



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
 PROCUREMENT POLICY AND PROCEDURE

Policy/Procedure Title:	PRO 2.0 Procurement Overview
	<p>The purpose the Procurement policy and procedures are to provide actions and methods for procuring goods and services to obligate and liquidate local and federal funds. The policy and procedures also establish standardization and accountability throughout agency. The actions and methods are inclusive of but not limited to:</p> <ul style="list-style-type: none"> <li>· Developing solicitations</li> <li>· Obtaining bids;</li> <li>· Vetting bids;</li> <li>· Requisition processing and approval;</li> <li>· Purchase order processing and follow-up;</li> <li>· Goods and Services receipt and delivery;</li> <li>· Travel processing; and</li> <li>· Contract management.</li> </ul> <p>The Virgin Islands Department of Education (VIDE) will provide reasonably priced, high-quality goods and services to schools and activity centers while preserving organizational, financial and civic accountability. VIDE purchasing practices shall ensure that goods and services purchased for the performance of VIDE activities are obtained in a cost-effective manner and in compliance with local and federal regulations.</p> <p>These policy and procedures apply to VIDE’s Procurement Director as well as any designated “buyers” authorized to initiate purchases. Any procurement of goods and services shall be made by the procurement officer/authorized buyer, in the best interest of the VIDE, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to: price, quality, availability, timelines, reputation and prior performance.</p> <p>The Procurement Director for the VIDE, shall set the overall strategy regarding how purchases should be made, as well as strategic sourcing on behalf of the VIDE. Buyers shall not purchase any goods or services from a vendor that could represent a conflict of interest to the VIDE.</p> <p>The Procurement Policy and Procedures consist of the following sections:</p> <p>2.1 Obtaining Sole Source Bids          2.2 Obtaining Competitive Bids for Goods          2.3 Obtaining Competitive Bids for Services</p>



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	<ul style="list-style-type: none"><li>2.4 New Purchase Orders</li><li>2.5 Modifying a Purchase Order</li><li>2.6 Managing Open Purchase Orders</li><li>2.7 Vendor Setup</li><li>2.8 1099 Vendor Maintenance</li><li>2.9 Existing Vendor Modifications</li></ul>
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