



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FEDERAL PROCUREMENT POLICY AND PROCEDURE

PRO 2.11	Justification Letters
Purpose:	This procedure establishes guidelines when preparing a Justification Letter for the purchase of Goods and/or Services with Federal funds. The core purpose of a Justification Letter is to justify the selection of a vendor and purchase that is needed for a particular program/project
Statutes	2 CFR §200.319-200.320, 31 VIC§ 60(d), 31 VIC§ 239, 31 VIC §236
Abbreviations:	VIDE- Virgin Islands Department of Education SOW – Scope of Work IFB – Invitation for Bid RFP – Request for Proposal MOA – Memorandum of Agreement TPFA – Third Party Fiscal Agent
Policy:	<ol style="list-style-type: none"> 1. An executed Purchase Order issued by the TPFA is required prior to the commencement of services and the purchase of goods. 2. A proposed Justification Letter and applicable supporting documents, including but not limited to quotes, IFB, RFP, Sole Source Letter, and SAM results must be submitted to the Procurement Division for approval prior to Services being requested and/or the purchase of goods. 3. All requests must be submitted to the Procurement’s centralized email at procurement@stj.k12.vi on the approved formatted Justification Letter template. 4. A Justification Letter must be signed by the Administrator of the Program, School, or Activity Center. 3. A Justification Letter is required for all purchases over \$5,000. 4. A Justification Letter is required for <u>Federal</u> purchases under \$5,000 where the lowest bidder was not recommended for selection. 5. Goods and/or Services must be described in detail and must match the SOW submitted by the vendor. 6. Justification letter must: <ol style="list-style-type: none"> a) describe/state how the proposed vendor was selected. b) show the number of bids received and respective vendor costs. c) include the funding source codes (Org, Object and Project). 7. Contact information to include the name of the Program Director, Requester, and their respective contact information. 8. Include www.sam.gov Debarred/Suspended results with all requests 9. For purchases \$50,000.01 and over, Statutory Authority must be noted as follows: <i>Justification for this purchase is sanctioned by Title 31, Section 236 of the Virgin Islands Code or Title 31 Section 239</i> 10. Requisitions should be entered within two (2) days of receipt of an approved Justification Letter.



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
 FEDERAL PROCUREMENT POLICY AND PROCEDURE

11. The Procurement Division requires **3 business days** to turn around Goods under \$5,000 and **5 business days** to turn around Goods requests from \$5,000.01-\$50,000. Any Justification Letter over \$50,000 typically exceeds the **5 business day** turnaround due to the requests being submitted to the Department of Property and Procurement. 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 2.12 (Contract Management).*
12. The turnaround times in Section 11 above must be taken into consideration when submitting requests.
13. Justification Letters must be addressed per the following dollar thresholds (See table below):

Less than \$5,000	From \$5,000.01- \$50,000	Greater than \$50,000
<ul style="list-style-type: none"> • Addressed to the Territorial Director of Procurement 	<ul style="list-style-type: none"> • Addressed to the Commissioner of Education 	<ul style="list-style-type: none"> • Addressed to the Commissioner of Education • Additional Letter addressed to the Commissioner of Property & Procurement on behalf of the Commissioner of Education

Procedure:

1. A need to purchase a Good and/or Service is identified by the Program, School or Activity Center.
2. Quotes are received in accordance with Policy & Procedure PRO 2.2 and/or PRO 2.3.
3. The Justification Letter is completed by the Program, School or Activity Center and submitted to Procurement@sttj.k12.vi within the required turnaround time.
4. 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 will submit the approved Justification Letter back to the end user within **3 business days**. Please see Policy & Procedure PRO 2.12 for specific *RFP, MOA, Agreement and Contract* turnaround times.



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FEDERAL PROCUREMENT POLICY AND PROCEDURE

Procedure Continued:

5. For Goods requests from \$5,000.01 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 2.12 (Contract Management) for specific RFP, MOA, Agreement and Contract turnaround times.
6. For Goods & Services i.e., *Subscription, Hosting, and Event Services* requests over \$50,000.00 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. For 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 will facilitate submitting the Justification Letter to the Commissioner of Education for review/approval. Once the request is approved by the Commissioner of Education the Procurement Division will prepare a Transmittal Letter pursuant to **31 V.I.C. § 239** requesting approval from the Commissioner of Property & Procurement to execute the Contract. The signed *MOA, Agreement and/or Contract* will be sent back to the Procurement Division for distribution to the Program, School or Activity Center.

For RFPs and IFBs the Procurement Division will prepare a letter of request to DPP stating the need for the services accompanied by a purchase order or funding source letter. DPP will conduct solicitation of the services pursuant to 31 V.I.C §236. Please see Policy & Procedure PRO 2.12 (Contract Management) for specific RFP, MOA, Agreement and Contract procedures

8. After a Program, School or Activity Center receives an approved Justification Letter and/or Contract (Federally Funded) the requisition must be entered into MUNIS within **2 business days**.



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FEDERAL PROCUREMENT POLICY AND PROCEDURE