



The Government of the U.S. Virgin Islands is implementing a new cloud-based eProcurement system called GVIBUY. When this new system goes live in early 2022, the procurement process will move from today's manual process to an online automated process.

This automated procurement process can be initiated by an agency request or may be initiated by DPP when a need is determined. Once a procurement Requisition is submitted for approval by an agency, it is automatically routed to DPP for disposition. DPP can easily convert these requisitions into bid solicitations, and all relevant information from the Requisition is carried over into the Bid Solicitation document. For an overview of how this procurement process will work in GVIBUY, see the diagram below:



Executive Branch Agency

Requests Procurement via Requisition document, which is automatically routed to DPP



Department of Property & Procurement

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- **Create Bid Solicitation**
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- Post Bid Solicitation

- Convert Requisition to Bid Solicitation (IFB, RFP or RFQ)
- Select Open Date (deadline for responses)
- Select vendors using NIGP code
- Enables larger distributionVendors notified electronically
- Viewable in GVIBUY
- Visible to the public

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- Open/Evaluate Responses
- 3



Receive Responses

- Vendor responses locked for viewing until Opening Date
- Compare responses side by side

• Vendors respond in GVIBUY

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Select Vendor & Submit Award for Approval







Create
Purchase Order

- Select one or more vendors to award
- Approve award online

 Convert Awarded Bid Solicitation to PO or Master Blanket PO (Contract)