



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR QUALIFICATIONS RFQ 006-2020-DR-STT/STX

ADDENDUM 1

STENOGRAPHY AND TRANSCRIPTION SERVICES

Issue date:

January 27, 2020

Submittal deadline:

February 21, 2020

Contact person:

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CDBG-DR Procurement Officer

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 *Unlocking the Door to Affordable Housing*



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Community Development Block Grant – Disaster Recovery
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ADDENDUM NO. 1
Request for Qualifications
Community Development Block Grant – Disaster Recovery Program
Stenograph and Transcription Services
RFQ-006-2020-DR-STT/STX

This addendum consists of one (1) letter size pages (8.5' x 11").

This Addendum is hereby made part of the RFQ for Stenography and Transcription Services dated January 27, 2020.

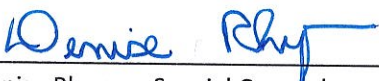
This addendum consists of Questions and Answers as follows:

1. **For transcription services**, is the awardee required to be present to make the audio recordings, or will the Virgin Islands Housing Finance Authority Development Block Grant – Disaster Recovery Program make the recordings and then make available to the contracted transcription service?

Answer: **The awardee will be required to be present to make the audio recordings in order to complete the requested task.**

All other requirements and provisions of RFQ-006-2020-DR-STT/STX, Stenography and Transcription Services, shall remain in full force and effect.

Each proposer shall make reference in their Proposal to Addendum 1 to the RFQ Documents. Failure to do so may result in the Proposer's disqualification.



Denise Rhymer, Special Counsel
Community Development Block Grant-
Disaster Recovery