

REQUEST FOR GVI WELLNESS PROPOSALS



PROPOSAL REQUESTED

The Government of the Virgin Islands (GVI), through the Division of Personnel, is seeking proposals from qualified vendors, consultants, or organizations to support the development and implementation of the GVI Wellness Program Initiatives. This effort targets government employees and active retirees across the U.S. Virgin Islands.

We're seeking fresh, engaging, and culturally relevant wellness programming that promotes holistic wellbeing. Proposals should support one or more of the following core areas of focus and programming categories:

PROGRAMMING CATEGORIES/AREAS OF FOCUS

- Physical Wellness
- Nutritional Wellness
- Mental & Emotional Wellness
- Preventive Health & Chronic Disease Management
- Work-Life Integration & Social Wellness

GOAL

To enhance employee health and wellbeing by delivering diverse, evidence-based programming that:

- Encourages healthier habits and lifestyle changes
- Reduces absenteeism and chronic illness
- Increases morale and productivity
- Builds a strong culture of wellness throughout GVI agencies

ELIGIBILITY REQUIREMENTS

Applicants must:

- Be licensed in the USVI or certified (as applicable) in their well-related field
- Demonstrate prior experience in planning and executing wellness programs
- Be in good standing with local and federal regulatory agencies
- Carry necessary liability insurance and meet background check requirements
- Be able to tailor content for culturally diverse, public-sector audiences

SCOPE OF WORK

Vendors must:

- Deliver one-time events or multi-session programming (e.g., 3–6 weeks)
- Provide all tools, handouts, or digital materials required
- Track participant engagement and/or collect feedback to demonstrate impact
- Coordinate with the Division of Personnel's Group Health Insurance/Wellness team for scheduling and promotion

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PROGRAM LOCATIONS

Programs may be delivered:

- In-person at agency sites on St. Thomas, St. John, and St. Croix
- In outdoor community spaces where safe and appropriate, with adequate restrooms and parking (approval required for suggested spaces).

SUPPLIES & EQUIPMENT

Vendors must supply:

- Instructional and promotional materials
- Digital resources for virtual programs (e.g., PDFs, videos)
- Any specialized equipment (e.g., mats, utensils, tech) with listed costs in budget

KEY DATES

- Proposal Deadline: 9/8/25 at 11:59 pm
- Anticipated Program Launch: October 2025 – September 2026

SUBMISSIONS INSTRUCTIONS

Submit proposals via email to: Valerie Daley, Chief of Group Health Insurance and Wellness, Valerie.Daley@dop.vi.gov.

REQUIRED DOCUMENTS

Submissions must include:

- Cover Letter
- Provider Profile
- Program Description & Objectives
- Delivery Plan & Timeline
- Budget
- References or Testimonials
- Proof of Certifications/Licensing

FOR MORE INFORMATION:

Valerie Daley, Chief of Group Health Insurance and Wellness
Valerie.Daley@dop.vi.gov.

