

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Qualifications – Negotiation
Professional Services**

To: Lisa Alejandro
Commissioner
Department of Property & Procurement
3274 Estate Richmond
Christiansted, Virgin Islands 00820

Date: September 15, 2025

RFP No OCR-2025-001(P)

Pursuant to 31 V.I.C. § 236 (I) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as GVI, Department of Property and Procurement shall receive State of Qualifications for the work described below. Statement of Qualifications shall be received no later than **Tuesday September 30, 2025 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

This Scope of Services (SOS) is to **Provide Administrative Hearing Officer services on behalf of the Department of Licensing and Consumer Affairs, Office of Cannabis Regulation.**

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractors. Accordingly, statement of qualifications shall be reviewed and rated on the selection criteria outlined in the “**Factors For Discussions**”. After reviewing and rating the statement of qualifications the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firms or persons so selected. The Committee reserves the right to award a contract without holding interviews, in the event the written statement of qualifications provides a clear preference on the basis of the criteria described. **This RFQ will be used as a stand-alone document, to select multiple vendors to be awarded contracts at the same negotiated cost.**

FACTORS FOR DISCUSSIONS

Selection criteria will include **(i)** Professional qualification statement, registration and general reputation of principals of the firm or person; **(ii)** the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; **(iii)** familiarity with the location (s) in which services will be performed; **(iv)** project approach and capability of meeting schedules; and **(v)** quality of performance on other similar projects. The statement of qualifications will be evaluated according to the following criteria in descending order: (a) Experience (b) Qualifications (c) Equipment Listing and (e) Additional Required Documents . The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interviews.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm/s or person/s with whom contracts shall be negotiated as a result of the Committee's scores from the written statement of qualifications or discussions-oral presentations, if conducted.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate contracts with such firm/s or person/s.

Should the Commissioner be unable to negotiate a satisfactory contract with any person or firm considered to be qualified under this RFQ, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Contracts will be awarded to those person/s or firms/ meeting the requirements under this RFQ and who accept the final rates negotiated by the Government for all awardees.

Lisa M. Alejandro
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP- OCR-2025-001 (P)- Provide Administrative Hearing Officer services on behalf of the Department of Licensing and Consumer Affairs, Office of Cannabis Regulation.

Information provided in the scope of work is to be used only for purposes of preparing a statement of qualifications. It is further expected that each respondent will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the a respondent's submission.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all statement of qualifications or any portion thereof and to accept the statement of qualifications deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the respondent to complete this type of project shall also be considered.

Applicants are requested to submit a statement of qualifications on the basis of the scope of work. Alternative statement of qualifications recommending new features and technology other than that requested in the scope of work will not receive consideration. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the statement of qualifications.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing via GVIBUY.

B. STATEMENT OF PURPOSE:

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP- OCR-2025-001 (P)- Provide Administrative Hearing Officer services on behalf of the Department of Licensing and Consumer Affairs, Office of Cannabis Regulation.**

The Virgin Islands Office of Cannabis Regulation (OCR) is currently implementing The Cannabis Use Act, which establishes a comprehensive framework for cannabis regulation in the Territory. Under VI Code Title 19 Chapter 34A and the approved OCR Rules and

Regulations, the OCR must provide opportunities for administrative hearings in the following instances:

- License, permit, and Medical Card application denials
- Enforcement actions (e.g., fines, suspensions, revocations)
- Disqualification determinations due to criminal history
- Violations of operational or security requirements
- General appeals pursuant to VI Code Title 19 Chapter 34A and the approved OCR Rules and Regulations

Failure to offer these processes could expose the OCR to:

- Legal liability
- Regulatory noncompliance
- Perceptions of inequity or lack of transparency

All capitalized undefined terms used in this RFQ shall have the meanings assigned to them in the Rules and Regulations for the Office of Cannabis Regulations in the United States Virgin Islands dated May 4, 2024 (the Regulations).

The Office of Cannabis Regulations (OCR), through this Request for Qualifications (RFQ), is seeking a qualified Administrative Hearing Officer to perform Administrative Hearing Officer services on behalf of the Office of Cannabis Regulation. The OCR intends to authorize:

- One individual or firm to perform these services across the territory on a task order basis

Selected individual/organization will receive:

1. An agreement to perform services for the OCR on a per task basis.

C. PROPOSED SCOPE OF WORK

The selected Hearing Officer shall:

1. Preside over administrative hearings involving:
 - Denial, suspension, or revocation of Licenses/Permits/Medical Cards
 - Disputes involving background checks and disqualifying offenses
 - Enforcement actions and penalties pursuant to the VI Code Title 19 Chapter 34A
 - Appeals filed pursuant to the VI Code Title 19 Chapter 34A

2. Ensure compliance with the VI Code Title 19 Chapter 34A and the OCR's governing laws and regulations.
3. Manage pre-hearing processes, including scheduling, motions, and evidence submissions.
4. Prepare and issue written findings of fact, conclusions of law, and recommended or final decisions.
5. Maintain a complete and accurate record of each proceeding.

D. TIMETABLE

Last Day for Written Clarification is Friday October 10, 2025 at 12:00 noon Atlantic Standard Time.

E. SUBMISSION OF STATEMENT OF QUALIFICATIONS

All interested parties shall submit ***one (1)*** electronic copy of statement of qualifications, which are to be delivered to the Department of Property and Procurement no later than **Friday October 24, 2025 at 4:30 p.m.** Atlantic Standard Time.

All electronic submissions must be received GVIBUY no later than the date and time listed in each advertisement. There will be no exceptions.

F. WITHDRAWALS OF STATEMENT OF QUALIFICATIONS

A statement of qualifications may be withdrawn at any time prior to the time specified as the closing time for acceptance of statement of qualifications. However, no statement of qualifications shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of statement of qualifications nor shall the successful provider withdraw, cancel or modify the statement of qualifications, except at the request of GVI after having been notified that said statement of qualifications has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof via GVIBUY. GVI will not respond to questions received after the above established date. The person submitting the request will be

responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF STATEMENT OF QUALIFICATIONS

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFQ does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of statements of qualifications in anticipation of a contract. GVI reserves the right to reject any or all statements of qualifications and to disregard any informality and/or irregularity in the statements of qualification when, in its opinion, the best interest of GVI will be served by such action.** Statements of qualifications failing to provide some of the items in the scope of work shall be rejected.

I. ACCEPTANCE OF STATEMENT OF QUALIFICATIONS

GVI will notify in writing acceptance of one or more statements of qualifications. Failure to provide any supplementary documentation requested by the Government to supplement the respondent's statement of qualifications may be grounds for disqualification.

J. CONTENTS OF STATEMENT OF QUALIFICATIONS

The following is a list of information to be included in the written proposal. The documents listed under this section **are required** for submission of a proposal in response to this RFQ and failure to comply with any requirement as outlined may disqualify the respondent.

1. Cover Sheet (Attachment A):
 - a. The cover sheet must be signed by an owner, corporate officer, or agent authorized by the firm.
2. Experience:
 - a. Provide a list of similar projects performed within the last three (3) years that demonstrates the respondents experience relative to Scope of Work covered in this RFQ in the following format:
 - i. Project Name, Client with contact information.

- ii. Project type
- iii. Project scope description
- iv. Project cost
- v. Date of completion
- vi. Project manager

3. Qualification:

a. Staffing:

- i. Provide the names and titles of the personnel who will comprise the project team.
- ii. Provide an organization chart depicting how the firm would staff and structure the proposed team for all phases of the project. Include subcontractor as applicable.
- iii. Describe the portion of the work that will likely be conducted by subcontractors and your process for securing subcontracted services. Describe your willingness to use local subcontractors or subcontractors specified by the GVI.

4. Equipment Listing using Form No. ____:

- a. Provide a list of equipment that will be used for this project to include equipment owner, and vehicle registration number (if applicable).

6. Additional Required Documents

- a. Active Proof of Sam.Gov registration
- b. Current Virgin Islands Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
- c. Current Virgin Islands trade name registration certification; if applicable
- d. Current Certificate of Good Standing dated July 1, 2024 or later; if applicable
- e. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) if applicable.
- f. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFQ.
- g. Non-Collusion Affidavit

K. CONFLICT OF INTEREST

A proposer filing a statement of qualification hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this submission or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder

for the same request for proposals; the respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS

By submitting a proposal in response to this RFQ, the respondent agrees to accept the boilerplate terms and conditions of the Professional Services Contract, a copy of which is attached to this RFQ, if the respondent is selected for award.

M. MANDATORY LIST OF REQUIRED SUPPROTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS

1. See Attached.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.

ATTACHMENT A: COVER SHEET

Name of Person, Business or Organization:	
Type of Entity: (sole-Proprietorship, LLC, Inc. Corp. Non-Profit, Public Agency, etc.)	
Federal Tax ID Number:	
Contact Person -Name	
Contact Person Address	
Contact Person Phone Number (s)	
Contact Person e-mail address	

By signing this ***Cover Sheet*** I hereby attest: that I have read and understood all the terms listed in the RFQ; have read and understood all terms listed in this Statement of Qualifications (SOQ); that I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the Government of the Virgin Islands, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.

Signature of Authorized Representative

Printed Name of Authorized Representative

Date