



# VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3438 Kronprindsens Gade · GERS Complex 1<sup>st</sup> Floor  
St. Thomas · U. S. Virgin Islands · 00802-6447  
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## REQUESTS FOR PROPOSALS

### ADDENDUM 1

for

## CDBG-DR ST. THOMAS OFFICE FURNITURE

### RFP 008-2020-DR-STT/STX

**Issue date:**

February 27, 2020

**Submittal deadline:**

March 23, 2020

**Contact person:**

Nicole Roberts  
Procurement/Contract Officer  
[nroberts@vihfa.gov](mailto:nroberts@vihfa.gov)



# VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

Community Development Block Grant – Disaster Recovery  
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## ADDENDUM NO. 1 Request for Proposals Community Development Block Grant – Disaster Recovery Program CDBG-DR ST. THOMAS OFFICE FURNITURE RFP 008-2020-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/added:

- **INSERT: 20.0 SELECTION PROCESS**

Through an evaluation panel, VIHFA will establish a shortlist, either through a natural break in scores or a technically viable cut off technical score. The panel will then invite those firms on the shortlist to interview and demonstrate their knowledge. Firms that do not make the shortlist based on technical score will not be asked to interview. After the interviews, the panel will evaluate the Price Proposals of only those proposals that have made the cut off/it deems technically qualified. Depending on the number of respondents, VIHFA reserves the right to deviate from this approach.

The Evaluation Committee Panel is responsible for evaluating all responsive Respondents' submittals. The Evaluation Committee Panel will consider the following criteria:

Evaluation Factors	Total Points
<b><u>Technical</u></b>	
Technical Qualifications and Experience	25
Suggested Furniture Solutions	25
Design Plan	30
<b><u>Pricing</u></b>	
Pricing	20
<b>Total:</b>	100



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St. Croix Office: 100 Lagoon Complex • Suite 4 • Frederiksted, VI 00840-3912 • Telephone: (340) 772-4432

The proposer with the lowest total pricing shall receive a score of 20 points for the pricing category. The remaining proposers will receive a price score based upon the following formula:

$$CS = (LCP/PC*20)$$

**Where:**

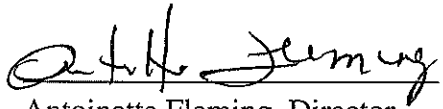
CS = Computed cost score (points) for proposer being evaluated

LCP = Lowest cost proposed of responses deemed technically feasible

PC = Proposer's total cost

All other requirements and provision of RFP-008-2020-DR-STT/STX, CDBG-DR St. Thomas Office Furniture, 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

3/3/2020

Date