



**VIRGIN ISLANDS
HOUSING FINANCE AUTHORITY
3202 Demarara Plaza · Suite 200
St. Thomas · U. S. Virgin Islands · 00802-6447
Telephone (340) 777-4432 · Fax (340) 775-7913**

**Request for Proposal – RFP 005-2019-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 (“Respondents”) to provide Website Design & Hosting 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, beginning on Wednesday, April 17, 2019 from 8:00 am to 4:00 pm. Bids will be received until Monday, May 27, 2019 at 4:00 pm at #3438 Kronprindsens Gade, GERS Complex 1st Floor, 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 website design and hosting services 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 Monday, April 29, 2019 at 10:00 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 by May 13, 2019. Answers to the questions will be posted on VIHFA website (www.vihfa.gov) by May 20, 2019. VIHFA reserves the right to accept or reject any and all proposals.

Daryl Griffith,
Executive Director