



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

PRO 2.12:	Justification Letters
Purpose:	This procedure establishes guidelines when preparing a Justification Letter for the purchase of Goods and/or Services (Federal & Local). The core purpose of a Justification Letter is to justify the selection of a vendor and purchase that's needed for the Program/Project.
Abbreviations:	<p>SOW – Scope of Work</p> <p>IFB – Invitation for Bid</p> <p>VIDE – Virgin Islands Department of Education</p> <p>RFP – Request for Proposal</p> <p>MOA – Memorandum of Agreement</p>
Policy:	<ol style="list-style-type: none"> 1. All requests must be on a signed Program, School or Activity Center (Buyer) letterhead. 2. A Justification Letter is required for <u>all</u> purchases over \$5,000. 3. A Justification Letter is required for purchases under \$5,000 where the Buyer has not selected the lowest bidder. 4. A Justification Letter is required for purchases under \$5,000 where the vendor is off-island or sole source vendor. 5. A Justification Letter is <u>not</u> required for purchases under \$5,000 when obtaining (3) quotes and selecting the lowest on-island vendor. 6. Goods and/or Services must be described in detail and must match the SOW submitted by the vendor. 7. Explain justification for selected vendor. 8. If a service is being requested, specific dates must be noted on the Letter. 9. Show the amount of bids received and respective vendor costs. 10. Funding source included (Org, Object and Project). 11. Include Program name and contact on all Letters. 12. Include www.Sam.gov Disbarred/Suspended results with all requests 13. For purchases \$50,000 and under, Statutory Authority must be noted as follows: <i>Justification for this purchase is sanctioned by Title 17 of the Virgin Islands Code, Chapter 5, Section 60d (Small Purchase Authority).</i> 14. For purchases \$50,001 and over, Statutory Authority must be noted as follows: <i>Justification for this purchase is sanctioned by Title 31, Section 239, Subsection (a) (8) of the Virgin Islands Code.</i> 15. All Justification Letters must be sent to the Procurement Division State Office at Procurement@doe.vi with the minimum wording “Justification Letter – Vendor Name” in the email subject line. 16. Justification Letter must be submitted to Procurement prior to Services being rendered or Goods received. 17. In addition to the Justification Letter, all quotes, SOW or IFB and Sole Source Vendor Letter, if applicable, must be submitted to Procurement@doe.vi



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18. The Procurement Division requires **3 business days** to turn around Goods requests under \$5,000 and **5 business days** to turn around Goods requests from \$5,001 - \$50,000. Any Justification Letter over \$50,000 typically exceeds the **5 business day** turnaround due to these requests being submitted to the VIDE's approving agency. The same **3 and 5 business day** turnaround time applies to Service requests, not requiring an RFP, MOA, Agreement or Contract. For all RFP, MOA, Agreement and Contract Service requests please see Policy & Procedure PRO 2.14 (Contract Management)
19. The turnaround times in Section 16 above must be taken into consideration when submitting requests.
20. Justification Letters must be addressed per the following dollar thresholds (see table below):

<u>Less than \$5,000</u>	<u>From \$5,001 - \$50,000</u>	<u>Greater than \$50,000</u>
<ul style="list-style-type: none"> Addressed to the Territorial Director of Procurement Signatory/Approval Line with date for the Territorial Director of Procurement 	<ul style="list-style-type: none"> Addressed to the Commissioner of Education Signatory/Approval line with date for both the Territorial Director of Procurement and Commissioner of Education 	<ul style="list-style-type: none"> Addressed to the Commissioner of Education Signatory/Approval line with date for both the Territorial Director of Procurement, Commissioner of Education Additional Letter addressed to the Commissioner of Property & Procurement on behalf of the Commissioner of Education

Procedure:

- A need to purchase a Good and/or Service is identified by the Program, School or Activity Center
- Quotes are received in accordance with Policy & Procedure PRO 2.2 and/or PRO 2.3
- The Justification Letter is completed by the Program, School or Activity Center and submitted to Procurement@doe.vi within the required turnaround time.
- For Goods requests under \$5,000, the Procurement Division will notify the Program, School or Activity Center if there are any discrepancies within **3 business days**. If there are no discrepancies the Procurement Division will submit the approved Justification Letter back to the end user within **3 business days**. For Service requests under \$5,000, not requiring an RFP, MOA, Agreement or Contract, the Procurement Division will notify the Program, School or Activity Center if there are any discrepancies within **3 business days**. If there are no discrepancies the Procurement Division



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will submit the approved Justification Letter back to the end user within **3 business days**. Please see Policy & Procedure PRO 2.14 for specific RFP, MOA, Agreement and Contract turnaround times.

5. For Goods requests from \$5,001 to \$50,000, the Procurement Division will notify the Program, School or Activity Center if there are any discrepancies within **3 business days**. If there are no discrepancies, upon approval, the Procurement Division facilitates submitting the Justification Letter to the Commissioner of Education for review/approval. Once approved by the Commissioner of Education, the Procurement Division will send the approved Justification Letter back to the end user within **5 business days** of receipt. For Service requests from \$5,001 to \$50,000, not requiring an RFP, MOA, Agreement or Contract, the Procurement Division will notify the Program, School or Activity Center if there are any discrepancies within **3 business days**. If there are no discrepancies, upon approval, the Procurement Division facilitates submitting the Justification Letter to the Commissioner of Education for review/approval. Once approved by the Commissioner of Education, the Procurement Division will send the approved Justification Letter back to the end user within **5 business days** of receipt. Please see Policy & Procedure PRO 2.14 (Contract Management) for specific RFP, MOA, Agreement and Contract turnaround times.
6. For Goods & Services requests over \$50,000, the Procurement Division will notify the Program, School or Activity Center if there are any discrepancies within **3 business days**. If there are no discrepancies, upon approval, the Procurement Division facilitates submitting both Letters to the Commissioner of Education. Once the request is approved by both the Commissioner of Education and Commissioner of Property & Procurement the Justification Letter will be sent back to the Procurement Division for distribution to the Program, School or Activity Center.
7. After a Program, School or Activity Center receives an approved Justification Letter the requisition must be entered into MUNIS within **5 business days**.