



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

Community Development Block Grant – Disaster Recovery Program

3483 Kronprindsens · GERS Complex 1st Floor · Suite 4

St. Thomas · U. S. Virgin Islands · 00802-6447

Telephone (340) 777-4432 · Fax (340) 775-7913

Request for Proposal – RFP 004-2020-DR-STT/STX

Community Development Block Grant Disaster Recovery (CDBG-DR) Program

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified individual and/or firms (“Respondents”) to provide public relations and marketing communications across a wide variety of platforms to further amplify the VIHFA-CDBG-DR initiatives with its administration of U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant - Disaster Recovery (“CDBG-DR”) funds. Beginning on Tuesday, March 3, 2020, bid documents may be obtained from 8:00 a.m. to 4:00 p.m. at the following VIHFA locations: (1) #3438 Kronprindsens Gade, GERS Complex 1st Floor – Suite 4, (2) #3202 Demarara Plaza, Suite 200, St. Thomas, VI; and (3) Lagoon Street Complex, Suite 4, Frederiksted, St. Croix, VI. Bids packages are also available download on <https://www.vihfa.gov/disaster-recovery/procurement>. Bids are to be submitted on Monday, April 2, 2020 at 4:00 p.m. at any of aforementioned Virgin Islands Housing Finance Authority Offices. This package defines the scope of services to be performed by the selected firm.

The process for the selection of the disaster recovery public relations services will be in accordance with the 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 Thursday, March 12, 2020 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. 4227 or nroberts@vihfa.gov by Thursday, March 19, 2020. Answers to the questions will be posted on VIHFA website (www.vihfa.gov) by Wednesday, March 25, 2020. VIHFA reserves the right to accept or reject any and all proposals.



Daryl Griffith,
Executive Director