

## Instructions for revised Justification Letter

Effective: October 1, 2015

### What's New

Beginning in October 1, 2015, the Government of the US Virgin Islands Department of Education (VIDE) will adopt the use of a revised Justification Letter (JL) in procuring goods, services, or travel funds. The revised version is a culminating product of the Federal and Local procurement regulations, policies, and procedures. It is designed in segments to standardize the content and format of all JL or Authorization Letter forms across the VIDE.

### Technical Assistance

The VIDE is committed in providing technical assistance to all users to ensure seamless transition from the previous formats to the revised JL. Please contact Procurement at [procurement@doe.vi](mailto:procurement@doe.vi) for questions or assistance.

## INSTRUCTIONS

Segment 1: Salutation	
Goods and Services	Travel
<p>Complete this segment by typing the following information in the spaces provided for:</p> <ol style="list-style-type: none"> <li>Name, job title, and the office of the recipient of the JL.</li> <li>Name, job title, and the office of the personnel who is requesting funding.</li> </ol> <p><b>Note:</b> If purchase is &lt;\$5,000, address to the Territorial Director of Procurement. If purchase is ≥ \$5,000 to \$50,000, address to the Commissioner of Education (COE). If purchase is &gt;\$50,000, address to the COE and an additional letter addressed to the Commissioner of Property and Procurement on behalf of the COE.</p>	<p>Complete this segment by typing in the spaces provided for the following:</p> <ol style="list-style-type: none"> <li>Name, job title, and the office of the recipient of the JL.</li> <li>Name, job title, and the office of the personnel who is requesting funding.</li> </ol>
Segment 2: Requisition Details	
Goods and Services	Travel
<p>Complete this segment by typing in the spaces provided for the following:</p> <ol style="list-style-type: none"> <li>Grant/Program and the name of its Director</li> <li>Requester name, contact information, and the date of submission. The Requester or Originator is the person who is encoding the requisition.</li> <li>Tyler MUNIS attributes of the funds that will be used: organization, objective, and project</li> </ol>	<p>Complete this segment by typing in the spaces provided for the following:</p> <ol style="list-style-type: none"> <li>Grant/Program and the name of its Director</li> <li>Requester name, contact information, and the date of submission. The Requester or Originator is the person who is encoding the requisition.</li> <li>Tyler MUNIS attributes: organization, objective, and project codes. One</li> </ol>

<p>codes. One requisition may require multiple lines to capture the system’s attributes.</p> <p>d. Consolidated grant(s) attributes: program title, goal(s), objectives, and if applicable, the version and date of amendment.</p> <p>e. Requested amount and if the amount exceeds or does not exceed the limit for open market purchase of goods and services.</p> <p>f. A description of the need for a JL (a multiple choice selection).</p>	<p>requisition may require multiple lines to capture the system’s attributes.</p> <p>d. Consolidated grant(s) attributes: program title, goal(s), objectives, and if applicable, the version and date of amendment.</p>
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**Segment 3: Vendor/Travel Details**

<b>Goods and Services</b>	<b>Travel</b>
<p>Complete this segment by typing the following information in the spaces provided for:</p> <p>a. Selection to determine whether requisition is for Goods or Services.</p> <p>b. Information of qualified vendors and their respective bids. The Requester should select one winning bid from the list.</p> <p>c. The winning bid for requisition of Goods should include a “Valid until date” and requisition of Services should include inclusive service period dates.</p>	<p>Complete this segment by typing in the spaces provided for the following:</p> <p>a. Selection to determine whether the requisition is (i) to encumber funds for local or off-island travel or (ii) to clear travel encumbrances for local or off-island travel.</p> <p>b. Information of the destination, the inclusive dates of travel, and the requested amount.</p>

**Segment 4: Attachments**

<b>Goods</b>	<b>Travel</b>
<p>Complete this segment by selecting the types of documentation:</p> <p><b>a. For requisitions of goods up to \$5,000:</b></p> <p>i. A copy of the solicitation (bid request)</p> <p>ii. Three written quotes on vendor letterhead</p> <p>iii. If necessary, a Sole Source or Single Source on vendor letterhead (See PRO2.1 Obtaining Sole Source or Single Source)</p> <p><b>b. For requisitions of goods from \$5,001 to \$50,000:</b></p> <p>i. A copy of the solicitation (bid request)</p> <p>ii. Three written quotes on vendor letterhead</p> <p>iii. A sole source letter on vendor letterhead if purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source)</p>	<p>Complete this segment by typing in the spaces provided for the following:</p> <p>a. Selection whether the requisition is (i) to encumber funds for local or off-island travel or (ii) to clear travel encumbrances for local or off-island travel.</p> <p>b. Information of the destination, inclusive dates of travel, and the requested amount.</p>

Segment 4: Attachments (Continued)	
Goods	Travel
<p><b>c. For requisitions of goods over \$50,001:</b></p> <ul style="list-style-type: none"> <li>i. A copy of the solicitation (bid request)</li> <li>ii. Three written quotes on vendor letterhead</li> <li>iii. A sole source letter on vendor letterhead if purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source)</li> <li>iv. A copy of an approved letter that is duly signed by the Commissioner of Property and Procurement.</li> </ul>	
Services	
<p>Complete this segment by selecting the types of documentation:</p> <p><b>a. For requisitions of services up to \$5,000:</b></p> <ul style="list-style-type: none"> <li>i. A copy of the solicitation (bid request)</li> <li>ii. Three written quotes on vendor letterhead</li> <li>iii. A sole source letter on vendor letterhead if purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source)</li> </ul> <p><b>b. For requisitions of services from \$5,001 to \$25,000:</b></p> <ul style="list-style-type: none"> <li>i. A copy of the solicitation (bid request)</li> <li>ii. Three written quotes on vendor letterhead</li> <li>iii. A sole source letter on vendor letterhead if purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source)</li> <li>iv. A copy of VIDE's Standard Professional Services Agreement signed by the selected vendor. If a vendor agreement exists, it can be used as an</li> </ul> <p><b>c. For requisitions of services from \$5,001 to \$25,000:</b></p> <ul style="list-style-type: none"> <li>i. A copy of the solicitation (bid request)</li> </ul>	

<ul style="list-style-type: none"> <li>ii. Three written quotes on vendor letterhead</li> <li>iii. A sole source letter on vendor letterhead if purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source)</li> <li>iv. A copy of VIDE’s Standard Short Form Contract signed by the selected vendor.</li> <li>v. A documentation of legal sufficiency review by the Procurement Office</li> </ul> <p><b>d. For requisitions of services from \$25,001 to \$50,000</b></p> <ul style="list-style-type: none"> <li>i. A copy of the solicitation (bid request)</li> <li>ii. Three written quotes on vendor letterhead</li> <li>iii. A sole source letter on vendor letterhead if purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source)</li> <li>iv. A copy of VIDE’s Standard Short Form Contract signed by the selected vendor.</li> <li>v. A documentation of legal sufficiency review by the Procurement Office</li> </ul> <p><b>e. For requisitions of services over \$50,001 or Sole Source</b></p> <ul style="list-style-type: none"> <li>i. A copy of the solicitation (bid request)</li> <li>ii. Three written quotes on vendor letterhead</li> <li>iii. A justification letter addressed to the Director of Procurement for approval, which must include an approval line for the signature of the Commissioner of Education.</li> <li>iv. A sole source letter on vendor letterhead if purchase is a Sole Source or Single Source (See PRO2.1 Obtaining Sole Source or Single Source)</li> </ul>	
<b>Segment 4: Justification Narrative</b>	
<b>Goods and Services</b>	<b>Travel</b>
<p>Provide an explanation of the use of funds. Justify how the activity and the use of fund(s) will support the realization of program goal(s) or objective(s) and ultimately improve educator practices and/or student achievement. Goods and Services must be described with pertinent details and must match the quote and/or Scope of Work (SOW) submitted by the vendor. Explain justification for selected</p>	<p>Provide an explanation of the use of funds. Justify how the activity and the use of fund(s) will support the realization of program goal(s) or objective(s) and ultimately improve educator practices and/or student achievement. The justification should not exceed 500 words.</p>

<p>vendor. The justification should not exceed 500 words.</p>	
<b>Segment 5: Statutory Authority Declaration</b>	
<b>Goods and Services</b>	<b>Travel</b>
<p>Complete this segment by selecting the one of the following declarations:</p> <ul style="list-style-type: none"> <li>▪ For purchases &lt;\$50,000: Justification for this purchase is sanctioned by Title 17 of the Virgin Islands Code, Chapter 5, Section 60d.</li> <li>▪ For purchases ≥\$50,000: Justification for this purchase is sanctioned by Title 31, Section 239, Subsection (a) (8) of the Virgin Islands Code.</li> </ul>	<p>Complete this segment by selecting the one of the following declarations:</p> <ul style="list-style-type: none"> <li>▪ For purchases &lt;\$50,000: Justification for this purchase is sanctioned by Title 17 of the Virgin Islands Code, Chapter 5, Section 60d.</li> <li>▪ For purchases ≥\$50,000: Justification for this purchase is sanctioned by Title 31, Section 239, Subsection (a) (8) of the Virgin Islands Code.</li> </ul>
<b>Segment 6: Signatories</b>	
<b>Goods and Services</b>	<b>Travel</b>
<p>Complete this segment by obtaining physical signature of the following officer(s):</p> <ul style="list-style-type: none"> <li>▪ For purchase of &lt;\$5,000, the Territory Director of Procurement</li> <li>▪ For purchase of ≥\$5,000 to \$50,000, the Territory Director of Procurement and the Commissioner of Education</li> <li>▪ For purchase of &gt;\$50,000, the Territory Director of Procurement and the Commissioner of Education</li> </ul> <p>To be fully approvable, signatories must select or check the box “Approved” and date their respective physical signatures.</p>	<p>Complete this segment by obtaining physical signature of the following officer(s):</p> <ul style="list-style-type: none"> <li>▪ For purchase of &lt;\$5,000, the Territory Director of Procurement</li> <li>▪ For purchase of ≥\$5,000 to \$50,000, the Territory Director of Procurement and the Commissioner of Education</li> <li>▪ For purchase of &gt;\$50,000, the Territory Director of Procurement and the Commissioner of Education</li> </ul> <p>To be fully approvable, signatories must select or check the box “Approved” and date their respective physical signatures.</p>