



Government of the Virgin Islands

Department of  
**PROPERTY AND  
PROCUREMENT**

We will begin 5 minutes after the hour.  
The meeting is being recorded.



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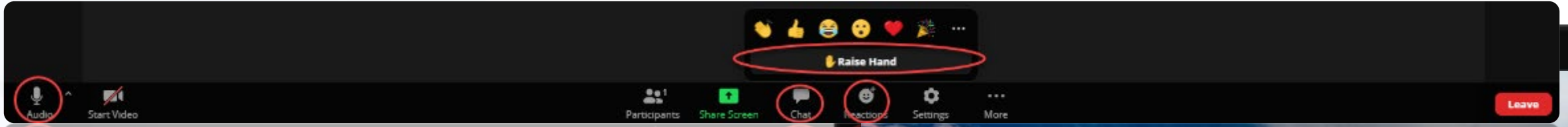
**GVIBUY**  
Department of Property & Procurement

# GVIBUY Virtual Vendor Forum

MARCH 2, 2022

# Today's Agenda

- Forum Guidelines
- Introductions
- GVIBUY Initiative Overview
- System Demo
- Vendor Resources
- Q&A



## FORUM GUIDELINES

# Rules of the Virtual Road

- Meeting will be recorded
- Your line is automatically muted
- A dedicated Q&A time is provided at the end of the meeting. We will pause for questions at various points before then.
- Ask Questions in Chat
- Please use the Raise Hand feature to ask questions verbally during Q&A.
- This PowerPoint deck, Q&A, and a recording of the meeting will be posted to the GVIBUY Project Information Site.



## Introductions

### Department of Property & Procurement (DPP)

Commissioner Anthony D. Thomas, GVIBUY Business Sponsor

### Agencies of the Government

### Office of the Governor

### Members of the Legislature

### Periscope Holdings, Inc.

Chuck Pukmel, Senior Project Manager

### The Vendor Community



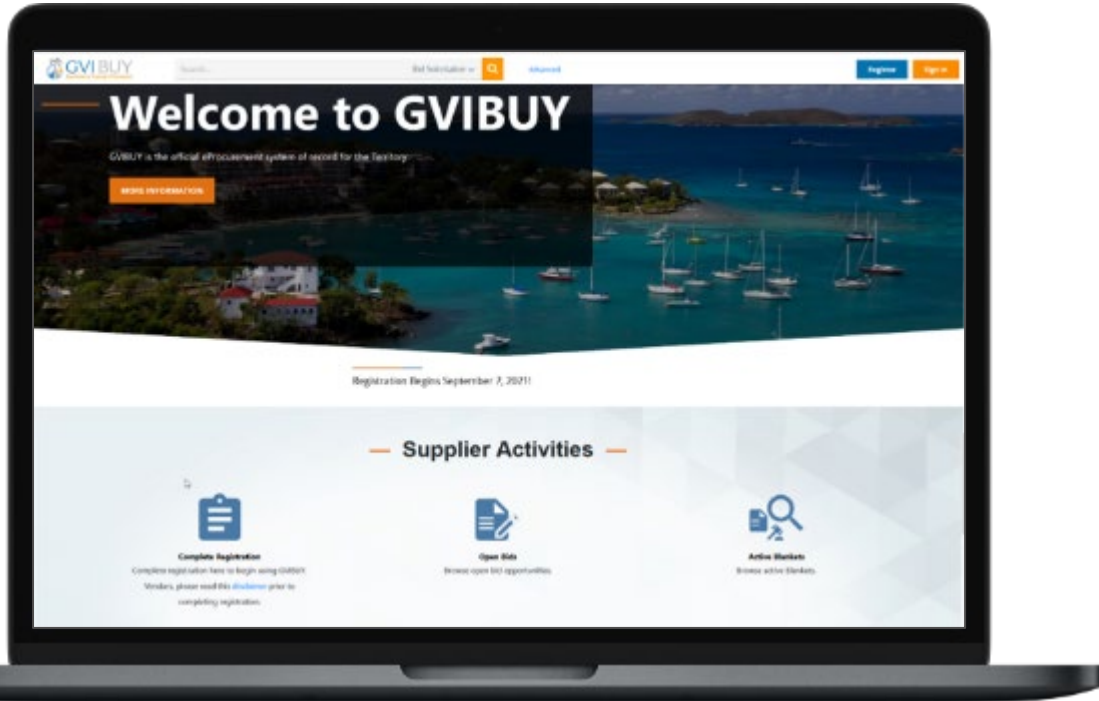
## What is GVIBUY?

GVIBUY is a new cloud-based eProcurement system being implemented by DPP.

This comprehensive procure-to-pay system will transform the procurement and purchasing processes for GVI executive branch agencies and empower suppliers to do business with the Territory more efficiently.



## The Future of eProcurement in the Territory



*One centralized system, where Vendors and Agencies will interact directly, consolidating all procurement, contract management and purchasing functions.*

- Bid Solicitations will be issued and awarded in GVIBUY
- Contracts will be executed and eSigned in GVIBUY
- Contracts will be managed within GVIBUY
- Electronic Purchase Orders will be issued by GVIBUY
- **Vendors will:**
  - Be electronically notified of Bid Solicitations
  - Acknowledge and respond to Bid Solicitations
  - Be electronically notified of Purchase Orders
  - Acknowledge and respond to Purchase Orders
  - Submit electronic Invoices for goods and services purchased via GVIBUY
- Vendor Invoices will be reviewed and approved by Government Agencies within GVIBUY
- Bids, Contracts and Purchase Orders will be publicly viewable and searchable

VENDOR BENEFITS

## Key Benefits and Outcomes for Vendors



### Opportunity

More opportunities for business with the government

### Competition

A level playing field and equal visibility for all

### Communication

Simplified, expedited interactions with agency purchasers

### Transparency

Public visibility to all transactions ensures fairness for all

### Savings

Reduced cycle time and increased efficiencies



## GVIBUY Project Goals



*“Integrate a solution capable of tying together all related functions that will foster greater productivity, efficiency, and transparency through best practices...”*

- Implement an eProcurement solution that all Departments & Vendors can easily use
- Enable direct interactions between Vendors and Agencies in one centralized portal
- Increase business opportunities for all vendors who do business with the Government
- Increase efficiencies and eliminate paper-based processes
- Enable access to reliable and robust contract utilization and spend data
- Integration with GVI systems to ensure accuracy and eliminate duplicate entry

# Project Timeline

A project team consisting of Subject Matter Experts from DPP and various Agencies of the Government have been working on the design and configuration of GVIBUY since May of 2021. The Territory is now preparing to implement Phase I functionality: Bid Solicitation and Contract Lifecycle Management



A background image showing a business meeting. Several people are seated around a table, looking at documents and laptops. One person in the foreground is writing on a document with a pen. The scene is dimly lit, with a warm, orange glow from a window or light source in the background.

# System Demo

## Bid Solicitation Notifications in GVIBUY

READINESS

## How We'll Keep Vendors informed

A Centralized  
Information Portal

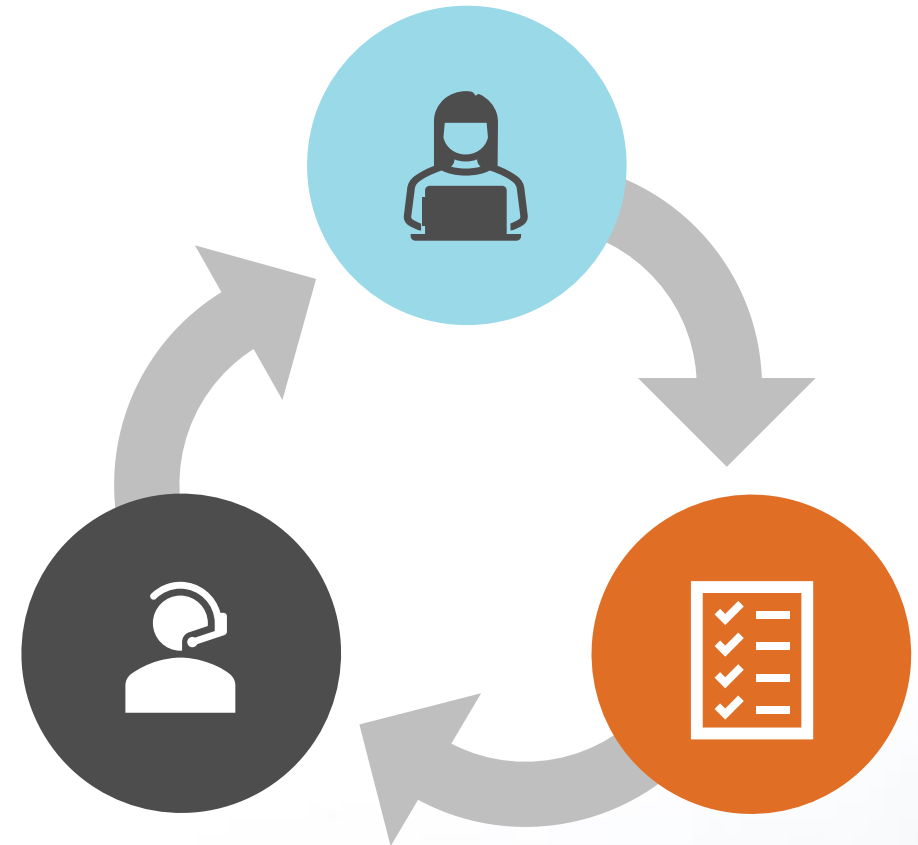
The Project Information Site will contain guidance for Vendors and Agencies.  
[periscopeholdings.com/gvibuy](https://periscopeholdings.com/gvibuy)

User Guides for Key  
Processes

User guides for key functions such as responding to Bid Solicitations.

Personalized Vendor  
Support

The DPP Vendor Management Team is available for support at [vendormanagement@dpp.vi.gov](mailto:vendormanagement@dpp.vi.gov)



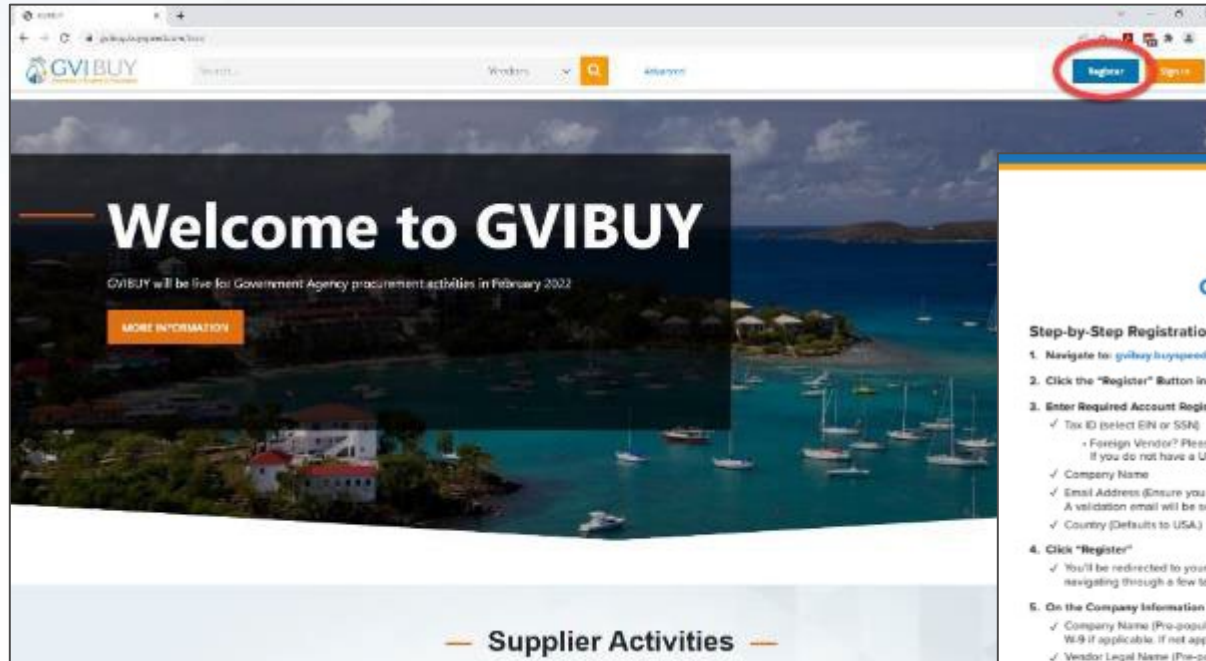
# GVIBUY Registration

If you haven't yet registered, we encourage you to do so now.

Registration is free. There is no fee to use GVIBUY.

Registration in GVIBUY will be required to continue doing business with Agencies in the Executive Branch of Government

Onsite registration support is available by contacting [vendormanagement@dpp.vi.gov](mailto:vendormanagement@dpp.vi.gov)



### GVIBUY Supplier Registration Guide

**Step-by-Step Registration:**

1. Navigate to: [gvibuy.bvyspeed.com](http://gvibuy.bvyspeed.com)
2. Click the "Register" Button in the Top Right Corner of the Page
3. Enter Required Account Registration Information
  - ✓ Tax ID (Select EIN or SSN)
    - Foreign Vendor? Please enter your U.S. Tax ID.
    - If you do not have a U.S. Tax ID, enter your foreign Tax ID.
  - ✓ Company Name
  - ✓ Email Address (Ensure you can access this account during the registration process. A validation email will be sent to this address.)
  - ✓ Country (Defaults to USA.)
4. Click "Register"
  - ✓ You'll be redirected to your account setup screen. Finish your registration by navigating through a few tabs.
5. On the Company Information Tab, Validate or Enter
  - ✓ Company Name (Pre-populated from your earlier entry. Update to reflect line 2 of your W-9 if applicable. If not applicable leave as is.)
  - ✓ Vendor Legal Name (Pre-populated from your earlier entry. Make sure this field reflects line 1 on your W-9.)
  - ✓ Tax ID (Pre-populated from your earlier entry.)
  - ✓ Mailing Address
  - ✓ Company Email Address (Choose an appropriate valid email address. Bid opportunity notifications will be sent to this address. You can change/add email addresses after you are registered.)
  - ✓ **Note:** Do not address emergency supplier information at this time
6. On the Administrator Tab Enter
  - ✓ Administrative User Information (Company's point of contact and account administrator): Name, email, phone, user ID, and password (Additional users may be added after registration.)
  - ✓ Make sure the checkbox asking if you want to register for S20 is **NOT CHECKED**. You will be given an opportunity at a later point to get S20, but please do not sign up for it at this time to ensure your registration is set-up properly for the Government of the US Virgin Islands.

**DON'T FORGET TO CLICK "SAVE & CONTINUE" AFTER EVERY STEP**

**In The Know**

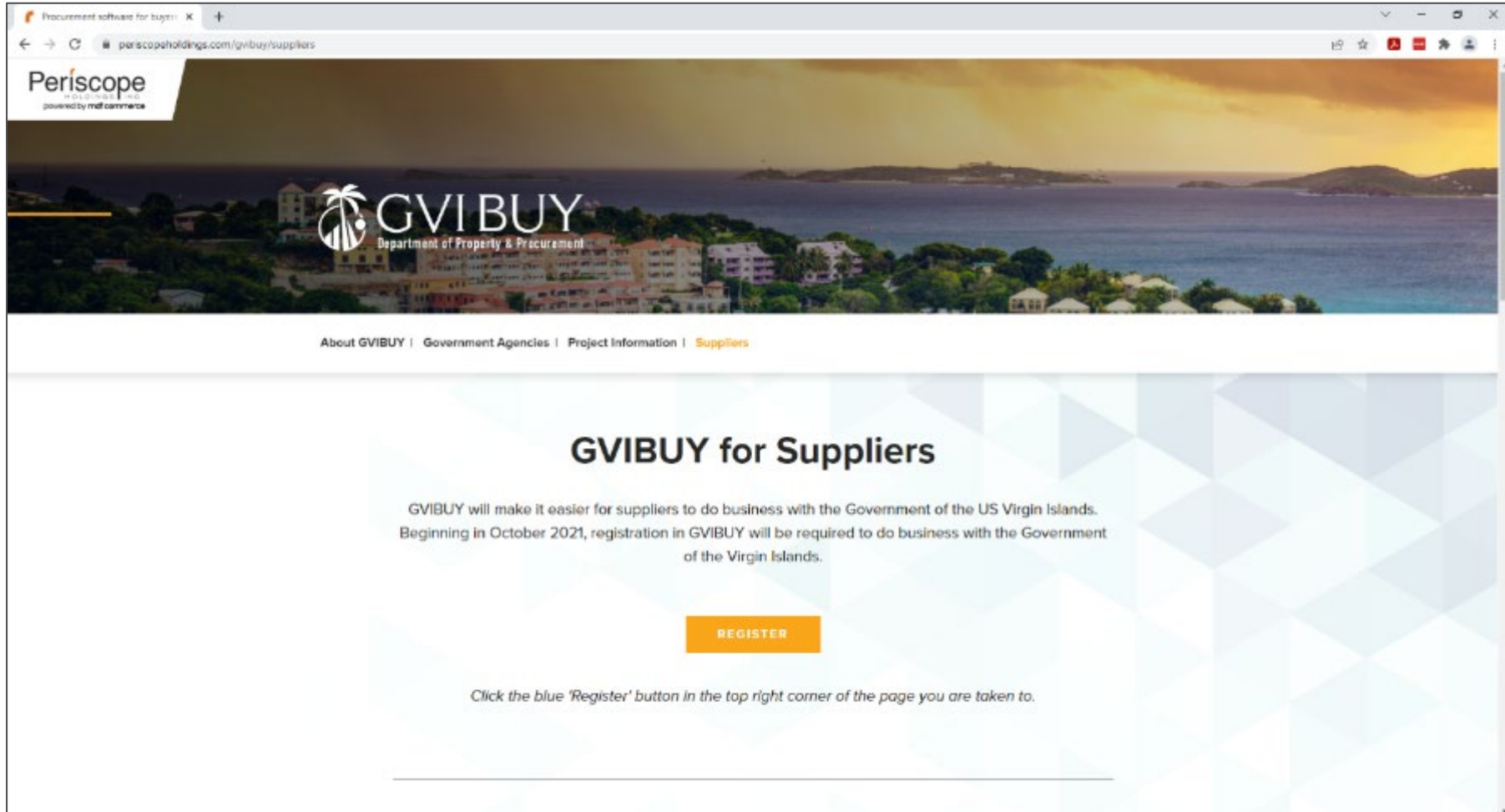
- Open Registration Begins September 7, 2021 and we are encouraging all current suppliers to complete their registration by October 8, 2021. New suppliers may register at any time.
- Going forward, suppliers must register in GVIBUY to receive bid solicitation and purchase order notices, respond to them and do business with the United States Virgin Islands.
- Need access for multiple users? No problem. Once the Seller Administrator's account is established, they can add additional users via "Manage Users on this Account."

**?**

**Need help?**  
If you have any questions or need support, please email us at [vendormanagement@dpp.vi.gov](mailto:vendormanagement@dpp.vi.gov)

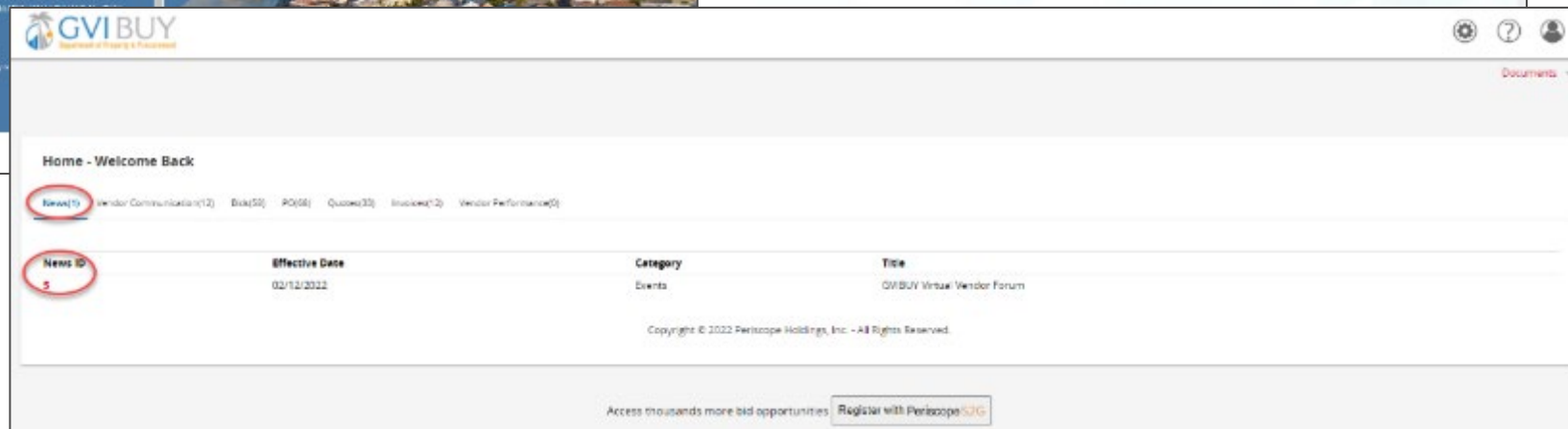
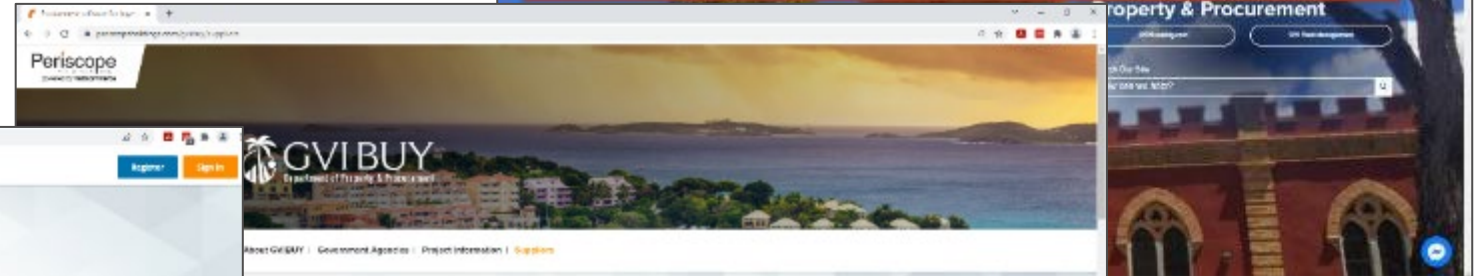
# GVIBUY Project Information Website

- [periscopeholdings.com/gvibuy](https://periscopeholdings.com/gvibuy)
- Informational website about the project initiative
- Registration guide, user guides and up-to-date information
- Separate from the GVIBUY website: [gvibuy.buyspeed.com](https://gvibuy.buyspeed.com)



# Where To Go For More Support and Information

- [vendormanagement@dpp.vi.gov](mailto:vendormanagement@dpp.vi.gov)
- <https://dpp.vi.gov/>
- [periscopeholdings.com/gvibuy](https://periscopeholdings.com/gvibuy)
- [gvibuy.buyspeed.com](https://gvibuy.buyspeed.com)



# Questions & Answers