GOVERNMENT OF THE VIRGIN ISLANDS

PRESS RELEASE

Tel: (284)468-2730
Official Government Website:
https://gov.vg

VI Government Seeks Qualified Firm for the Development of a COTS

Release Date: 13 April, 2026

the "Government") acting through the Town and Planning Department is inviting qualified and experienced firms to submit proposals for the Development of a Commercial Off-the-Shelf (COTS), Customizable Hybrid Cloud Vendor-Hosted/Software-as-a-Service (SaaS) Application and File Management Solution to supply, configure, customize, implement and support the Planning, Building and Enforcement Application for the Department.

1. SCOPE OF SERVICES

1.1 The Government of the Virgin Islands intends to procure a commercial off-the-shelf platform delivered as a vendor-hosted SaaS solution, while allowing for integration with Government systems.

1.2 The successful vendor shall provide all services, software, configuration, customization, integration, implementation, training, data migration, ongoing support and maintenance necessary to deliver a fully operational COTS platform for the Town and Country Planning Department (TCPD), Government of the Virgin Islands (GoVI).The Government envisions that the solution will support the following high-level goals:

1. The Department is seeking a Planning solution with web capabilities for internal and external stakeholders.

Integration
- Website that allows for a customer self-service portal with integration to the main platform
- Letter and form creation and generation
- Code Maintenance (COTS solution)
- Report creation and generation
- Fee Schedule and Payment

1.3 The Scope Services includes, but is not limited to, the following components.

1.3.1 Provide a proven, production-ready COTS solution that is configurable and customizable to meet TCPD business needs.

1.3.2 Supply all required software licenses, subscriptions, and usage rights necessary for internal staff and public users.

1.3.3 Deliver the solution in a secure, scalable deployment model, which may include a vendor-hosted Software-as-a-Service (SaaS) platform or an equivalent architecture proposed by the Tenderer, capable of supporting high availability, system resilience, and future scalability.

1.3.4 Ensure that the solution integrates with the Government Payment Platform for applicable revenue collection.

Tender documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title **"RFP Development of a Commercial Off-the-Shelf (COTS), Customizable Hybrid Cloud Vendor-Hosted/Software-as-a-Service (SaaS) Application and File Management Solution"** Tenderers are advised that the destination mailbox is NOT automated to send tenderers a dated and time acknowledgement of receipt and delivery of their message. Therefore, tenderers should not assume that their email has been safely received and it is the responsibility of the tenderer to follow up with the Procurement Coordinator using the contract information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, will be responsible for non-receipt of documents by tenderer.

3. PRE-TENDER MEETING

A virtual pre-tender meeting is scheduled for **Friday, 24th April, 2026 at 10:00 a.m.** (local time). All prospective tenderers will be notified of the access code and password prior to the meeting. The pretender meeting is not mandatory; however, it is recommended that each Tenderer attend. Each Tenderer must be fully informed regarding all existing and expected conditions and matters relating, which might affect the cost or performance of the Contract. Failure to fully assess the associated cost, shall not relieve any Tenderer of the

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The Government of the Virgin Islands is inviting qualified and experienced firms to submit proposals for the Development of a Commercial Off-the-Shelf (COTS), Customizable Hybrid Cloud Vendor-Hosted/Software-as-a-Service Application and File Management Solution

The purpose of the development of this software is to supply, configure, customise, implement and support the Planning, Building and Enforcement Application for the Town and Country Planning Department (TCPD).

The successful applicant shall provide all services, software, configuration, customisation, integration, implementation, training, data migration, ongoing support and maintenance necessary to deliver a fully operational COTS platform for TCPD.

The application will provide for the following high-level features such as case management with rich data collection,; ocument management with the capability of drag and drop functionality; Workflow Management with assignment capabilities just to name a few.

Tender documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title “RFP Development of a Commercial Off-the-Shelf (COTS), Customizable Hybrid Cloud Vendor-Hosted/Software-as-a-Service (SaaS) Application and File Management Solution”

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A virtual pre-tender meeting is scheduled for Friday, 24th March 2026 at 10:00 am local time, and all prospective tenderers will be notified of the access code and password prior to the meeting.

The pre-tender meeting is not mandatory; however, it is recommended that each tenderer attend. Each tenderer must be fully informed regarding all existing and expected conditions and matters relating, which might affect the cost or performance of the contract. Failure to fully assess the associated cost, shall not relieve any tenderer of the responsibility to properly evaluate the difficulty or cost of successfully performing the Contract.

Any questions regarding this RFP should be submitted in writing by email only to the procurement coordinator at procurement@gov.vg on or before Monday, 4th May 2026.

Proposals must be submitted to the procurement coordinator no later than Monday, 18th May 2026 at 12:00 noon local time. It is the sole responsibility of the tenderer to ensure that tender is received by the procurement coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation.

Proposals will be opened on Tuesday, 19th May, 2026 at 11:00 am. Tenderers who wish to witness the opening process via WebEx will be provided with the access code and password by 12:00 noon on Friday. 15th May 2026.

For Additional Information Contact:

Berta McKelly Adams

Information Officer

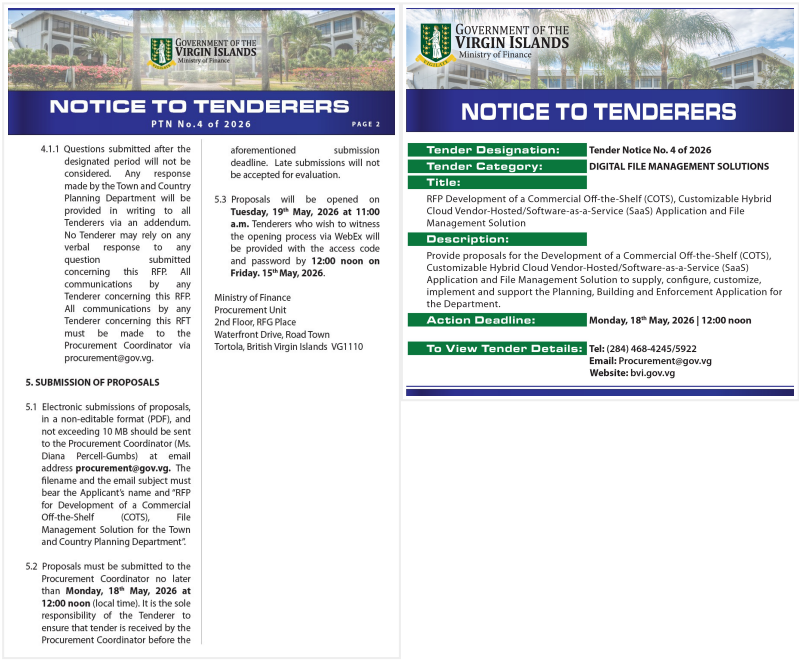
Department of Information and Public Relations

Telephone: 468-2730

Email: bmckelly@gov.vg

oon on Friday. 15th May 2026.

Gallery



GOVERNMENT OF THE VIRGIN ISLANDS
Ministry of Finance

NOTICE TO TENDERERS
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4.1.1 Questions submitted after the designated period will not be considered. Any response made by the Town and Country Planning Department will be provided in writing to all Tenderers via an addendum. No Tenderer may rely on any verbal response to any question submitted concerning this RFP. All communications by any Tenderer concerning this RFP. All communications by any Tenderer concerning this RFT must be made to the Procurement Coordinator via procurement@gov.vg.

5. SUBMISSION OF PROPOSALS

5.1 Electronic submissions of proposals, in a non-editable format (PDF), and not exceeding 10 MB should be sent to the Procurement Coordinator (Ms. Diana Percell-Gumbs) at email address **procurement@gov.vg.** The filename and the email subject must bear the Applicant's name and "RFP for Development of a Commercial Off-the-Shelf (COTS), File Management Solution for the Town and Country Planning Department".

5.2 Proposals must be submitted to the Procurement Coordinator no later than **Monday, 18th May, 2026 at 12:00 noon** (local time). It is the sole responsibility of the Tenderer to ensure that tender is received by the Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation.

5.3 Proposals will be opened on **Tuesday, 19th May, 2026 at 11:00 a.m.** Tenderers who wish to witness the opening process via WebEx will be provided with the access code and password by **12:00 noon on Friday. 15th May, 2026**.

Ministry of Finance
Procurement Unit
2nd Floor, RFG Place
Waterfront Drive, Road Town
Tortola, British Virgin Islands VG1110

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Ministry of Finance

NOTICE TO TENDERERS

Tender Designation:	**Tender Notice No. 4 of 2026**
Tender Category:	**DIGITAL FILE MANAGEMENT SOLUTIONS**
Title:	

RFP Development of a Commercial Off-the-Shelf (COTS), Customizable Hybrid Cloud Vendor-Hosted/Software-as-a-Service (SaaS) Application and File Management Solution

Description:

Provide proposals for the Development of a Commercial Off-the-Shelf (COTS), Customizable Hybrid Cloud Vendor-Hosted/Software-as-a-Service (SaaS) Application and File Management Solution to supply, configure, customize, implement and support the Planning, Building and Enforcement Application for the Department.

Action Deadline:	**Monday, 18th May, 2026 | 12:00 noon**
To View Tender Details:	**Tel:** (284) 468-4245/5922 **Email:** Procurement@gov.vg **Website:** bvi.gov.vg

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Additional Documents or Media

- press_release_vi_government_seeks_qualified_firm_for_the_development_of_a_cots.pdf