



Office of the Governor
United States Virgin Islands

**QUESTIONNAIRE
FOR
GOVERNOR'S NOMINEE FOR
DEPARTMENTS, AGENCIES, BOARDS & COMMISSIONS**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE YOU COMPLETE THIS QUESTIONNAIRE.

- 1) **ALL** questions must be fully and correctly answered and returned to the Office of Legal Counsel **within seven (7) business days of your receipt of the Questionnaire.**
- 2) Do not submit a resume instead of this Questionnaire.
- 3) If more than the allotted space on this form is required for a complete and full answer, please attach as many additional 8½ x 11 sheets as may be needed. At the top of each additional sheet put your name, "Office of the Governor, Office of Legal Counsel", and then reference the question number before each answer.
- 4) **The Questionnaire is in Word Format. Please complete all responses clearly in black font color. Responses are NOT to be hand written.**
- 5) Please do not hesitate to call the Office of Legal Counsel at Government House at (340) 774-0001 if you have any questions concerning this Questionnaire.

NOMINEE'S NAME: Lisa M. Alejandro

10. EMPLOYMENT RECORD: Please list, in chronological order, your complete employment record for the past ten (10) years, beginning with the present or most recent position. [Attach additional sheet(s), if necessary, and reference this question number]

Employer	Dates of Employment	Position	Address/Phone #	Supervisor
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	

11. GOVERNMENT EXPERIENCE:

A. List all federal, state, territorial or local government service, giving dates and type of service such as employee, boards, commissions, executive, legislative or judicial branches, consultant, voluntary service, part-time or honorary. [Attach additional sheet(s), if necessary, and reference this question number] (My response is attached on a separate sheet)

B. List and attach a copy of all service contracts you have held independently or been a party to with the Government of the Virgin Islands.

NOMINEE'S NAME: Lisa M. Alejandro

12. BUSINESSES AND FINANCIAL INTEREST: List all businesses (for profit or not for profit), real estate and trusts in which you have at least a 10% interest or control of assets or serve as an officer or member of a board with voting rights. [Attach additional sheet(s), if necessary, and reference this question number]

13. QUALIFICATIONS: What in your opinion qualifies you to serve the People of the Virgin Islands in the position, which the Governor has nominated you?

SECTION II: HONORS AND ACCOMPLISHMENTS

14. MEMBERSHIPS: List all memberships and offices held in professional, fraternal, scholarly, civic, charitable, and other organizations.

15. BOARDS, COMMISSIONS, TRUSTS, ETC.: List all government or private sector boards, trusts or fiduciary responsible positions on which you have served or are now serving.

16. HONORS AND AWARDS: List all scholarships, fellowships, honorary degrees, honor society memberships, and any other special recognition for outstanding service or achievement.

NOMINEE'S NAME: Lisa M. Alejandro

17. PUBLISHED WRITINGS: List all titles, publishers and dates of books, articles, reports, or other published materials you have written.

SECTION III: CHARACTER

18. Have you ever been the subject of a grand jury, police, and department of justice or any legally constituted government authority, investigation anywhere or at anytime?
 YES NO

If you answer is yes, please explain with details including date and location. [Attach additional sheet(s), if necessary, and reference this question number]

19. Have you ever been arrested in any geographical location for any offense, including traffic violations? YES NO

If yes, please explain with details including offense, date of location and disposition. [Attach additional sheet(s), if necessary, and reference this question number]

20. Have you ever been convicted of a felony or a misdemeanor? YES NO

NOMINEE'S NAME: Lisa M. Alejandro

If yes, please explain with details including offense, date, location and current status. [Attach additional sheet(s), if necessary, and reference this question number]

21. Is there now or has there ever been a judgment entered against you? ___YES ___NO
If the answer is yes, please explain with details on date, location and disposition or current status. [Attach additional sheet(s), if necessary, and reference this question number]

22. Have you ever been a respondent in any labor dispute or discrimination proceeding?
___YES ___NO

If the answer is yes, please explain with details on date, location and disposition or current status. [Attach additional sheet(s), if necessary, and reference this question number]

23. Have you now or have you ever been a member of an organization or an associate of an individual advocating terrorism, overthrow of a government by force or the advocacy or subordination of any ethnic group or individuals? ___YES ___NO

If the answer is yes, please give details of dates, names of organizations, names of individuals and all pertinent circumstances. [Attach additional sheet(s), if necessary, and reference this question number]

NOMINEE'S NAME: Lisa M. Alejandro

24. Do you know of any individual, organization or group, which can be expected to oppose your nomination? YES NO

If the answer is yes, please list the individuals, organizations or groups by name and give the details of your belief for their opposition. [Attach additional sheet(s), if necessary, and reference this question number]

25. Do you have any outstanding and delinquent monetary obligations to the Government of the Virgin Islands or any other public or private entity, including but not limited to, personal income taxes, business taxes, real property taxes (commercial or residential), business license renewals, trade name renewals, annual reporting fees, professional organization dues, child support, judgments, debt

Government of the Virgin Islands, includes but is not limited to the following departments, agencies and instrumentalities: the Bureau of Internal Revenue, Tax Assessor, Department of Justice Division of Paternity and Child Support, Board of Education, Economic Development Authority, U. S. Small Business Administration, Small Business Development Center, Police Department, Department of Licensing and Consumer Affairs, the Water and Power Authority, the Waste Management Authority, Department of Health, Department of Human Services

YES NO

If the answer is yes, please attach a detailed explanation of what outstanding and delinquent monetary obligations are owed, the reason for the delinquency, and the intended plan to bring the matter current.

SECTION IV: CONFLICT OF INTEREST

26. Please explain your understanding of "Conflict of Interest" as it applies to the position to which you have been nominated to serve the People of the Virgin Islands.

NOMINEE'S NAME: Lisa M. Alejandro

27. Do you own a business or real estate, or are you a partner or shareholder or affiliated in anyway to sell or provide goods or services to the Virgin Islands Government?
___YES ___NO

If the answer is yes, please explain and give the name and location of these interest(s) and how you promise to remove yourself from any possible conflict. [Attach additional sheet(s), if necessary, and reference this question number]

28. Does any close relative or spouse have a business or real estate interest(s) as described in question 25? ___YES ___NO

If the answer is yes, please explain and give the name and location of these interest(s) and how you propose to remove yourself from any possible conflict. (Attach additional sheet(s), if necessary.)

SECTION V: JOB PERFORMANCE

29. In no more than 150 words, please outline in priority order your four (4) specific short-term and four (4) specific long-term goals and objectives you would employ to achieve the entity's purpose and improve its service delivery system if your nomination is confirmed for this position.

NOMINEE'S NAME: Lisa M. Alejandro

30. As you must know, the Virgin Islands Government does not have the monetary resources to continue business as usual. Do you have a fiscal plan in place to deal with less spending and a streamlined system to deliver services to the residents of this Territory? YES NO

If your answer is yes, please give a brief summary of your plan. If your answer is no, please explain how you intend to operate your department with less money and deliver the services to the residents as required. [Attach additional sheet(s), if necessary, and reference this question number]

31. What is your view and understanding of Equal Employment Opportunity and Sexual Harassment? [Attach additional sheet(s), if necessary, and reference this question number]

32. Have you ever been named as a party in any hearing, administrative, civil, and criminal, including EEOC, civil rights or sexual harassment? YES NO

If yes, please explain in detail, giving date, venue, agency, and the names of the other parties and the disposition. [Attach additional sheet(s), if necessary, and reference this question number]

NOMINEE'S NAME: Lisa M. Alejandro

33. Is there any additional information that you believe would assist the Committee on Rules and the Judiciary in processing your nomination expeditiously?

CERTIFICATION:

This is to certify and affirm that all the statements contained herein and in any supporting documents or schedules or other such supporting documents or schedules executed at a later date as a part or addendum to this document are true and correct to the best of my knowledge and are made in good faith.

Signed this 2nd day of MAY, 2023

LISA M. ALEJANDRO
Nominee's Name [Print Clearly]

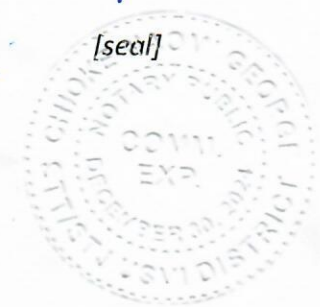
[Signature]
Signature of Nominee

Sworn and subscribed before me this 2 day of May, 2023

[Signature]
Notary Public of the U.S. Virgin Islands

My commission expires: December 30, 2024

NOTARY PUBLIC
Name: **Chioke-Naomi George**
My Commission Exp.: **December 30, 2024**
NP Commission #: **NP-376-20**
St. Thomas/St. John, USVI District



NOMINEE'S NAME: Lisa M. Alejandro

**SIGNATURE, CERTIFICATION AND AUTHORIZATION
FOR
RELEASE OF INFORMATION**

Please read the following very carefully before you sign this document.

1. I understand that the information given in this Questionnaire will be investigated under all applicable laws.
2. I understand that any false statement on any part of this Questionnaire can be grounds for rejecting the confirmation of my nomination.
3. I hereby consent and authorize the release of information on my character, background, ability, financial indebtedness and fitness to serve the residents of the United States Virgin Islands by all government departments and agencies, especially **the Bureau of Internal Revenue, Tax Assessor, Department of Justice Division of Paternity and Child Support, Board of Education, Economic Development Authority, U. S. Small Business Administration, Small Business Development Center, Police Department, Department of Licensing and Consumer Affairs, if applicable**, employers, schools, all law enforcement agencies, and all other individuals and organizations, which may be deemed necessary, to authorized Committee on Rules and the Judiciary investigators, its staff and any other authorized employees of the Virgin Islands Government as may be required.
4. **CERTIFICATION:**
This is to certify and affirm that all the statements contained herein and in any supporting document or schedules or other such supporting documents or schedules executed at a later date as a part or addendum to this document are true and correct to the best of my knowledge and are made in good faith.

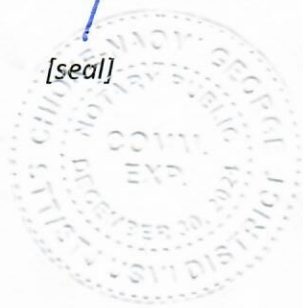
Signed this 20th day of MAY 2023

LISA M. ALEJANDRO
Nominee's Name [Print Clearly]

[Signature]
Signature of Nominee

Sworn and subscribed before me this 2 day of May, 2023

[Signature]
Notary Public of the U.S. Virgin Islands



My commission expires: December 30, 2024

NOTARY PUBLIC
Name: **Chioké-Naomi George**
My Commission Exp.: **December 30, 2024**
NP Commission #: **NP-376-20**
St. Thomas/St. John, USVI District

Lisa M. Alejandro

**Office of the Governor
Office of Legal Counsel**

Question # 11.A.

1. Department of Property and Procurement April 2020 through Present – Assistant Commissioner – Employee (Executive Branch)
2. Department of Property and Procurement – February 6, 2019, through April 2020 Deputy Commissioner – Employee (Executive Branch)
3. Virgin Islands Port Authority – February 22, 2016, through July 7, 2017 – Manager of Procurement and Contracts – Employee (Autonomous Agency/Instrumentality of Government)
4. Virgin Islands Department of Education – May 23, 2011, through February 5, 2016 – Contract Administrator – Employee (Executive Branch)
5. Virgin Islands Department of Property and Procurement – September 5, 2002, through May 20, 2011 – Special Assistant and Contract Administrator - Employee (Executive Branch)

Lisa M. Alejandro

**Office of the Governor
Office of Legal Counsel**

Question # 26.

My understanding dictates that the nature of my responsibilities as the Commissioner of the Department of Property and Procurement requires that I avoid even the appearance of a conflict of interest. My actions must be impartial, equitable, and without personal gain to myself, my family and associates. DPP is the hub of Government acquisitions and custodian of its assets; thus, the public's perceptions regarding fairness, transparency, and trusts rests heavily on the Commissioner and my actions must transcend the statutory prohibitions.

Lisa M. Alejandro

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Question # 29.

Our Short-Term Goals consist of:

- Skills Management/Succession Planning- Building employee competencies/ HR recruiting and retaining skilled workforce.
 - *Create SOPs for all positions.*
- Complete e-procurement/e-property management system integration
 - *Allow access to all GVI agencies to conduct bids/quotes, AP and Contractual functions.*
 - *Add property vendors to GVIBUY for invoicing.*
- Complete an assessment of existing legislation of all operational divisions.
- Complete GVI asset, and transportation process and procedural manual
 - *Fixed-Asset Management – Update policies/procedures on the acquisition, use, tracking, and disposition of fixed assets.*
 - *Fleet Management –Implement and enforce vehicle use policies and procedures.*

Our Long-Term Goals Consist of:

- Develop stronger collaboration between agency stakeholders, understanding GVI's needs, and compliance requirements.
- Propose legislation to reflect best practices in Procurement and Property Management.
- Develop/Implement a system of continuous process improvement.
 - *System that reviews/audit agencies with Delegated Authority).*
- Identify/develop strategy for real property management to increase revenue, and property improvement.

Lisa M. Alejandro

**Office of the Governor
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Question # 31.

Equal Employment Opportunity - Fundamentally, all applicants and employees must be afforded fair treatment in all work situations, regardless of their race, color, sex religion national origin, age disabilities or union membership. Beyond my understanding of the fact that it is illegal to discriminate against any applicant or employee in any work situation (including hiring, firing, promotion, demotions, harassment, training, salaries and benefits etc.) as those practices would stymie growth and improvements in the organization. Disparate treatment based on discriminatory practices, not only rob us of opportunities to place best qualified and best suited candidates in positions to further the greater good but it also crushes employee moral if we penalize employees based on discriminatory practices.

Sexual Harassment - As Commissioner, it is my responsibility to ensure the safety of all employees and to create an environment where all employees feel safe being in the workplace. Part of that feeling of safety, means all employees should enjoy a workplace free from sexual harassment- whether from their co-workers, supervisor, any member of management, clients or customers of the Department. No employee or applicant should be subjected to unwelcomed sexual advances, requests for sexual favors, verbal or physical harassment of a sexual nature, including offensive remarks about their sex.

In fostering a safe work environment, I have a responsibility to continually raise awareness through training of employees, ensuring employees feel safe in reporting instances of sexual harassment and in investigating complaints and disciplining harassers.

SUMMARY: *Business Professional seeking to serve the Government of the Virgin Islands in management capacity having extensive knowledge and experience in Government acquisitions contract management, program development and implementation, leadership, evaluation and negotiation methodologies, and contract writing and compliance.*

EDUCATION:

American InterContinental University, *Masters of Arts Degree
Operations Management, 2020*

American InterContinental University, *Bachelor of Arts Degree
Business Administration/Management, 2008*

University of the Virgin Islands
Psychology and Business Administration, August 1986 - May 1988

Lean Six Sigma, Yellow Belt, Certificate of Completion, 2023

Federal Publications Seminars, Government Contracting and Administration of Contracts
Certificate of Course Completion, October 2019

Government of the Virgin Islands, Certified Contracting Officer's Representative
(COR) Federal Acquisition COR, Certificate of Training, May 2016

Graduate School USA, Contracting Officer's Representative Course (COR)
Certificate of Course Completion, November 2015

National Contract Management Association, *Certified Professional Contract Manager (CPCM)
Certificate of Course Completion, September 2015*

HIGHLIGHT OF QUALIFICATIONS

- ✓ Proficient in Virgin Islands Government ("GVI") and Federal Government uniformed policies and procedures for acquisitions and administration of contracts
- ✓ Highly critical thinker with effective research and management skills
- ✓ Excellent communication and organizational skills
- ✓ Exceptional interpersonal skills

PROFESSIONAL EXPERIENCE:

DEPARTMENT OF PROPERTY AND PROCUREMENT

Assistant Commissioner- 2020-Present

Chief Deputy Commissioner of Procurement – 2019

- Manages and direct all operations of procurement, central stores, warehouse and vendor maintenance personnel and activities throughout the Territory.
- Ensure compliance to the procurement laws, rules and regulations of the Virgin Islands Code, and the U.S. Federal Government.
- Develops and Implements process improvement initiatives.
- Leads and manages personnel under the Office of Procurement Contract Management and Reporting ("OPCMR") Territory-wide.
- Develops procurement training curricular, manual, and resources.
- Drafts and proposes revisions to the GVI's procurement laws.
- Provides support to the Department's legal counsel on procurement matters.
- Manages the day-to-day operations, and decision making of the Department as second in command and member of the senior management team.
- Leads the Logistics Management and Resources functions for the Territory's Emergency Management Council.
- Leads and manages the integration of the Territory's first e-Procurement System.
- Participates on various Government inter-agency task force and business initiatives.

**VIRGIN ISLANDS PORT AUTHORITY (“Authority” or “VIPA”), United States Virgin Islands
Procurement and Contracts Manager – 2016 to 2017**

- Developed, implemented and reviewed the goals, objectives, policies and procedures, and priorities for the Authority’s Procurement and Contracting activities.
- Managed and supervised both districts’ procurement and purchasing supervisors, warehouse staff, contracting, inventory, and vendor relationships.
- Developed, drafted, reviewed and recommended policy changes to VIPA’s Board and implemented said policies and procedures.
- Prepared comprehensive monthly reports for Procurement, Purchasing and Warehouse divisions.
- Reviewed, and certified divisional budget availability for purchasing.
- Provided divisional training on purchasing and procurement.
- Planned, organized, and directed the administration of contracts in accordance with the applicable federal, and local policies and procedures.
- Provided assurances and developed procedures for procuring, safeguarding, and expending federal funds.
- Developed contractual and supplemental boilerplate agreements, inclusive of compensation plans for performance-based contracts.
- Prepared correspondences and represented the Authority on all matters relative to procurement and contracting activities to include but not limited to solicitations, contractual and award challenges, vendor disputes, and court orders and appearances.
- Managed quarterly inventory and annual physical inventory counts, and certified year-end inventory reports for audits.

**VIRGIN ISLANDS DEPARTMENT OF EDUCATION (“VIDE”), St. Thomas VI
Contract Administrator- 2011 to 2016**

- Developed, implemented and managed the processes and procedures of VIDE’s Contract Administration Program.
- Trained and managed staff and program activities of the Contract Administration Program.
- Drafted VIDE’s procurement and property contractual agreements, joint agency contracts and Request for Proposals and correspondences for the Commissioner of Education.
- Managed payment certification for timely obligation and liquidation of federal and local funds.
- Managed various VIDE’s grant fund agreements in accordance the special conditions.
- Provided guidance on budgeting for and acquiring departmental needs.
- Provided training and enforcement on new federal and local policy compliances.
- Provided interpretation on federal grant allowances, requirements, eligibility, and applicability.
- Provided support to VIDE’s legal department on all contract related matters.
- Designated liaison between VIDE, its vendors, and all approving agencies of GVI.
- Prepared annual legislative reports on procurement and contracts.

**DEPARTMENT OF PROPERTY AND PROCURMENT (“GVI”), St. Thomas, VI
Contract Administrator and Special Assistant to the Deputy Commissioner – 2002 to 2011**

- Performed all procurement activities/duties within the division when needed and managed the division in the absence of the Deputy Commissioner.

Little Switzerland, Inc. St. Thomas, VI 1995-2001, Assistant Watch Buyer

Colombian Emeralds Internationals, St. Thomas, VI 1989-1995 Assistant Jewelry Buyer

- Purchased, replenished, inventoried, managed, negotiated, and transfered merchandise.
- Conducted cycle counts, market brand analysis, ran query and variance reports.

ACCOMPLISHMENTS:

- Primary Voting Member of the National Association of State Procurement Professionals- 50 states (2022-Present)
- Member of the National Contract Management Association, (2012-Present)
- Delta Mu Delta, International Honor Society in Business (Lifetime Member)
- Proposed Legislation to Title 31 of the VIC enacted - Bill No. 033-0269.
- Development and implementation of VIPA’s Boilerplate Contracts, training manual and other related documents.
- Development and implementation of VIPA’s Inventory Cycle Counts processes and procedural activities, and Manual.
- Development and implementation of VIPA’s Purchasing Catalogue in both Districts.
- Development and implementation of VIPA’s Indemnification and Insurance Binder.
- Assisted with the policy development and implementation of VIPA’s Property Manuel.
- Developed, and implemented the processes and procedures of VIDE’s Contract Administration Program.
- Government of the Virgin Islands Employee of the Year 2007 (Property and Procurement)

Lisa M. Alejandro

E-MAIL priestlis@yahoo.com



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