



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
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Request for Proposal – RFP 006-2019-DR-STT/STX
Community Development Block Grant Disaster Recovery (CDBG-DR) Program

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified and licensed firms or individuals (“Respondents”) to provide a Grant Management System in connection with its administration of U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant - Disaster Recovery (“CDBG-DR”) funds. Bid documents may be obtained from the CDBG-DR Procurement/Contract Officer located at #3438 Kronprindsens Gade, GERS Complex 1st Floor – Suite 4, St. Thomas, VI 00802; (340) 777-4432 ext. 4226; nroberts@vihfa.gov, beginning on Friday, April 5, 2019 from 8:00 am to 4:00 pm. Bids will be received until Tuesday, May 7, 2019 at 4:00 pm at #3438 Kronprindsens Gade, GERS Complex 1st Floor - Suite 4, St. Thomas, VI 00802. This package defines the scope of services to be performed by the selected firm.

The process for the selection of the disaster recovery grant management system will be in accordance with the procurement requirement of VIHFA CDBG-DR Program procurement policies. All responses will be evaluated in accordance with the selection criteria and point systems identified in the Request for Proposals.

A pre-proposal conference will be held on Tuesday, April 16, 2019 at 10:00 a.m. at #3202 Demarara Plaza, Suite 200, St. Thomas, VI 00802. All interested firms are invited to attend.

Inquiries about the project may be directed to Nicole Roberts, at (340)-777-4432 ext. 4226 or nroberts@vihfa.gov by April 23, 2019. Answers to the questions will be posted on VIHFA website (www.vihfa.gov) by April 30, 2019. VIHFA reserves the right to accept or reject any and all proposals.

Daryl Griffith,
Executive Director