



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

Community Development Block Grant – Disaster Recovery Program  
3438 Kronprindsens Gade · GERS Complex 1st Floor, Suite 4  
St. Thomas · U. S. Virgin Islands · 00802-6447  
Telephone (340) 777-4432 · Fax (340) 775-7913

## **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**

 *Unlocking the Door to Affordable Housing*



## Virgin Islands Housing Finance Authority Community Development Block Grant – Disaster Recovery (CDBG-DR)

3438 Kronprindsens Gade • GERS Complex 1st Floor, Suite 4 • St. Thomas, VI 00802  
Telephone: (340) 777-4432 • Fax: (340) 775-7913 Email: [vihfa@vihfa.gov](mailto:vihfa@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 [nroberts@vihfa.gov](mailto:nroberts@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:

RFP SCHEDULE	DATES
RFP Release Date	April 17, 2019
Pre-Proposal Conference	April 29, 2019
Deadline for Questions	May 13, 2019
Questions Responses Published	May 20, 2019
Proposal Submittal Deadline	May 27, 2019
<b>NEW Proposal Submittal Deadline</b>	<b>May 28, 2019</b>
Interviews and/or Demo	June 12, 2019
Anticipated Selection of Vendor	June 24, 2019

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

RFP 005-2019-DR-STT/STX

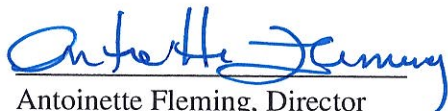
Bids may **not** be submitted via email or fax.

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

5/14/19

Date