



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

Community Development Block Grant – Disaster Recovery Program
3438 Kronprindsens Gade · GERS Complex 1st Floor, Suite 4
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REQUEST FOR PROPOSALS RFP 005-2019-DR-STT/STX

ADDENDUM 2

WEBSITE DESIGN AND HOSTING SERVICES

Issue date:

April 17, 2019

Submittal deadline:

May 28, 2019

Contact person:

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 *Unlocking the Door to Affordable Housing*



Virgin Islands Housing Finance Authority
Community Development Block Grant – Disaster Recovery (CDBG-DR)

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ADDENDUM NO. 2
Request for Proposals
Community Development Block Grant – Disaster Recovery Program
Website Design & Hosting Services
RFP 005-2019-DR-STT/STX

This addendum consists of five (5) letter size pages (8.5' x 11").

Addendum No. 2 is hereby made part of the RFP for Website Design & Hosting Services, RFP 005-2019-DR-STT/STX, dated April 17, 2019.

This addendum consists of Questions and Answers as follows:

1. Question – How many vendors will be awarded for this project?

Answer: Per Section 8.0 of the RFP, VIHFA may decide to award contracts to more than one Respondent, however, VIHFA currently anticipates awarding one contract pursuant to this RFP.

2. Question – What is the estimated budget?

Answer: The estimated budget will be determined by the submitted proposals.

3. Question – Is there an incumbent working in this project?

Answer: There is no incumbent working on this project.

4. Question – What other system will interface with this system?

Answer: Pursuant to Section 2.1, Item 5 of the RFP, the system should be able to interface with VIHFA's Case Management, Grants Management and Financial Systems to provide real-time data.

5. Question – Are we looking for Housing Finance related experience in the website?

Answer: Housing Finance related experience is not required for the website as VIHFA will be providing the content for the website.

6. Question – Regarding interfacing to VIHFA 's Case Management, Grants Management, and Financial systems (to provide real-time data). The VIHFA currently has RFPs for a new Grants Management system and upgrade/customization to their SAP Business One environment. Will this timeline be constrained by the award/implementation/production schedules of the other two projects?

Answer: We may delay the start of the development of the integrations for the Grants Management System and SAP. This will allow for vendors to be selected. We do not expect the overall start date to be impacted by these integrations.

7. Question – Section 2.2 #3: “Special Needs Residents” lists “non-English speakers”, are there any requirements that the procured vendor provide translation services. If translation services are requested, could you please provide the target languages required?

Answer: The VIHFA will prefer a multilingual website with built-in translation services to include Spanish, French Creole (Haitian dialect), and special communication services for the provisionally impaired. Additionally, VIHFA will provide some translated content such as documents, contracts, action plans, etc.

8. Question - The RFP states that it seeks Hosting Services, is the VIHFA seeking on-premise hosting services, hosting services with servers located within the VI or is cloud hosting from a US-based major provider sufficient?

Answer: Cloud hosting from a US-based major provider is sufficient. Please ensure hosting environment is highly available.

9. Question – Does the VIHFA intend this vendor to manage any Personal Information (PI) under this contract? If so, are there any rules, requirements or laws for managing PI related to this contract?

Answer: It is not expected for the intended vendor to manage PII, however it is expected the selected vendor design the website and related integrations to accommodate PII. Please follow industry/security best practices such as NIST Special Publication 800 series (ex. 800-44, 800-95), OWASP Top 10, etc.

10. Question – Is the VIHFA requesting that the website have capabilities to collect information via forms and store the data into a database?

Answer: Yes.

11. Question – Are there requirements that users be authenticated before accessing specific areas of the website, e.g. users enter username/password and can log in and submit “Procurement/Contracts” to a private portal?

Answer: Yes. VIHFA is expecting users to be able to login to submit bids, to sign up for procurement related notifications, press release notifications, etc.

12. Question – Does VIHFA require that subcontractors complete all forms?

Answer: Each subcontractor shall complete Enclosures A, B, D, E, and F.

13. Question – Section 17.0.B: Is this general or professional liability insurance or both?

Answer: Both.

14. Question – Do you have a list of systems that the website should integrate with?

Answer: See the response to Question #4.

15.Question – Section 2.1 #5: May VIHFA please provide details on the technical infrastructure of the Case Management, Grants Management, Financial Systems intended to be interfaced with and how many systems are intended to be interfaced with?

Answer: The Grants Management system is currently in the procurement process; more details will follow once a vendor is selected. The Case Management system is built on OnBase by Hyland. The financial system is an on-premise install of SAP Business One.

16.Question – Section 2.2 #3: Does VIHFA intend to provide content in languages in addition to English? If yes, which languages, and will VIHFA provide all non-English content to be published on the website?

Answer: The VIHFA will prefer a multilingual website with built-in translation services to include Spanish, French Creole (Haitian dialect), and special communication services for the provisionally impaired. Additionally, VIHFA will provide some translated content such as documents, contracts, action plans, etc.

17.Question – Section 2.3.1: May VIHFA please provide detail on the technical infrastructure of the current website?

Answer: The current website is cloud hosted and uses Drupal as the CMS.

18.Question – Section 2.3.2: May VIHFA please provide more information on the functionality expected from the Talent Acquisition module?

Answer: The VIHFA is requesting talent acquisition functionality to be added to the website which would allow the posting of open positions. Additionally, applicants should be able to upload resumes, cover letters, etc, in order to apply to multiple open positions online. Access to functionality should be controlled by logging in to a portal. Applicants should be able to receive notifications when new positions are posted. Talent Acquisition module should be user friendly for VIHFA HR. 3rd Party, “off-the-shelf”, solutions for talent acquisition module are acceptable.

Website Design & Hosting Services
RFP 005-2019-DR-STT/STX
Addendum #2
Questions & Answers

All other requirements and provisions of RFP 005-2019-DR-STT/STX, Website Design & Hosting Services, shall remain in full force and effect.

Each proposer shall make reference in his Proposal to Addendum 2 to the RFP Documents. Failure to do so may result in the Proposer's disqualification.



Antoinette Fleming, Director
Community Development Block Grant – Disaster Recovery

8/20/19
Date

PRE-PROPOSAL CONFERENCE

RFP 005-2019-DR-STT/STX WEBSITE DESIGN & HOSTING SERVICES

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ATTENDANCE ON THE PHONE

RFP NUMBER: 005-2019-DR-STT/STX

SUBJECT: PRE-PROPOSAL C
DATE: April 29, 2019

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