



**VIRGIN ISLANDS**  
**HOUSING FINANCE AUTHORITY**  
**Community Development Block Grant - Disaster Recovery Program**  
**3438 Kronprindsens Gade · GERS Complex 1<sup>st</sup> Floor · Suite 4**  
**St. Thomas · U. S. Virgin Islands · 00802-6447**  
**Telephone (340) 777-4432 · Fax (340) 775-7913**

**Request for Proposal – RFP 007-2019-DR-STT/STX**  
**Community Development Block Grant Disaster Recovery (CDBG-DR) Program**

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified and licensed firms or individuals (“Respondents”) to provide SAP System Upgrade and Customization Services in connection with its administration of U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant - Disaster Recovery (“CDBG-DR”) funds. Bid documents may be obtained from the CDBG-DR Procurement/Contract Officer located at #3438 Kronprindsens Gade, GERS Complex 1st Floor – Suite 4, St. Thomas, VI 00802; (340) 777-4432 ext. 4226; [nroberts@vihfa.gov](mailto:nroberts@vihfa.gov), beginning on Friday, April 5, 2019 from 8:00 am to 4:00 pm. Bids will be received until Tuesday, May 7, 2019 at 4:00 pm at #3438 Kronprindsens Gade, GERS Complex 1st Floor - Suite 4, St. Thomas, VI 00802. This package defines the scope of services to be performed by the selected firm.

The process for the selection of the disaster recovery sap system upgrade and customization will be in accordance with the procurement requirement of VIHFA CDBG-DR Program procurement policies. All responses will be evaluated in accordance with the selection criteria and point systems identified in the Request for Proposals.

A pre-proposal conference will be held on Tuesday, April 16, 2019 at 11:00 a.m. at #3202 Demarara Plaza, Suite 200, St. Thomas, VI 00802. All interested firms are invited to attend.

Inquiries about the project may be directed to Nicole Roberts, at (340)-777-4432 ext. 4226 or [nroberts@vihfa.gov](mailto:nroberts@vihfa.gov) by April 23, 2019. Answers to the questions will be posted on VIHFA website ([www.vihfa.gov](http://www.vihfa.gov)) by April 30, 2019. VIHFA reserves the right to accept or reject any and all proposals.

Daryl Griffith,  
Executive Director