



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

1834 Kongens Gade,
St. Thomas, VI 00802-6746

**REQUEST FOR PROPOSALS (RFP-VIDE-2026-003)
FOR
THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
BIENNIAL PHYSICAL INVENTORY COUNT OF FEDERAL ASSETS**

Bid Opening: June 16, 2026

Bid Proposal Close Date and Time: July 1, 2026 at 5:00 p.m. EST



I. GENERAL INFORMATION

A. PURPOSE

The Virgin Islands Department of Education (VIDE) is seeking an experienced and qualified contractor to conduct a physical inventory count of assets with a purchase price of \$5,000 or greater purchased with U.S. Department of Education funds. Specifically, this solicitation serves a multi-agency compliance mandate under a unified government framework:

- **VIDE Asset Pool:** Focuses on tangible personal property with a purchase price of \$5,000 or greater purchased with U.S. Department of Education funds. VIDE must comply with the Education Department General Administrative Regulations (EDGAR), codified at 34 CFR Parts 74-86 and 97-99, specifically Part 80.32, which requires a physical inventory be conducted at least every two (2) years.
- **VIDHS Asset Pool:** Focuses on capital equipment with a purchase price of \$5,000 or greater purchased under U.S. Department of Education federal grants for the Virgin Islands Department of Human Services (VIDHS) Vocational Rehabilitation Program.
- **VIDOH Asset Pool:** Focuses on capital equipment with a purchase price of \$5,000 or greater purchased under U.S. Department of Education federal grants assigned to the Virgin Islands Department of Health (VIDOH) Infants and Toddlers Program.

The total physical inventory count must be completed and validated across all designated locations no later than **September 30, 2026**, to meet strict federal compliance timelines. Following the physical count, the contractor will execute completely independent data reconciliation pathways for each respective agency's system of record.

B. BACKGROUND

Virgin Islands Department of Education, Human Services, & Health

The VIDE consists of two school districts (St. Thomas/St. John district and the St. Croix district) distributed across three islands. For the 2026 cycle, this procurement leverages shared field operations to audit high-value federal assets for VIDE, VIDHS, and VIDOH concurrently.

The table below provides the verified breakdown of these assets and the required school, activity center, and programmatic locations:



Table 1 – Breakdown of Assets (\$5,000+) by Agency and Island

Agency/Island	St. Thomas	St. John	St. Croix	Total
VIDE Locations	35	2	32	69
VIDE Assets (\$5,000+)	305	10	168	483
VIDHS Assets (\$5,000+)	Variable	Variable	Variable	8
VIDOH Assets (\$5,000+)	Variable	Variable	Variable	2
Consolidated Totals	—	—	—	493 Assets / 69+ Sites

Special Technical Note on VIDHS Assets:

The eight (8) assets under the administrative jurisdiction of the Department of Human Services (VIDHS) are assigned specifically to the Vocational Rehabilitation Program. To ensure rapid field location and physical scanning, major programmatic assets include, but are not limited to, the following identifiers sourced from the system database:

Vehicles: Three (3) program SUVs consisting of a white Chevrolet Traverse (Tag 0150611 / Plate HS-204), a white Chevrolet Traverse (Tag 0169181 / Plate HS-206), and a white Chevrolet Equinox (Tag 190025 / Plate T-0148649).

Production Equipment: One (1) Xerox C8135H Multifunction Copier with Booklet Maker Finisher (Tag 0117733 / Serial ELQ512028).

The contractor will verify these items alongside pending programmatic asset acquisitions against the baseline federal purchase listings provided by VIDHS Vocational Rehabilitation coordinators.

Special Technical Note on VIDOH Assets:

The two (2) assets under the administrative jurisdiction of the Department of Health (VIDOH) are explicitly identified as two (2) Ford Edge SUVs assigned to the Infants and Toddlers Program. To ensure rapid field location and physical scanning, these mobile assets are tracked by local license plates DH-149 and DH-14. The contractor will verify these vehicles against the baseline federal purchase listings provided by the VIDOH Director of Facilities Management.

Current Inventory Infrastructure & Data Separation

Currently, the VIDE uses BMI TransTrak PPC software and BMI AssetTrak PPC handheld scanners to tag, scan, verify, and validate inventory. This process involves downloading asset data from the VIDE fixed asset system of record to the BMI software, which is then imported into handheld scanners for field use.



Once scanned, the system generates automated exception reports by location, identifying discrepancies that must be addressed during the reconciliation phase. The selected contractor must describe an approach and equipment process that is compatible with this framework to ensure that all data collected during the physical inventory count can be seamlessly reconciled and used to update the ERP.

Strict Operational Division of Labor:

VIDE's Office of Fiscal & Administrative Services and its Fixed Asset Management Division (FAMD) maintain administrative authority solely over VIDE property records. VIDE personnel will not verify, manipulate, format, or reconcile data on behalf of VIDHS or VIDO. The contractor is legally required to partition data files cleanly at completion, delivering an ERP-ready data upload file directly to VIDE for its 483 assets, a separate compliance ledger directly to VIDHS, and a separate compliance ledger directly to VIDO.

Data Standards for System of Record

To ensure seamless reconciliation and the subsequent update of the VIDE fixed asset system of record (ERP), the contractor's data collection process must align with the following existing data fields:

- System Asset Number
- Asset Description
- Model
- Serial Number
- Tag #
- Location
- Location Description
- Room Number
- Custodian
- Unit Cost
- Invoice Amount
- Acquisition Costs

C. OBJECTIVE

The primary objective of this physical inventory count is to ensure that all territory-wide capital assets valued at \$5,000 or greater purchased with U.S. Department of Education funds are properly accounted for under federal law. This comprehensive audit covers USDE-funded property across three specific program allocations:

- **VIDE Core Programs** (Virgin Islands Department of Education)
- **Vocational Rehabilitation Program** (Virgin Islands Department of Human



Services)

- **Infants and Toddlers Program** (Virgin Islands Department of Health)

A critical performance objective of this engagement is the completion of all physical, on-site inventory counts across the 69+ designated locations no later than **September 30, 2026**. This timeline ensures the Government remains in full compliance with federal mandates.

Specific secondary objectives include:

- Ensuring that any lost, damaged, stolen, or disposed property is properly documented, quantified, and accounted for in VIDE’s fixed asset system of record.
- Executing a comprehensive reconciliation process – which may extend beyond the September 30 physical count deadline –to ensure that all equipment in the VIDE’s fixed asset system of record (ERP) accurately matches the equipment that is in service at schools and activity centers.
- Providing the VIDE with a verified, high-integrity data baseline for assets valued at \$5,000 or greater to facilitate future audit readiness and strategic resource allocation.

D. ADMINISTRATIVE STRUCTURE

Dr. Dionne Wells-Hedrington, Commissioner of Education, heads the Virgin Islands Department of Education. The Department consists of two (2) school districts – the St. Thomas-St. John School District and the St. Croix School District – which are managed and directed by Insular Superintendents.

The official physical and mailing address to be used for any correspondence or delivery of paper reports for the VIDE is as follows:

Virgin Islands Department of Education
1834 Kongens Gade
St. Thomas, US Virgin Islands 00802-6742

Procurement and Project Oversight

The Virgin Islands Department of Education (VIDE), through the Division of Procurement within the Office of Fiscal & Administrative Services, will manage the formal procurement, response, negotiation, and contractual processes for this RFP.

The Office of Fiscal & Administrative Services will serve as the primary liaison between the selected contractor and the various agencies of the Virgin Islands Government. This office will oversee the contractor’s adherence to the mandatory September 30, 2026,



physical count deadline and will coordinate with the Fixed Asset Management Division (FAMD) to facilitate the subsequent ERP reconciliation and system updates.

E. CONTRACT TYPE

The contract awarded under this RFP will be for professional services based on a firm-fixed-price per deliverable. Payments will be tied to the successful completion and verification of project milestones (e.g., Completion of Physical Count by District, Final Reconciliation Report, ERP Data Upload). No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

Milestone Payment Schedule:

- **Activity 1 (Planning & Preparation):** 10% of total contract value.
- **Activity 2 (Physical Count Completion):** 50% of total contract value (Payable only upon verified completion of all site counts by September 30, 2026).
- **Activity 3 (ERP Data Upload/Reconciliation):** 30% of total contract value.
- **Activity 4 (Final Report & Closeout):** 10% of total contract value.

F. CONTRACT TERMS

The term of the contract awarded under this RFP shall be for a period of one (1) year. However, the Physical Inventory Count (Activity 2) must be completed, validated, and submitted no later than September 30, 2026. The remaining contract term will be utilized for the Inventory Reconciliation and ERP Update (Activity 3) and the delivery of the Final Report (Activity 4).

G. SELECTION OF CONTRACTOR

A contract shall be negotiated with the proposer deemed to be the most qualified and responsive to this solicitation. Proposers must demonstrate the financial and technical resources to perform the services required, with an emphasis on immediate mobilization and data reconciliation proficiency.

Evaluation Scoring Rubric:

Proposals will be evaluated based on the following weighted criteria:

- **Technical Plan & Mobilization (40%):** Evaluation of the contractor's plan to scale personnel immediately to meet the rigid **September 30, 2026**, field-count deadline.
- **Experience (30%):** Proven track record with federal assets (\$5,000+) and EDGAR/CFR compliance.



- **Cost Proposal (30%):** Overall value and clarity of the deliverable-based pricing.

H. INFORMATIONAL MEETING

Interested proposers are required to attend a mandatory pre-proposal meeting to review the technical specifications, the \$5,000 threshold requirements, and the 9/30/2026 physical count deadline. The VIDE Division of Procurement will provide the specific time and location (or virtual link) for this meeting. **Attendance is mandatory**; proposals from entities not represented at this meeting will not be considered.

I. INCURRED COSTS

The VIDE is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

J. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered. Given the aggressive timeline required to meet the September 30, 2026, physical count deadline, no exceptions or extensions will be granted for late submissions.

K. GIFTS FROM CONSULTANT

VIDE's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations.

L. LICENSES, FEES & TAXES

The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees.

- **USVI Compliance:** The contractor must possess or obtain a valid 2026 Virgin Islands Business License and provide a Certificate of Good Standing from the Office of the Lt. Governor.
- **Indemnification:** The contractor shall hold the Government harmless for all claims arising from payment of such taxes and fees.

M. PROPOSAL FORMAT



Each proposal must meet the following minimum requirements to be considered responsive:

Part I: Narrative

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must explicitly confirm the contractor’s ability to meet the September 30, 2026, deadline for the physical count of assets valued at \$5,000 or greater.

3) Technical Response & Mobilization Plan

Proposers must present their vision for meeting VIDE’s needs. This must include:

- **Resource Allocation:** A detailed plan for scaling personnel across St. Thomas, St. John, and St. Croix to handle the asset volume by the September deadline.
- **ERP Update Methodology:** A specific technical approach for the reconciliation and the final data upload/integration into VIDE’s fixed asset system of record (ERP).
- **Project Schedule:** A timeline with milestones for each island and district.

Part II: Cost Proposal

The proposer shall provide the proposed compensation for services.

- **Deliverable-Based Pricing:** Costs must be broken down by deliverable (e.g., Physical Count Completion per District, Final Reconciliation Report, ERP Data Update).
- **Travel:** All travel costs must be included in the total cost and identified separately.

II. SCOPE OF SERVICES

The selected Contractor shall perform the following specific activities, partitioned strictly by agency data tracks:

- **Activity 1:** Physical Inventory Count Planning & Preparation
- **Activity 2:** Conduct Physical Inventory Count (**Deadline: September 30, 2026**)



- **Activity 3:** Inventory Reconciliation & ERP Data Preparation
- **Activity 4:** Final Report

A. Activity 1: Physical Inventory Count Planning & Preparation

Tasks for Activity 1:

Gather and review documents and procedures; formally acknowledge the separate VIDE (U.S. Department of Education funded), VIDHS (USDE funded), and VIDOH (USDE funded Infants and Toddlers Program) asset baselines; identify personnel resources; and prepare scanning equipment to ensure technical compatibility with VIDE’s BMI TransTrak/AssetTrak infrastructure.

Deliverables for Activity 1:

Inventory Methodology Report; Project Work Plan with milestones locked to the September 30, 2026, deadline; and separate Deployment Strategies by island for VIDE, VIDHS, and VIDOH facility visits.

B. Activity 2: Conduct Physical Inventory Count (Deadline: September 30, 2026)

Tasks for Activity 2:

Deploy teams concurrently to designated sites; utilize the VIDE Excel file of assets purchased with U.S. Department of Education funds (\$5,000+), the VIDHS target listings (tracking vehicles HS-204, HS-206, T-0148649, and Xerox copier ELQ512028), and the VIDOH target listings (specifically tracking Ford Edge vehicles DH-149 and DH-14) as distinct project baselines. Physically scan and validate tags, serial/VIN numbers, descriptions, and condition data; and fully document exceptions.

Deliverables for Activity 2:

Intermittent 24-hour site reports; Final Physical Count Summary by island and location, finalized and submitted by September 30, 2026.

C. Activity 3: Inventory Reconciliation & ERP Data Preparation

Tasks for Activity 3:

- ***Discrepancy Analysis:*** Reconcile the physical count data against historical systems of record using both tag and serial numbers to generate a comprehensive VIDE Physical Inventory Reconciliation by Location.
- ***ERP Format Preparation:*** Compile and format all verified VIDE asset data into an ERP-Ready Data Upload File for VIDE that matches current data field standards.



- **VIDHS Data Partitioning:** Cleanly isolate, format, and package Vocational Rehabilitation records into an Isolated VIDHS Final Data Packet for direct delivery to VIDHS administration.
- **VIDOH Data Partitioning:** Cleanly isolate, format, and package Infants and Toddlers Program records into an Isolated VIDOH Final Data Packet for direct delivery to VIDOH administration.

Deliverables for Activity 3:

1. VIDE Physical Inventory Reconciliation by Location
2. ERP-Ready Data Upload File for VIDE
3. Isolated VIDHS Final Data Packet
4. Isolated VIDOH Final Data Packet

D. Activity 4: Final Report & Project Closeout

Tasks for Activity 4:

- **Procedural Evaluation:** Conduct a final project wrap-up review detailing the overarching operational successes, tracking exceptions discovered during field sweeps, and system bottleneck resolutions.
- **Internal Control Recommendations:** Compile a formal set of systemic recommendations designed to improve daily property tracking, optimize sub-custodian asset accountability, and ensure automated readiness for subsequent federal audits.
- **Closeout Compilation:** Assemble and bind all individual asset valuation, site ledger summaries, and agency data packages into a clean, comprehensive closeout delivery.

Deliverables for Activity 4:

Written Final Report outlining long-term procedural recommendations; Consolidated Inventory Count Reports split cleanly by agency; Separate Final Asset Valuation Reports for VIDE, VIDHS, and VIDOH.

E. Duties of the Department

To ensure the contractor can meet the mandatory September 30, 2026, deadline for the physical count, the Department shall ensure the following:

- **Access to Facilities:** The selected Contractor will be granted immediate access to designated properties. Logistical coordination and floor plans for the 69 VIDE sites will be handled via FAMD; coordination for VIDHS and VIDOH properties must be handled directly with their respective agency liaisons.



- **Provision of Baseline Data:** VIDE FAMD will provide the contractor with the filtered Excel file for VIDE assets only. The contractor is responsible for obtaining the corresponding data ledgers for VIDHS and VIDOH assets directly from their designated agency representatives.

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor’s non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate.

Material Breach and Federal Compliance

Given the critical nature of the U.S. Department of Education (USDE) compliance mandates, the following specific conditions apply:

- **Failure to Meet Physical Count Deadline:** Failure to complete the physical count of all assets valued at **\$5,000 or greater** across all designated locations by **September 30, 2026**, shall be considered a material breach of contract.
- **Data Integrity and ERP Update:** Failure to provide a final, validated VIDE dataset that allows for a successful reconciliation and update of the VIDE’s fixed asset system of record (ERP) shall constitute non-performance.
- **Remedies for Delay:** In the event of a projected delay, the contractor must notify VIDE’s Office of Fiscal and Administrative Services immediately. The Government reserves the right to mandate additional staffing at the contractor’s expense to protect the September 30 deadline, withhold payments for unverified deliverables, and seek costs for a replacement vendor if a breach occurs.

Termination

Either party shall have the right to terminate the contract with or without cause upon the agreed-upon written notice to the other party specifying the date of termination. However, in the event of termination due to the contractor’s failure to meet the federal compliance deadline or provide accurate ERP-ready data, the Government reserves the right to withhold payments associated with unverified deliverables and seek costs associated with procuring a replacement vendor to finalize the count and system reconciliation.

IV. CONTRACTUAL REQUIREMENTS

All proposals, subsequent contracts, and supporting documents must reflect the legal name of the entity as registered with the Government. Supporting documents must be submitted prior to contract execution and within the timeframes established by the Government. These include, but



not be limited to:

1. Licensing and Legal Standing

- **Virgin Islands Business License:** A current 2026 Business License issued by the Department of Licensing and Consumer Affairs in the legal name of the entity.
- **Foreign Corporations:** If the entity is a foreign corporation, a current business license from the state, city, or county of operation must also be provided.
- **Certificate(s) of Good Standing:** Certificate of Good Standing or Existence from the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks.
- **Trade Name:** Certificate of Issuance or Renewal of Trade Name, if applicable.
- **Corporate Documents:** Articles of Incorporation/Organization and current By-Laws, Operating Agreements, or Management Agreements.

2. Insurance Requirements

The selected contractor must provide proof of coverage that meets or exceeds the following limits to protect the Department's high-value federal assets:

- **Professional Liability Insurance:** No less than Two Hundred Thousand Dollars and Zero Cents (\$200,000.00) for any one occurrence.
- **Commercial General Liability Insurance:** No less than Two Hundred Thousand Dollars and Zero Cents (\$200,000.00) for any one occurrence.
- **Certificate Holder & Additional Insured:** The Government of the Virgin Islands, Department of Education, must be named as the "certificate holder" and an "additional insured" on the Commercial General Liability policy.
 - **Government Insurance:** A valid Certificate of Virgin Islands Government Insurance (Workers' Compensation).

3. Authorization and Execution

- **Certificate of Resolution:** A formal document identifying the individual(s) authorized to negotiate and sign a contract on behalf of the entity.
- **Data Confidentiality Agreement:** Given that the contractor will have access to facility floor plans, specific room locations, and high-value asset data, the selected contractor may be required to sign a non-disclosure and data security agreement.



V. BID SUBMISSION

Submission Deadline If you are e-mailing your application(s), application submission(s) must be emailed to **bids@vide.vi**. In addition to an applicant's electronic submission(s), a hard copy of the original signature page(s) may be submitted to Procurement by email, or registered mail, postmarked no later than 5:00 pm of the submission deadline for the application:

Virgin Islands Department of Education
Attention: Procurement Division
#1834 Kongens Gade
St. Thomas, VI 00802

If you are hand delivering your application(s), submit one (1) original and four (4) copies of each completed application with attachments. The application packets must be sealed and electronic date stamped by VIDE as being received no later than 5:00 pm on Wednesday July 1, 2026 at 5:00 pm. All packets must be delivered to:

Virgin Islands Department of Education
Attention: Procurement Division
8268 Crown Bay Center
161A Subbase, 2nd Floor
St. Thomas, VI 00802

