REQUEST FOR PROPOSALS
RFP 005-2019-DR-STT/STX

ADDENDUM 1

WEBSITE DESIGN AND HOSTING SERVICES

Issue date:
April 17, 2019

Submittal deadline:
May 28, 2019

Contact person:
Nicole Roberts
CDBG-DR Procurement Officer
nroberts@vihfa.gov
ADDENDUM NO. 1
Request for Proposals
Community Development Block Grant – Disaster Recovery Program
Website Design & Hosting Services
RFP 005-2019-DR-STT/STX

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 proberts@vihfa.gov and acknowledging it in the RFP Cover Letter, Enclosure Document A.

The following sections is hereby amended/change:

- **7.0 REQUESTS FOR PROPOSALS ANTICIPATED SCHEDULE**
The following dates are proposed by VIHFA. The deadlines associated with this RFP are further outlined:

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<th>RFP SCHEDULE</th>
<th>DATES</th>
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<td>RFP Release Date</td>
<td>April 17, 2019</td>
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<td>Pre-Proposal Conference</td>
<td>April 29, 2019</td>
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<td>Deadline for Questions</td>
<td>May 13, 2019</td>
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<td>Questions Responses Published</td>
<td>May 20, 2019</td>
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<td>Proposal Submittal Deadline</td>
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<td><strong>NEW Proposal Submittal Deadline</strong></td>
<td>May 28, 2019</td>
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<td>Interviews and/or Demo</td>
<td>June 12, 2019</td>
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<td>Anticipated Selection of Vendor</td>
<td>June 24, 2019</td>
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The VIHFA reserves the right to change the Schedule of this RFP by issuing an Addendum at any time.

- **15.0 DELIVERY OF BID PACKAGES**

All responses to this RFP are to be submitted no later than 4:00 PM AST on May 28, 2019. Submissions must be packaged as set forth below. Respondents should clearly describe their ability to meet or exceed the requested scope of work and qualifications described in Sections 2.0 and 3.0. VIHFA reserves the right to request any additional information to assure itself of a Proposer’s financial condition and experience.
Bid Packages must be submitted via mail or hand delivered to:

Virgin Islands Housing Finance Authority
Community Development Block Grant-Disaster Recovery Program
3438 Kronprindsens Gade
GERS Complex 1st Floor, Suite 4
St. Thomas, VI 00802
Attention: Nicole Roberts

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Bids may not be submitted via email or fax.

The bid package should include five (5) properly labeled, sealed envelopes. One labeled original and containing an original hardcopy of all the materials and the other four containing copies of the original. Within each of these bid package envelopes, the contents should be divided into two (2) sub-envelopes, according to the specifications below and sealed. Bid packages should also include one USB flash drive in Microsoft Office Suite Software or PDF format that contains all two (2) sub-envelope files corresponding to the envelope labels and containing a digital copy of all documents with the original hard copy package in the order specified below.

The envelopes must be clearly marked. Failure to clearly mark each bid package with this information may cause VIHFA to inadvertently open the bid package before official closing date and time. VIHFA will mark all received bid packages with the date and time of receipt. Bids received after the official deadline will be considered LATE and will not be opened nor considered.

All other requirements and provision of RFP-005-2019-DR-STT/STX, Website Design & Hosting Services, 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

Date