REQUESTS FOR PROPOSALS

ADDENDUM 1

for

CDBG-DR ST. THOMAS OFFICE FURNITURE

RFP 008-2020-DR-STT/STX

Issue date:
February 27, 2020

Submittal deadline:
March 23, 2020

Contact person:
Nicole Roberts
Procurement/Contract Officer
nroberts@vihfa.gov
This addendum is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby made a part of the RFP document. The proposer must acknowledge the receipt of any and all addenda by responding back to nroberts@vihfa.gov and acknowledging it in the RFP Cover Letter, Enclosure Document A.

The following sections is hereby amended/change/added:

- **INSERT: 20.0 SELECTION PROCESS**

  Through an evaluation panel, VIHFA will establish a shortlist, either through a natural break in scores or a technically viable cut off technical score. The panel will then invite those firms on the shortlist to interview and demonstrate their knowledge. Firms that do not make the shortlist based on technical score will not be asked to interview. After the interviews, the panel will evaluate the Price Proposals of only those proposals that have made the cut if they deem technically qualified. Depending on the number of respondents, VIHFA reserves the right to deviate from this approach.

The Evaluation Committee Panel is responsible for evaluating all responsive Respondents’ submittals. The Evaluation Committee Panel will consider the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Factors</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>Technical</td>
<td></td>
</tr>
<tr>
<td>Technical Qualifications and Experience</td>
<td>25</td>
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<tr>
<td>Suggested Furniture Solutions</td>
<td>25</td>
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<tr>
<td>Design Plan</td>
<td>30</td>
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<tr>
<td>Pricing</td>
<td></td>
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<tr>
<td>Pricing</td>
<td>20</td>
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<tr>
<td>Total:</td>
<td>100</td>
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The proposer with the lowest total pricing shall receive a score of 20 points for the pricing category. The remaining proposers will receive a price score based upon the following formula:

$$CS = \frac{LCP}{PC^*20}$$

**Where:**
CS = Computed cost score (points) for proposer being evaluated  
LCP = Lowest cost proposed of responses deemed technically feasible  
PC = Proposer's total cost

All other requirements and provision of RFP-008-2020-DR-STT/STX, CDBG-DR St. Thomas Office Furniture, shall remain in full force and effort.

Each Proposer shall make reference in his proposal to Addendum 1 to the RFP Documents. Failure to do so may result in the Proposer's disqualification.

Antoinette Fleming, Director  
Community Development Block Grant – Disaster Recovery

\[3/3/2020\]  
Date