



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3438 Kronprindsens Gade · GERS Complex 1st Floor · Suite 4
St. Thomas, U. S. Virgin Islands 00802
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REQUEST FOR PROPOSALS PUBLIC RELATIONS AND MARKETING COMMUNICATIONS

ADDENDUM 3

RFP 004-2020-DR-STT/STX

Issue date:

March 3, 2020

Submittal deadline:

April 16, 2020

Contact person:

Nicole Roberts
CDBG-DR Procurement Officer
nroberts@vihfa.gov

Virgin Islands Housing Finance Authority

RFP 004-2020-DR-STT/STX

REQUEST FOR PROPOSALS

Public Relations and Marketing Communications

ADDENDUM 3

This addendum is to modify the previously issued RFP document given for informational purposes and is hereby made a part of the RFP for Public Relations and Marketing Communications, RFP 004-2020-DR-STT/STX, dated March 3, 2020.

The RFP Addendum # 3 is hereby adding the additional clarification information:

16.0 DELIVERY OF BID PACKAGES

All responses to this RFP are to be received by VIHFA no later than **4:00 PM AST on April 16, 2020**.

Bid Packages must be submitted via certified mail or email to:

Virgin Islands Housing Finance Authority
Community Development Block Grant-Disaster Recovery Program
3438 Kronprindsens Gade, GERS Complex 1st Floor, Suite 4
St. Thomas, VI 00802

Attention: Nicole Roberts
RFP 004-2020-DR-STT/STX

EMAIL: Bids can be submitted via email at the email address below with a confirmation receipt response:

procurement@vihfa.gov

CERTIFIED MAIL: Submissions must be packaged in a sealed envelope. (1 original, 4 copies). The bid package should include five (5) properly labeled, sealed envelopes. One labeled original and containing an original hardcopy of all the materials and the other four containing copies of the original. Within each of these bid package envelopes, the contents should be divided into two (2) sub-envelopes, according to the specifications below and sealed. Bid packages should also include one USB flash drive in Microsoft Office Suite Software or PDF format that contains all two (2) sub-envelope files corresponding to the envelope labels and containing a digital copy of all documents with the original hard copy package in the order specified below.

The envelopes must be clearly marked. Failure to clearly mark each bid package with this information may cause VIHFA to inadvertently open the bid package before official closing date and time. VIHFA will mark all received bid packages with the date and time of receipt. Bids received after the official deadline will be considered **LATE** and will not be opened nor considered.

16.1 BID PACKAGE FORMAT & PROPOSAL CONTENT

To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined will disqualify the respondent.

Main Envelope (Labeled "Originals" or "Copy 1, 2, 3, or 4")

Sub-Envelopes to include:

Sub-Envelope 1

A. Cover Letter –

- i. The cover letter should be on the company's official business letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all of the commitments made in their submittal. **Permission will be granted for the use of electronic signature to sign off on proposals.**
- ii. The letter should acknowledge the receipt of all addenda.
- iii. It shall state, if awarded the contract, that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any.
- iv. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
- v. It should also state that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.
- vi. Confirmation that the firm has not engaged in any unethical practices within the past five (5) years.
- vii. The Proposer must also disclose, and identify, any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identify any potential conflict of interest, and must

certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

All other requirements and provisions of RFP-004-2020-DR-STT/STX, Public Relations and Marketing Communications, shall remain in full force and effect.

Each proposer shall make reference in this Proposal to Addendum 3 to the RFP Documents. Failure to do so may result in the Proposer's disqualification.



David Martin, Chief Disaster Recovery Officer
Community Development Block Grant-
Disaster Recovery