



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR PROPOSALS

for

EMERGENCY RENTAL ASSISTANCE CASE MANAGEMENT SERVICES **ADDENDUM I**

RFP 002-2022-STT/STX

Issue date:

February 22, 2022

Submittal deadline:

March 15, 2022

Contact person:

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Procurement/Contract Officer

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<https://www.vihfa.gov/procurement/solicitation>

 *Unlocking the Door to Affordable Housing*

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**RFP 002-2022 -STT/STX
REQUEST FOR PROPOSALS
EMERGENCY RENTAL ASSISTANCE CASE MANAGEMENT
SERVICES
ADDENDUM I**

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 Respondent must acknowledge the receipt of any and all addenda by completing in the RFP Cover Letter, Enclosure Document A. The following sections are hereby amended/added:

- **13.0 SCHEDULE**

The following dates are proposed by VIHFA. The deadlines associated with this RFP are amended as follows:

RFP SCHEDULE	DATES
RFP Release Date	February 22, 2022
RFP Deadline for Questions	February 28, 2022
RFP Questions Responses Deadline	March 4, 2022
NEW Questions Responses Deadline	March 15, 2022
Proposal Submission Deadline	March 15, 2022
NEW Proposal Submittal Deadline	March 25, 2022

The VIHFA reserves the right to change RFP Schedule 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 **2:00 p.m.** on **March 25, 2022.**

Bid Packages must be submitted via email procurement@vihfa.gov. The VIHFA will not consider fax submission of a bid or email submissions received after the deadline and submissions submitted to the wrong email address.

The email subject line must be clearly marked **“RFP BID – Emergency Rental Assistance Case Management Services”**. The VIHFA will log all received bid packages with the date and time of receipt. Bids received after the deadline will be considered LATE and will not be opened or considered.