

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

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: October 15, 2025

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RFP No. BD-26-200-2001-621

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

**DESCRIPTION OF WORK:**

This Scope of Services (SOS) is to Film Documentary Services on behalf of the Office of the Governor.

**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 Contractor. Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the “**Factors For Discussions.**” After reviewing and rating the proposals, 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 firm or person so selected. The Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2) deemed to be the most highly qualified.

**FACTORS FOR DISCUSSIONS:**

Selection criteria will include **(i)** Professional qualification, 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. Proposals will be **evaluated and rated** according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience (d) References

and (e) Cost. The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interview

**NEGOTIATION:**

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

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price, he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified, or additional firms, in order of preference, and shall continue until an agreement is reached.

Lisa M. Alejandro  
Commissioner  
Property and Procurement

## INSTRUCTION TO PROPOSERS

### A. NOTICE

#### **BD-26-200-2001-621 - Film Documentary Services**

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

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

Proposers are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

**Request for Information:** 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 Services should be directed in writing and submitted on the **Q&A tab of the solicitation in GVIBUY** via your GVIBUY vendor account accessed through the following link: <https://gvibuy.buyspeed.com/bsa/>. Last day for request for written clarification will be **Tuesday, October 21, 2025 at 12:00 noon Atlantic Standard Time.**

### B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **BD-26-200-2001-621 - Film Documentary Services.**

The Office of the Governor seeks to produce a high-quality documentary film chronicling the final year of Governor Albert Bryan Jr.'s tenure in office, while also capturing the story of his life, leadership journey, and service to the people of the U.S. Virgin Islands. The film will provide a behind-the-scenes look at defining moments of the Governor's last year in office, highlight major achievements during his two terms, and present an intimate portrait of his upbringing and early career.

This production will serve both as a historical record and as a compelling narrative that connects the Governor's personal story with the challenges and triumphs of the Virgin Islands over the past decade.

## C. PROPOSED SCOPE OF WORK

### 2. Objectives

- **Showcase Leadership in Action:** Document key events, decisions, and moments from the Governor’s final year, providing an authentic, behind-the-scenes perspective.
  - **Recap Major Achievements:** Highlight significant milestones from his two terms, including economic development, education reform, infrastructure projects, healthcare improvements, environmental initiatives, and the government’s response to COVID-19.
  - **Tell the Human Story:** Share the Governor’s personal journey from childhood in Savan, St. Thomas, to his move to St. Croix, and his formative years.
  - **Trace the Path to Leadership:** Document his early leadership development, the formation and growth of Generation Now, his role as Commissioner of Labor under the deJongh administration, and his successful election as Governor in 2018.
  - **Inspire and Inform:** Create a lasting film that resonates with Virgin Islanders and future leaders, showing the connection between character, resilience, and public service.
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### 3. Storyline Elements

The documentary will be divided into three main narrative arcs:

#### A. The Final Year

- Behind-the-scenes access to meetings, press briefings, community engagements, and private moments with staff and family.
- Coverage of signature projects and initiatives completed or advanced in the final year.
- Reflection interviews with Governor Bryan on the challenges, lessons, and personal growth during his time in office.

#### B. Two-Term Retrospective

- Chronological recap of major accomplishments from 2019–2025.
- In-depth coverage of crisis leadership during the COVID-19 pandemic.
- Spotlight on transformative projects in infrastructure, economic growth, education, public safety, healthcare, and environmental protection.

## C. Origins and Rise to Leadership

- Childhood in Savan, St. Thomas: visuals of the neighborhood, school days, and community life.
  - Move to St. Croix and formative teenage years.
  - Interviews with childhood friends, classmates, mentors, and family members sharing personal stories and anecdotes unknown to most.
  - Founding of Generation Now and early advocacy work.
  - Appointment and service as Commissioner of Labor under the deJongh administration.
  - The 2018 gubernatorial campaign and first election victory.
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## 4. Key Interviews

- Governor Albert Bryan Jr. (multiple sittings for different narrative phases).
  - Immediate family members (children and siblings).
  - Close childhood friends from Savan and St. Croix.
  - Political and community leaders who worked with him during Generation Now, the Labor Department tenure, and gubernatorial terms.
  - Cabinet members, advisors, and campaign team members.
  - Journalists and historians for contextual commentary.
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## 5. Production Approach

- **Filming Style:** A mix of cinéma vérité for present-day events and polished sit-down interviews for historical reflection.
  - **Archival Integration:** Use of photographs, home video, press footage, and official archives from Government House to illustrate key moments.
  - **Visuals:** On-location shoots across St. Thomas, St. Croix, and St. John to capture iconic locations, community life, and key project sites.
  - **Tone:** Authentic, inspirational, and culturally rooted in the Virgin Islands' heritage and values.
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## 6. Deliverables

- **Feature-Length Documentary Film** (60–90 minutes) for broadcast, streaming, and archival purposes.
  - **Promotional Trailer** (2–3 minutes) for public release and social media promotion.
  - **Short Highlight Reels** (30–60 seconds) for use on Government House digital platforms.
  - **Archival Cut** for the Government House archives, preserving raw interviews and footage for historical references.
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## 7. Timeline

- **Pre-Production:** 4–6 weeks (research, script outline, interview scheduling, archival gathering).
  - **Production:** 6–9 months (filming ongoing events, interviews, location shots, archival acquisition).
  - **Post-Production:** 8–10 weeks (editing, graphics, music scoring, color correction, sound mixing).
  - **Final Delivery:** Within 12 months of project start date.
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## 8. Budget Considerations

Budget will cover pre-production, filming, travel between islands, post-production, licensing for archival materials, original music composition, and final distribution. Detailed budget to be developed in consultation with the selected production company.

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## 9. Distribution and Use

The completed documentary will be premiered locally in the Virgin Islands, broadcast on public television and Government Access Channel, and made available online for public viewing. Portions will also be adapted for promotional and educational purposes.

## D. TIMETABLE

**Last Day for Written Clarification is Tuesday, October 21, 2025 at 12:00 noon**  
Atlantic Standard Time.

## E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** electronic copy of proposals, which are to be delivered to the Department of Property and Procurement via the vendor's GVIBUY account no later than **Friday, October 31, 2025 at 4:30 p.m.** Atlantic Standard Time accessed through the following link: <https://gvibuy.buyspeed.com/bsol/>.

Proposers should review and validate their quotes for accuracy before pressing the "**Submit Quote**" tab. The Summary tab at the top of the screen is where proposers will review the information entered on their quote and submit to the Government, Department of Property and Procurement. Once the Bid Open Date has been reached, the Government, Department of Property and Procurement will open and review all quotes received. Quotes must be submitted in advance of the Open Bid Date. Any quote not submitted by the Open Bid Date is considered unsubmitted and **will not** be considered for evaluation. To submit the quote, follow steps 1 through 4 below.

1. Review the information and ensure all of the submitted data is correct. If there are errors, Quotes can be withdrawn and resubmitted, but it is good practice to ensure Quotes are comprehensive before submitting.
2. Once all information has been validated, scroll to the bottom of the screen and click **Submit**.
3. A popup appears asking if you want to submit the Quote. Click **OK** to confirm.
4. The screen refreshes. Your quote is now submitted.

**Note:** Quotes may be withdrawn by clicking the **Withdraw Quote** button on the same screen.

## F. WITHDRAWALS OF PROPOSAL

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

## **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 the **Q&A tab of the solicitation in 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 PROPOSAL**

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 RFP does not commit GVI to the award of a contract or pay of any cost incurred in preparing and submitting proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

## **I. ACCEPTANCE OF PROPOSALS**

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

## **J. CONTENTS OF PROPOSAL**

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 RFP. Current Documents may be uploaded in the vendor's GVIBUY profile and, once current, do NOT need to be resubmitted. Failure to comply with any requirement as outlined will adversely affect proposer(s) rating score.

1. Organization:
  - a. Introductory letter about the respondent:
    - i. Name, address, email, and telephone numbers.
    - ii. Type of service for which individual/firm is qualified.
  - b. Provide a list of staff available for the project (Local & Off-Territory)
  - c. Current Business License or state register for the services being advertised. All proposers bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
  - d. Current trade name registration certification; if applicable
  - e. Certificate of Good Standing dated July 1, 2025.

- f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
  - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
2. Sub-Contractors:
    - a. Provide listing of Sub-Contractors that shall be retained for this project including phone numbers.
    - b. Provide what percentage of work will be sub-contracted.
  3. Project Experience:
    - a. Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
    - b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
  4. Project Approach:
    - a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
  5. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
    - a. Include information about past performance on similar project from authorized representative; and
    - b. Include a working telephone number; and email address to be contacted
  6. Proof of Active Sam.Gov registration
  7. **Cost Proposal *must* be included in proposer's proposal. The Contractor will provide cost estimates for the outlined services.**

#### **K. CONFLICT OF INTEREST**

A proposer filing a proposal hereby certifies that no officer, agent, or employee of GVI has a pecuniary interest in this proposal 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 Proposer 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 RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

## **M. BID PROTESTS**

The Contracting Officer shall consider all protests or objections to the award of a contract, within ten (10) calendar days after receipt of a notice of award/non-award. Protest(s) of award shall be submitted in writing to the Contracting Officer and shall be handled in a manner to be determined by the circumstances. The Contracting Officer will provide a written response to each protest received within the time allotted for receipt of protests. Protests must be addressed to the Commissioner of Property and Procurement in writing and submitted to: [debrief\\_protest@dpp.vi.gov](mailto:debrief_protest@dpp.vi.gov).

## **N. DEBRIEFING**

The Government shall provide written notice to all offerors advising them of the selection or non-selection of their bid. Debriefings may be performed orally, or in writing upon written request received by an offeror within three (3) days of the Government's notification about the outcome of the solicitation. An offeror that was notified of exclusion from the competition, that fails to submit a timely request, is not entitled to a debriefing. The Government shall establish the time when the debriefing shall occur and will be carried out in the manner, requested by the offeror and allowed by the Government. At a minimum, the debriefing information shall include: (1) The Government's evaluation of the offeror's bid/proposal; (2) offeror's cost or price (including unit prices) and technical rating, if applicable of the successful offeror and debriefed offeror, and past performance information on the debriefed offeror; (3) Summary of the rationale for award and (4) Reasonable responses to debriefers responsiveness and responsibility. The debriefings shall not include point-by-point comparison of the debriefed offeror's bid/proposal with those of other offerors and shall not reveal any information prohibited by disclosure such as: (i) Trade secrets; (ii) privileged or confidential manufacturing processes and techniques; (iii) commercial and financial information that is privileged or confidential, including cost breakdowns, profit, indirect cost rates, and similar information; and (iv) the names of individuals providing reference information about an offeror's past performance. Requests for debriefing must be addressed to the Commissioner of Property and Procurement in writing and submitted to: [debrief\\_protest@dpp.vi.gov](mailto:debrief_protest@dpp.vi.gov).

## **O. MANDATORY LIST OF REQUIRED SUPPORTING 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.

Form No. DPP-RFP-PS-68-75

Approved 5/7/75

Revised 3/18/2008

Revised 11/9/2020

Revised: 1/19/2021

Revised: 5/6/2022



List of Required  
Docs.09.17.2018.pdf

[http://dpp.vi.gov/sites/default/files/forms/MANDATORY%20LIST%20OF%20RE  
QUIRED%20SUPPORTING%20DOCUMENTS%20TO%20CONTRACT%20WI  
TH%20GOVERNMENT%20OF%20THE%20VIRGIN%20ISLANDS.pdf](http://dpp.vi.gov/sites/default/files/forms/MANDATORY%20LIST%20OF%20RE%20QUIRED%20SUPPORTING%20DOCUMENTS%20TO%20CONTRACT%20WITH%20GOVERNMENT%20OF%20THE%20VIRGIN%20ISLANDS.pdf)