



**VIRGIN ISLANDS
HOUSING FINANCE AUTHORITY
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St. Thomas · U. S. Virgin Islands · 00802-6447
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**Request for Qualifications – RFQ 006-2020-DR-STT/STX
Community Development Block Grant Disaster Recovery (CDBG-DR) Program**

The Virgin Islands Housing Finance Authority (“VIHFA”) seeks to procure Stenography and Transcription Services in connection with its administration of U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) and Community Development Block Grant-Disaster Recovery (“CDBG-DR”) funds. Beginning on Monday, January 27, 2020, bid documents may be obtained from 8:00 a.m. to 4:00 p.m., at the following VIHFA locations: (a) #3438 Kronprindsens Gade, GERS Complex 1st Floor, Suite 4, (b) #3202 Demarara Plaza, Suite 200, St. Thomas, VI; and (c) Lagoon Street, Frederiksted, St. Croix, VI. Bid packages are also available for download on <https://www.vihfa.gov/disaster-recovery/procurement>. Bids are to be submitted on Friday, February 21, 2020 at 4:00 pm at any of aforementioned Virgin Islands Housing Finance Authority Offices.

Funding for this project is provided by the Department of Housing & Urban Development Community Development Block Grant Program under the auspices of the Virgin Islands Housing Finance Authority. The successful contractor will be required to abide by the federal rules and regulations which govern this bid. The package defines the scope of services to be performed by the selected firm.

Inquiries about the project may be directed to Nicole Roberts, at (340)-777-4432 ext. 4227 or nroberts@vihfa.gov. VIHFA reserves the right to accept or reject any and all proposals.

Daryl Griffith,
Executive Director