Procurement Policy & Guidelines for Grantees

Virgin Islands Climate Change Trust Fund | Community Resilience Grants (CFP-1)

1. Purpose and scope

These guidelines explain how grantees must purchase goods, equipment, construction works and services using VICCTF grant funds. Purchases must be necessary for the approved project, within the approved budget, fair, transparent and good value for money. The rules apply to the full expected value of each purchase or contract, including shipping, installation and related services. CFP-1 grants may be awarded up to USD $100,000; the procurement thresholds below relate to individual contract values, not the overall grant amount.

These guidelines are informed by relevant provisions of the following instruments:

- Virgin Islands Climate Change Trust Fund Operational Manual, 2018
- Public Procurement Act, 2021, No. 39.
- Public Procurement (Amendment) Regulations, 2025, S.I. No. 12.

2. Which procurement method applies?

Purchase value (USD)	Method	What the grantee must do	Guide time
Up to $1,000	Off-the-Shelf Purchase	Buy from a suitable supplier at a reasonable price. No competitive quotes required, but encouraged to ensure value for money; keep invoice, receipt and proof of payment.	Up to 1 week
$1,001–$25,000	Competitive Quotations	Request at least three written quotes using the same specifications. Compare and document the selection.	1–2 weeks
$25,001–$100,000	Open Tender	Publicly advertise the opportunity, receive bids by a deadline, assess them against stated criteria and record the decision.	4–6 weeks
Any value up to – $100,000	Single Source	Single-source selection of consultants shall be used only in exceptional cases, and	1–3 weeks

	must be prior approved by the VICCTF.

Never split related purchases into smaller orders to avoid a threshold. Seek VICCTF guidance before starting procurement for open tenders.

3. Plan the purchase

Before requesting prices, prepare a clear description of what is needed: quantities, specifications, location, delivery timeframe, warranty or service requirements and any necessary qualifications. For works and services, describe deliverables and completion dates. Give competing suppliers the same information. Avoid unnecessary brand restrictions; where appropriate, state "or equivalent".

4. Compare offers and make a fair selection

Assess the total cost (including freight and installation), technical suitability, quality, relevant experience, delivery, warranties and after-sales support. The lowest quote does not automatically win: select the offer providing the best overall value and record the reason. Keep the unsuccessful offers and a simple comparison sheet.

5. Open tender process

1. Publish an invitation describing the goods, works or services, eligibility requirements, evaluation criteria and submission deadline.
2. Allow a reasonable response period, taking into account project complexity and local supplier availability.
3. Review all bids received on time against the same published criteria. Use at least two impartial evaluators and record any conflicts of interest.
4. Document the preferred bidder, the evaluation and the grantee's internal approval. For contracts above $50,000, obtain VICCTF written approval before awarding the contract.

6. Hiring individual consultants

Prepare Terms of Reference (TOR) specifying tasks, outputs, timeframe and required skills. For contracts of $1,001–$25,000, compare at least three CVs or written proposals against the TOR. For contracts above $25,000, normally use an open competitive process. Assess qualifications, relevant experience, cost and availability; check references before appointment. Keep a written record of the decision.

7. Exceptions when competition is not practical

Where three quotes or an open tender cannot reasonably be obtained, request a written exception from VICCTF before committing funds. Explain what was attempted, why competition is impractical and how the price was assessed as reasonable. Examples include a sole technically qualified supplier; compatibility with existing equipment or warranties; an unsuccessful tender; or genuine urgency outside the grantee's control. Limited availability on the Sister Islands may be relevant. Poor planning alone is not grounds for an exception. Justifications considered for single source selection may include: tasks that represent a natural continuation of previous work carried out by the consultant/supplier; in response to a situation of extreme urgency; or when only one firm is qualified or has experience of exceptional worth for the assignment.

8. Conflicts of interest and approvals

Disclose any personal, family, financial or business relationship between a supplier and anyone involved in procurement. A conflicted person must not evaluate or approve that purchase unless VICCTF has agreed to an appropriate management measure. Purchases from related parties require prior VICCTF written approval. Grantees must follow their own authorised approval arrangements and obtain VICCTF approval for material changes to the approved budget or scope.

9. Records to retain

Keep specifications/TOR, requests for quotes or tender notices, bids and CVs received, the comparison/evaluation record, selection rationale, conflict declarations, internal and VICCTF approvals, contracts or purchase orders, invoices, receipts, proof of payment and evidence of delivery or completed work. Provide these to VICCTF when requested for monitoring, reporting or audit.

10. Compliance and questions

Do not make commitments before required approvals. Costs arising from procurement that does not follow these guidelines may be treated as ineligible under the Grant Agreement. When unsure, contact your designated VICCTF representative before proceeding.

11. Simple quotation comparison record

Supplier	Price (USD)	Meets needs?	Delivery / warranty	Selection reason

Decision: _____ Approved by: _____ Date: _____