



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR PROPOSALS

for

LEGAL SERVICES **ADDENDUM 1**

RFP 007-2022-DR-STT/STX

Issue date:

April 11, 2022

Submittal deadline:

May 23, 2022

Contact person:

Nicole Roberts

Procurement/Contract Officer

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

 *Unlocking the Door to Affordable Housing*

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RFP 007-2022 -DR-STT/STX
REQUEST FOR PROPOSALS
LEGAL SERVICES
ADDENDUM 1

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/change:

11.0 REQUEST FOR PROPOSAL SCHEDULE

The deadlines associated with this RFP are further outlined:

RFP SCHEDULE	DATES
RFP Release Date	April 11, 2022
RFP Pre-Proposal Conference	April 20, 2022
NEW Pre-Proposal Conference	May 2, 2022
RFP Deadline for Questions	April 22, 2022
NEW RFP Deadline for Questions	May 6, 2022
RFP Questions Responses Deadline	May 2, 2022
NEW Questions Responses Deadline	May 13, 2022
Proposal Submission Deadline	May 15, 2022
Proposal Submittal Deadline	May 11, 2022
NEW Proposal Submittal Deadline	May 23, 2022

The VIHFA reserves the right to change RFP Schedule by issuing an Addendum at any time.

13.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a virtual Pre-Proposal Conference at **2:00 p.m.** Atlantic Standard times (“AST”) on **May 2, 2022**. You may join the Zoom meeting <https://us02web.zoom.us/j/88177419387> Meeting ID: 881 7741 9387

It is highly recommended that prospective Respondent thoroughly review the requirements of the RFP prior to the Pre-Proposal Conference. All prospective Respondents are urged to participate in the virtual pre-proposal conference. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this RFP package or any addenda thereto.

15.0 DELIVERY OF BID PACKAGES

All responses to this RFP are to be submitted no later than **4:00 p.m. on May 23, 2022**. 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. Proposal Packages must be submitted via email

procurement@vihfa.gov

The email subject line must be clearly marked “**PROPOSAL – Legal Services**”. Failure to clearly mark the subject line with this information may cause the VIHFA to inadvertently manage the receipt of the proposal package. The VIHFA will log all received proposal packages with the date and time of receipt. Proposals received after the deadline will be considered **LATE** and will **not** be opened or considered.