is unable to certify any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me on/in the Island/State of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ of legal age, \_\_\_\_\_  
\_\_\_\_\_ and personally, known to me.  
(Trade or Corporation)

(SEAL)

\_\_\_\_\_  
Notary Public

**ENCLOSURE DOCUMENT D**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**RESPONDENT QUALIFICATIONS STATEMENT**

Name of License Holder: \_\_\_\_\_  
Name of Company/DBA (if any): \_\_\_\_\_  
Legal Status (check one): ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership  
Business Location (Office): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Website address (if any): \_\_\_\_\_

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Do you have a current USVI Business License? ☐Yes ☐No  
Number of Years licensed to conduct business in the USVI: \_\_\_\_\_  
Type of License(s): \_\_\_\_\_  
Number of Design/Builds completed in the last 5 Years \_\_\_\_\_, Average value of these  
Contracts \$: \_\_\_\_\_  
Do you have a plan to use Subcontractors? ☐Yes ☐No If yes, company: \_\_\_\_\_

---

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found  
in default of contract terms? ☐Yes ☐No

If yes, explain on another sheet if a Performance Bond or other means were used to resolve the  
issue and the circumstances and the outcome.

Are there or have there been any Claims, Arbitration, Judgments or Liens against you?  
☐Yes ☐No

If yes, explain on another sheet the circumstances and outcome.

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List three non-VIWMA references that can be contacted for their input concerning your abilities:

1) Client Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
2) Client Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
3) Client Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value)  
and Percentage of Completion:

1)Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_  
2)Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_  
3)Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_

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*(If you have more contracts, please list on separate sheet)*

Respondent shall certify that the above information is true and shall grant permission to VIWMA  
to contact the above-named person or otherwise verify the information.

**ENCLOSURE DOCUMENT E**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**CONTRACT DOCUMENT CHECKLIST**

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

EIN Number: \_\_\_\_\_

CAGE Number: \_\_\_\_\_

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Current USVI Business License                       | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Government Insurance Coverage/Workman's Comp.       | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Insurance   |                                  |
| <input type="checkbox"/> Certificate of General Liability & Endorsement      | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Proof of Automobile Insurance                       | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Certificate of Professional Liability & Endorsement | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Errors & Omissions Insurance                        | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Malpractice Insurance                               | Expiration Date ____/____/20____ |

The Insurance Policy shall name the VIWMA as a Certificate Holder and an Additional Insured via an endorsement as followed:

**Virgin Island Waste Management Authority**  
**7410 Estate Bovoni, Bay 2**  
**St. Thomas, USVI 00802**

**Business Formation Documents**

*For all business entities, please submit a Trade Name Certificate (if applicable) in addition to the following:*

- |  |  |
|--|--|
| <input type="checkbox"/> Corporation         | <input type="checkbox"/> Articles of Incorporation & By Laws                               |
|  | <input type="checkbox"/> Certificate of Resolution   |
|  | <input type="checkbox"/> Certificate of Authority/ Good Standing                           |
| <input type="checkbox"/> LLC                 | <input type="checkbox"/> Articles of Organization  |
|  | <input type="checkbox"/> Certificate of Authority/ Good Standing                           |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Partnership Agreement   |
|  | <input type="checkbox"/> Certificate of Authority/ Good Standing                           |
| <input type="checkbox"/> LP, LLP, LLLP       | <input type="checkbox"/> Certificate of Limited Partnership or Statement of Qualifications |
|  | <input type="checkbox"/> Certificate of Authority/ Good Standing                           |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Tradename Certificate   |

# ENCLOSURE DOCUMENT F

## VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

### BASE BID SHEET

**The undersigned contractor proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scopes of work, subject to all the conditions as set forth in the project scope of work.**

**Instructions:** For Section 1, the respondent should complete the position, Number of Staff, fully burdened Hourly Rate, Estimated Hours per Week, Materials and Equipment, and calculate the Estimated Total in the chart below. For Section 2, the respondent should provide the weekly or monthly amount as requested, times the corresponding number of weeks or months to provide the estimated total.

These costs are being provided for the purpose of evaluating bids and determining reasonable cost for these items. Depending on the structure of the winning bidder's response, not all costs may ultimately be included in the final contract.

Position	# of Staff	Hourly Rate	Estimated Hours per Week	Estimated Timing	Estimated Total
<b>Section 1 – Hourly Rates</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
SUBTOTAL - POSITIONS	N/A	N/A	N/A	N/A	
<b>Section 2 – Reimbursable Items/Expenses</b>					
1.					
2.					
3.					
4.					
SUBTOTAL – OTHER EXPENSES	N/A	N/A	N/A	N/A	
<b>TOTAL</b>	N/A	N/A	N/A	N/A	

PLEASE TYPE OR PRINT & SIGN BELOW AS INDICATED

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ENCLOSURE DOCUMENT G**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**FORM FOR SUBMISSION OF INQUIRIES**

**RFP-XXX-XXX-XXXX**

**Auditing Services**

Submit additional sheets of this Form for Submission of Inquiries if more than 10 questions are to be submitted

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**Proposer:**

**Date:**

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<b>No.</b>	<b>Question</b>	<b>RFP Section or Document</b>	<b>RFP or Document Page No.</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			