



Judicial Branch of the Virgin Islands' Procurement Rules-AMENDMENT

Section:	6-Small Purchases
Sub-section:	N/A
Effective:	June 1, 2020

The Judicial Branch of the Virgin Islands' Procurement Rules are amended to include market and operating considerations as it relates to inflation and the current cost of goods services as follows:

SECTION 6. SMALL PURCHASES

(A). SMALL PURCHASE PROCEDURES

Procurement for small purchases is authorized when the cost is less than Fifty Thousand Dollars (\$50,000.00), subject to the following.

- (1) **Less Than Seventy-Five Hundred Dollars (\$7,500.00).** When the total cost of a purchase request is less than Seventy-Five Hundred Dollars (\$7,500.00), Procurement may be made by solicitation of one informal written quotation on the open market by email, telephone or facsimile.
- (2) **Seventy-Five Hundred Dollars (\$7,500.00) or More, But Less Than Twenty Thousand Dollars (\$20,000.00).** When the total cost of a purchase request is **Seventy-Five Hundred Dollars (\$10,000.00)** or more, but less than **Twenty Thousand Dollars (\$20,000.00)**, procurement shall be made by solicitation of not less than two (2) informal written quotations (email, telephone or facsimile) on the open market. Should less than two vendors respond with written quotations, additional vendors must be contacted, except that the Procurement Division may dispense with such quotations and negotiate directly with a vendor when, in the opinion of the Procurement Division, it is deemed more advantageous to the Judiciary.
- (3) **Twenty Thousand Dollars (\$20,000.00) or More, But Less Than Thirty Thousand Dollars (\$30,000.00).** When the cost is Twenty Thousand Dollars (\$20,000.00) or more, but less than Thirty Thousand Dollars (\$30,000.00), Procurement shall be made by solicitation of not less than three (3) informal written quotations (email, telephone or facsimile) on the open market of which a written record shall be kept. Should less than three vendors respond with written quotations, additional vendors must be contacted, except that the Procurement Division may dispense with such quotations and negotiate directly with a vendor when, in the opinion of the Procurement Division, it is deemed more advantageous to the Judiciary.
- (4) **Thirty Thousand Dollars \$30,000 or More, But Less Than Fifty Thousand Dollars (\$50,000).**

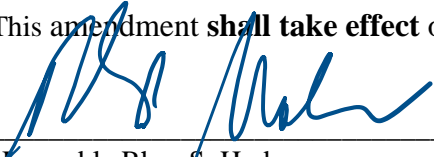
- A. When the cost is Thirty Thousand Dollars (\$25,000) or more but less than Fifty Thousand Dollars (\$50,000), the Procurement Division will obtain written quotes from vendors by issuing an informal Request for Quotations.
- B. The requesting division is responsible for providing clear and concise specification detail for the item or service required and submit evidence of market research price or a comparison with recent prices for similar goods and services to determine reasonableness of the proposed contract price.
- C. The Procurement Division will prepare descriptions; quantities of commodities and specifications as would be prepared for a formal competitive sealed bid.
- D. Requests for written quotes shall be posted on the Court's web site to maximize competition.
- F. Vendors will be allowed to submit quotes in electronic format or by fax.
- G. Quotations received will not be publicly read.
- H. Evaluation of a price quote is accomplished using the same criteria as for a formal bid procedure outlined in (Section 7). A tabulation sheet is not required but may be used if multiple responses are received.
- I. After a determination of the lowest responsive and responsible bidder is made, the results are shared with the requesting division.
- J. The requesting division will prepare a purchase request for approval and the approved Purchase Order will be issued to the vendor.
- L. All price quote responses and related documentation, including the procurement history, are filed with the resulting purchase order or contract.
- M. Tie Bids. If more than one quote is received with the same price quote and all other requirements are being met, the Procurement Division shall have the authority to award the bid to one (1) of the tie bidders by drawing lots or conduct a coin flip with a witness to determine to winning bid. Procurement staff will document the determination to award the contract.
- N. Single Bid. In the event that only one bid is received, the Procurement staff will conduct a price analysis to determine the reasonableness of the proposed bid.

(B) Petty Cash

Purchases for items or services costing less than Forty Dollars (\$40.00) do not require competition and can be obtained by the use of Petty Cash.

The requesting division is responsible for providing a memorandum of request providing clear and concise detail for the item or service required to the Administrator of Courts for the approval of petty cash funds. issued to all regular and temporary employees, and contractors, who require access to various parts of the judiciary's facilities.

This amendment **shall take effect** on the date written above.



Honorable Rhys S. Hodge
Chief Justice

06/01/2020

Date