

THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

4. The Buyer submits the Justification Letter, bid forms and vendor bid documentation to the Procurement Director.
5. The Procurement Director will review the bid forms submitted to determine whether the bids are complete, accurate and meet Federal and local procurement regulations.
6. The Procurement Director submits bid proposals, quotes, and justification letters to the appropriate area for review, approval, and final signature.
7. The Buyer enters the requisition into the MUNIS system with supporting documentation.

Exhibits:

1. Sole Source Justification Letter (Up to \$5k)
2. Standardization Justification Letter (Over \$5k and up to \$50k)
3. Justification Letter (Over 50k)
4. Justification Letter (Best Value over Lowest Price)