



**VIRGIN ISLANDS
HOUSING FINANCE AUTHORITY
3202 Demarara Plaza · Suite 200
St. Thomas · U. S. Virgin Islands · 00802-6447
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**Request For Proposal – RFP# 001-2019
Community Development Block Grant Disaster Recovery (CDBG-DR) Program**

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified and licensed firms (“Respondents”) to provide Disaster Recovery Housing Case Management and Related Services (“DR Housing Case Management Services”) for a portfolio of housing programs including but not limited to the Community Development Block Grant Disaster Recovery (CDBG-DR) Homeowner Rehabilitation and Reconstruction Program and the CDBG-DR Rental Rehabilitation and Reconstruction Program. Bid documents may be obtained from the CDBG-DR Procurement/ Contract Officer located at #3438 Kronprindsens Gade, GERS Complex 1st Floor, St. Thomas, VI 00802; (340) 777-4432 ext. 4221; nroberts@vihfa.gov, beginning on Thursday, January 24, 2019 from 8:00 am to 5:00 pm. Bids will be received until Monday, February 25, 2019 at 4:00 pm at #3438 Kronprindsens Gade, GERS Complex 1st Floor, St. Thomas, VI 00802 St. Thomas. This package defines the scope of services to be performed by the selected firm.

The process for the selection of the disaster recovery case management services 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 on Monday, February 4, 2019 at 10:00 am at #3438 Kronprindsens Gade, GERS Complex 1st Floor, 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. 4221 or nroberts@vihfa.gov by February 7, 2019. Answers to the questions will be posted on VIHFA website (www.vihfa.gov) by February 11, 2019. VIHFA reserves the right to accept or reject any and all proposals.

Daryl Griffith,
Executive Director