REQUEST FOR QUALIFICATIONS
RFQ 006-2020-DR-STT/STX

ADDENDUM 1

STENOGRAPHY AND TRANSCRIPTION SERVICES

Issue date:
January 27, 2020

Submittal deadline:
February 21, 2020

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Unlocking the Door to Affordable Housing
ADDENDUM NO. 1
Request for Qualifications
Community Development Block Grant – Disaster Recovery Program
Stenograph and Transcription Services
RFQ-006-2020-DR-STT/STX

This addendum consists of one (1) letter size pages (8.5’ x 11”).

This Addendum is hereby made part of the RFQ for Stenography and Transcription Services dated January 27, 2020.

This addendum consists of Questions and Answers as follows:

1. **For transcription services**, is the awardee required to be present to make the audio recordings, or will the Virgin Islands Housing Finance Authority Development Block Grant – Disaster Recovery Program make the recordings and then make available to the contracted transcription service?

   **Answer:** The awardee will be required to be present to make the audio recordings in order to complete the requested task.

All other requirements and provisions of RFQ-006-2020-DR-STT/STX, Stenography and Transcription Services, shall remain in full force and effect.

Each proposer shall make reference in their Proposal to Addendum 1 to the RFQ Documents. Failure to do so may result in the Proposer’s disqualification.

[Signature]
Denise Rhymer, Special Counsel
Community Development Block Grant-Disaster Recovery