



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

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100 Lagoon Complex · Suite 4  
St. Croix, U.S. Virgin Islands 00840-3912  
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## **REQUEST FOR PROPOSAL for PREPARATION OF 2020-2024 CONSOLIDATED PLAN**

### **RFP 006-2020-STT/STX**

**Issue date:**  
**February 20, 2020**

**Submittal deadline:**  
**March 20, 2020**

**Contact person:**  
**Afisha M. Hillocks**  
**Procurement/Contract Officer**  
**ahillocks@vihfa.gov**  
**(340) 772-4432 ext. 3233**  
<https://www.vihfa.gov/business/solicitation>

 *Unlocking the Door to Affordable Housing*

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# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

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## **RFP 006-2020-STT/STX REQUEST FOR PROPOSAL PREPARATION OF 2020-2024 CONSOLIDATED PLAN**

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### **1.0 INTRODUCTION**

The Virgin Islands Housing Finance Authority (“VIHFA”), an autonomous entity of the Government of the U.S. Virgin Islands, has been designated as the administrator of the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), the Home Investments Partnership (HOME) Program, and the Housing Trust Fund (HTF) for the Territory of the United States Virgin Islands (USVI). The VIHFA is soliciting proposals from qualified firms or individual(s) (“Respondent”) to assist with the development of the Five-Year Consolidated Plan for the period 2020-2024.

### **2.0 SCOPE OF SERVICES**

The services required under this engagement will include provision of all services necessary for the development of a five-year Consolidated Plan which complies with all requirements of the Department of Housing and Urban Development (HUD) as outlined in the applicable regulations:

1. Conduct consultations as necessary to gather information about the status of the Territory’s available housing, homeless, and community development resources and to assess needs of special populations in order to advise/assist VIHFA staff with the determination of appropriate strategic objectives, goals, and performance measures
2. Develop the 2020-2024 Consolidated Plan and Program Year 2020 Annual Action Plan document and deliver a fully formatted electronic copy suitable for copying and distribution
3. Assist staff with preparation and submission of e-Con Plan in the Integrated Disbursement and Information System (IDIS)

The Respondent shall also be responsible for preparing an updated Assessment of Impediments to Fair Housing.

#### **2.1 LOCATION/DURATION OF SERVICES**

If the selected consultant is not based in the Territory, the consultant shall make at least one on-site visit to the Territory of the United States Virgin Islands during the course of the engagement. The consultant shall perform the remaining work from his/her regular base of operations.

The expected duration of the engagement is from April 1, 2020 through August 15, 2020; however, the contractor shall agree to extend the duration of the engagement at no cost to the VIHFA if HUD requires any corrections to the Plan before its approval.

## **2.2 TASKS TO BE ACCOMPLISHED**

- A. Review the 2015-2019 Consolidated Plan, the Annual Action Plans for Program Years 2015-16, 2016-17, 2017-18, 2018-19, and 2019-20, relevant CAPERs, and other documents, as appropriate, to gain perspective on the Territory and information about the historical performance of the covered programs;
- B. Conduct consultations with program staff and also outside agencies/entities including but not limited to the local PHA, governmental agencies, non-profit social service providers, and the Multiple Listing Service, as necessary, to gather information about the status of the Territory's available housing, homeless, and community development resources and to assess needs of special populations;
- C. Gather demographics and other relevant statistical data relative to the general population and low-income and special needs populations;
- D. Prepare housing needs and market analysis and also relevant economic data analysis, as required
- E. Complete assessment of impediments to fair housing;
- F. Meet with relevant VIHFA staff to assist with determination of appropriate strategic objectives, goals, and development of performance measures;
- G. Develop all figures, tables, graphs, charts, and exhibits, as necessary;
- H. Complete all tables and other exhibits as required by the Consolidated Plan regulations and related guidance;
- I. Prepare, edit, and format draft and final Plan documents
- J. Incorporate public comments into the Plan upon conclusion of the public review period and complete the final Plan document
- K. Deliver a fully formatted electronic copy of the finalized 2020-2024 Consolidated Plan and Program Year 2020 Annual Action Plan document suitable for copying and publication by Friday, July 28, 2020
- L. Assist VIHFA staff with preparation and submission of e-Con Plan in the Integrated Disbursement and Information System (IDIS) by no later than Wednesday, August 12, 2020
- M. Prepare and submit close-out report and final invoice.

## **3.0 TERMS**

The VIHFA will contract **for a period of five (5) months comprising the period April 1, 2020 through August 15, 2020**, subject to VIHFA's option to extend the term of the contract subject to satisfactory performance. The VIHFA reserves the right to modify and/or terminate the contract if the successful organization fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

#### **4.0 PAYMENT**

The Respondent shall include a proposed payment schedule as part of the proposal. (See Section 11.0 below for detailed information regarding the submission requirements for the Cost Proposal). The final terms of payment will be negotiated with the successful Respondent as part of the development of the contract. The VIHFA anticipates that the terms will include an initial deposit/mobilization payment of not more than 10% of the contract amount, installment payments based on completion of various milestones/deliverables, and payment of the final balance upon HUD's approval of the Consolidated Plan.

#### **5.0 TERMINATION**

Either party may terminate the parties' contract with or without cause with Thirty (30) calendar days written notice to the other party before the effective date of such termination. The VIHFA may, by written notice, terminate the contractor's services, in whole or in part, for failure of Respondent to perform its obligations under the parties' contract. In such event, the Respondent shall be liable for damages as authorized by law.

#### **6.0 CONFLICT OF INTEREST**

A Respondent submitting a proposal hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of the VIHFA; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Request for Proposals; the Respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

#### **7.0 REQUESTS FOR PROPOSAL SCHEDULE**

The following dates are proposed by the VIHFA. The deadlines associated with this RFP are further outlined:

<b>RFP SCHEDULE</b>	<b>DATE</b>	<b>TIME</b>
RFP Issue date	February 20, 2020	
Pre-Proposal Conference	March 4, 2020	11:00 a.m.
Final date to submit written questions	March 13, 2020	3:00 p.m.
RFP Submittal Deadline	March 20, 2020	4:00 p.m.

The VIHFA reserves the right to change the RFP Schedule by issuing an Addendum at any time.

## 8.0 ISSUING AND PROCURING OFFICE

This RFP is being issued for the VIHFA. All general correspondence and inquiries about the RFP should be submitted in writing and sent to:

Ms. Afisha M. Hillocks  
Procurement/Contract Officer  
Virgin Islands Housing Finance Authority  
100 Lagoon Complex, Suite 4  
St. Croix, VI 00840-3912

OR

Inquiries may be submitted via e-mail to:

[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)

Mark subject line for e-mail: “**RFP 006-2020-STT/STX**”.

From the issue date of this RFP until a determination is made regarding the selection of a successful Respondent, all contacts concerning this RFP must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent’s package. The VIHFA will **not** be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this RFP. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information can be given. If the VIHFA amends this RFP, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/business/solicitation>. After the deadline for the submission of questions, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for all addenda. It is the responsibility of the potential Respondents to update all contact information, contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the proposal package, and/or check VIHFA’s website for updates.

## 9.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a Pre-Proposal Conference in its Training Rooms located at 3202 Demarara Plaza, Suite 200 on St. Thomas and 100 Lagoon Complex, Suite 4 on St. Croix, United States Virgin Islands at **11:00 AM** Atlantic Standard Time (AST) on **March 4, 2020**.

It is highly recommended that prospective Respondents thoroughly review the requirements of the RFP prior to the Pre-Proposal Conference. All prospective Respondents are urged to attend.

Non-attendance on the part of a Respondent shall not relieve the Respondent of any responsibility for adherence to any of the provisions of this proposal package or any addenda thereto.

## **10.0 DELIVERY OF PROPOSAL PACKAGE**

All responses to this RFP are to be submitted no later than **4:00 p.m. AST on March 20, 2020**. Submissions must be packaged in a sealed envelope, (1 original, 2 copies). The VIHFA will **not** consider fax or e-mail submission of a proposal. Mail submissions received after the proposal due date also will **not be** considered.

Proposal Package must be submitted to:

Virgin Islands Housing Finance Authority  
100 Lagoon Complex, Suite 4  
St. Croix, VI 00840

**RFP 006-2020-STT/STX**  
**PREPARATION OF 2020-2024 CONSOLIDATED PLAN**  
**SEALED PROPOSAL – DO NOT OPEN**

**OR**

Virgin Islands Housing Finance Authority  
3202 Demarara Plaza, Suite 200  
St. Thomas, VI 00802

**RFP 006-2020-STT/STX**  
**PREPARATION OF 2020-2024 CONSOLIDATED PLAN**  
**SEALED PROPOSAL – DO NOT OPEN**

The envelope must be clearly marked “**SEALED PROPOSAL – DO NOT OPEN**” below the address as indicated. Failure to clearly mark each proposal package with this information may cause the VIHFA to inadvertently open the proposal package before official closing date and time. The VIHFA will log all received proposal packages with the date and time of receipt. Bids received after the official deadline will be considered **LATE** and will **not** be opened or considered.

## **11.0 CONTENTS OF PROPOSAL PACKAGE**

To be considered for award, the proposal package shall meet the following requirements.

### **ENVELOPE #1**

#### **PROPOSAL FORMAT:**

**A. RFP Cover Letter - Complete Enclosure Document A.**

**B. Table of Contents (if provided)**

The table of contents should clearly identify all items of the proposal by section number and page number.

**C. Commitment Statement Letter** – The Commitment Statement letter should be on the company’s 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 its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the company will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. The letter shall state that all data presented in the proposal is accurate and complete. Additionally, the discovery of any significant inaccuracy in information submitted by the Respondent shall constitute good and sufficient cause for rejection of the proposal. It should also state that the proposal 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. Respondent shall also confirm that the company has not engaged in any unethical practices within the past five (5) years.

**D. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.

**E. Non-Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.

**F. Contract Document Checklist Form** – Complete **Enclosure Document D** and **submit organization’s current Business License**. For this section, Respondent shall provide evidence that the company is registered with the Office of the Lieutenant Governor and licensed to provide services as a Consultant in the USVI. The Business License must be relevant to the Scope of Services for this solicitation. If not currently registered and licensed in the United States Virgin Islands, the successful Respondent will be required to register and attain a license as a condition of Contract award within **thirty (30) calendar days**.

For more information regarding the registration process, Respondents may visit the Office of the Lieutenant Governor’s website at: [www.lgo.gov.vi](http://www.lgo.gov.vi)

For more information regarding the licensing process, Respondents may visit the Division of Licensing and Consumer Affairs website at: [www.dlca.vi.gov](http://www.dlca.vi.gov).

**G. Respondent’s Qualification Statement Form – Complete Enclosure Document E.** For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA references for whom the Respondent has performed the most recent, relevant work comparable to the scope requested in this RFP who would be willing to discuss your company’s competency and performance. If Respondent currently has more than three (3) non-VIHFA references, Respondent may provide a separate sheet with its client list and contact information. The VIHFA reserves the right to check references prior to award.

**H. Technical Proposal –** Provide a detailed narrative explaining the Respondent’s qualifications to provide the services, focusing on its company’s key strengths and competitive advantages. The proposal shall consist of the following:

A. A QUALIFICATION STATEMENT which should contain the following:

1. Organization name, address, telephone, fax number, and e-mail address.
2. Year established and any former name(s) under which the business has been conducted.
3. List of current board members, if any.
4. Types of services for which organization is qualified
5. Copy of certifications
6. Resumés of key personnel that will be engaged in execution of the contracted work
7. Applicable HUD experience or certifications held.
8. A brief description of current workload
9. List of projects completed within the past three (3) years, the scope and cost of each project, and name of owner’s representative. **The list of clients shall include the mailing addresses, telephone numbers, and e-mail addresses of the contacts.**

B. PRELIMINARY WORK PLAN/PROPOSAL

The Respondent should submit a preliminary work plan meeting the requirements outlined above at “Scope of Services”. The work plan should include a description of resources/tools/technologies that will be employed to carry out the engagement; the proposed staffing for the engagement; and a timeline for the accomplishment of the work (to include major milestones such as completion of the housing needs and market analysis, completion of the preliminary draft of the Plan narrative, completion of the Analysis of Impediments, and completion of the final Plan document, and completion of the fully formatted e-Con Plan ready for submission). The work plan shall clearly outline any and all logistical arrangements for which the Respondent will expect VIHFA to be responsible such as establishing contact with key



stakeholders, provision of work/meeting space, access to the Internet or other technologies, document reproduction, etc.

**Note:** The work plan should be flexible such that it can be adapted to the specific needs of the Territory upon consultation with the staff of the VIHFA.

## **ENVELOPE #2**

**I. COST - All proposal pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.**

1. Proposed Project Invoicing.
2. Enclosure Document F – Proposal Sheet – Provide base bid rates for each listed item.
3. Comprehensive Cost Write-up - The Respondent may also provide a comprehensive write-up regarding the cost to complete the Scope of Services. This will be used to establish a baseline for negotiation with bidders who have been deemed acceptable based on the criteria of this solicitation.

Each Respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents shall ensure that the proposal package closely follows the sequence and organizational outline described in this section.

## **12.0 REQUIRED DOCUMENTS**

The successful Respondent shall be required to submit the following documents:

**A. Formation Documents** – The successful respondent will be required to provide a copy of their Formation Documents within ten (10) days of receiving a notice of selection.

- **Provide a copy of Formation Documents**  
Corporations (Inc., Corp, Co., Corporation)
  - Copy of Trade Name Certificate (if applicable)
  - Copy of Articles of Incorporation & By Laws
  - Copy of Certificate of Resolution
  - Copy of current Certificate of Good Standing

- Limited Liability Company (LLC)
  - Copy of Trade Name Certificate (if applicable)
  - Copy of Articles of Organization
  - Copy of Operating Agreement
  - Copy of current Certificate of Good Standing

- General Partnerships
  - Copy of Trade Name Certificate (if applicable)
  - Copy of Partnership Agreement (if applicable)

- Certificate of Good Standing (if applicable)

Limited Partnerships (L.P, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification for LLP and LLLP
- Certificate of Good Standing (if applicable)

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

**B. Employer Identification Number (EIN) or Social Security Number (SSN) and Data Universal Numbering System (DUNS) Number** - The successful Respondent will be required to provide an official copy of their EIN (or SSN) and DUNS Number within ten (10) business days of receiving a notice of selection.

**C. Professional Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place Liability Insurance in an amount no less than **Three Hundred Thousand (\$300,000.00) Dollars** within ten (10) business days of receiving a notice of selection. The insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured”:

Virgin Islands Housing Finance Authority  
100 Lagoon Complex, Suite 4  
St. Croix, U. S. Virgin Islands 00840

**D. Workers' Compensation Insurance/Certificate of Government Insurance Coverage** – The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage within ten (10) business days of receiving a notice of selection.

Failure to provide the required documents within the stated time period may result in the bids being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

### **13.0 SELECTION PROCESS**

The VIHFA’s Evaluation Committee Panel is responsible for evaluating all Respondents’ submittals. The Evaluation Committee Panel will consider the following criteria:

**Documentation:** Shall be evaluated based on Respondent’s adherence to the requirements of this Request for Proposal relative to the proposal package content and format and whether all documentation has been provided and completed in its entirety.

**10 Points**

**Professional Qualifications:** Shall be evaluated based on the credentials of the Respondent's resources such as the key staff and management team assigned to perform the work.

**20 Points**

**Specialized Experience:** Shall be evaluated based on the Respondent's relevant experience in the area of HUD CPD Programs and the Consolidated Planning process

**20 Points**

**Technical Approach/Methodology:** Shall be evaluated based on the design of the Respondent's proposed work plan as it relates to the needs of the VIHFA

**30 Points**

**Cost:** Shall be evaluated based on the reasonableness of Respondent's price

**20 Points**

Respondents may be invited to make an oral presentation of their proposal before the Evaluation Committee Panel. The time and location of the presentations will be communicated to the Respondent via written correspondence from the VIHFA. The oral presentation/demonstration will provide an opportunity for the Respondent to clarify or elaborate on the proposal, supply additional information, and respond to questions posed by the Evaluation Committee Panel but shall in no way materially change the Respondent's original submission.

After the Proposals have been evaluated, the Respondent with the highest evaluation score will be selected.

#### **14.0 RIGHT TO REJECT PROPOSAL PACKAGES**

The VIHFA reserves the right to reject, without prejudice, any and all bids submitted in response to this solicitation. Further, bids submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted bid, regardless of whether that proposal is selected for award.

#### **Enclosures**

- |                                |  |
|--------------------------------|--|
| <b>1. Enclosure Document A</b> | <b>RFP Cover Letter</b>                          |
| <b>2. Enclosure Document B</b> | <b>Non-Collusive Affidavit</b>                   |
| <b>3. Enclosure Document C</b> | <b>Non-Debarment Certification Form</b>          |
| <b>4. Enclosure Document D</b> | <b>Contract Document Checklist Form</b>          |
| <b>5. Enclosure Document E</b> | <b>Respondent's Qualification Statement Form</b> |
| <b>6. Enclosure Document F</b> | <b>Bid Sheet</b>                                 |

**ENCLOSURE DOCUMENT A**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***RFP COVER LETTER***

**RESPONDENT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax Identification #: \_\_\_\_\_  
DUNS #: \_\_\_\_\_

**RESPONDENT'S PRIMARY CONTACT PERSON:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**ALTERNATE CONTACT PERSON:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**SCHEDULE OF ADDENDA:**

(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number \_\_\_\_\_ Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Issue Date \_\_\_\_\_

**RESPONDENT'S AUTHORIZED REPRESENTATIVE:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSURE DOCUMENT B**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
*NON-COLLUSIVE AFFIDAVIT*

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or proposal cost, that such proposal/bid or proposal cost/bid cost is genuine and not collusive or fraudulent; that said proponent has not colluded, conspired, connived or agreed, directly or indirectly, with any proponent or person, to put in a fraudulent proposal cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal cost, or to fix any overhead, profit or cost element of said cost proposal, or of that of any other proponent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal or cost proposal are true.

\_\_\_\_\_  
Signature of Respondent

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public  
My commission expires:\_\_\_\_\_

**ENCLOSURE DOCUMENT C**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***NON-DEBARMENT CERTIFICATION FORM***

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***Certification Regarding Debarment, Suspension and Ineligibility***

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- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name and Title of Authorized Representative:

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Printed Name

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Signature

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Date

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Notary Public

My commission expires: \_\_\_\_\_



2. \_\_\_ Current USVI business license Expiration date: \_\_\_/\_\_\_/20\_\_\_  
Type of business license(s): \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_ Employer Identification Number (EIN)/Social Security Number (SSN): \_\_\_\_\_  
\_\_\_ DUNS Number \_\_\_\_\_

4. \_\_\_ Insurance  
    N/A Certificate of General Liability & Endorsement Expiration date: \_\_\_/\_\_\_/20\_\_\_  
    N/A Proof of Automobile Insurance Expiration date: \_\_\_/\_\_\_/20\_\_\_  
    \_\_\_ Copy of Professional Liability Coverage Expiration date: \_\_\_/\_\_\_/20\_\_\_  
    \_\_\_ Errors and Omissions Expiration date: \_\_\_/\_\_\_/20\_\_\_  
    N/A Malpractice Insurance Expiration date: \_\_\_/\_\_\_/20\_\_\_

5. \_\_\_ Workers Compensation Insurance Expiration date: \_\_\_/\_\_\_/20\_\_\_



**ENCLOSURE DOCUMENT E**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
**RESPONDENT'S QUALIFICATION STATEMENT**

Name of License Holder: \_\_\_\_\_  
Name of Company/DBA (if any): \_\_\_\_\_  
Legal Status: (check one)  Corporation  LLC  Sole Proprietorship  Partnership  
Business Location (office): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Website address (if any): \_\_\_\_\_

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Is the organization currently licensed to do business in the USVI?  Yes  No  
Type of License(s): \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_  
# of Years licensed to conduct business in the USVI \_\_\_\_\_  
Number of Consolidated Plans/Action Plans completed in other jurisdictions in the last 5 years \_\_\_\_\_  
Average value of these Contracts: \$ \_\_\_\_\_  
Will subcontractors be used to perform any portion of the work?  Yes  No If yes, please list the name(s) of the proposed subcontractor(s): \_\_\_\_\_

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Have you ever failed to complete a project, been fired or sued by one of your clients, and/or found in default of contract terms?  Yes  No If yes, please explain on another sheet the circumstances, what means were used to resolve the issue, and the outcome.

Are there or have there been, any Claims, Arbitration, Judgments or Liens against you?  Yes  No  
If yes, explain on another sheet, the circumstances and outcome.

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List three non-VIHFA references that can be contacted for their input concerning your abilities:

1) Client Name _____	Contact Number _____
2) Client Name _____	Contact Number _____
3) Client Name _____	Contact Number _____

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value) and Percentage of Completion:

1) Client Name _____	Value: _____	% _____
2) Client Name _____	Value: _____	% _____
3) Client Name _____	Value: _____	% _____

*(If currently engaged in additional contracts, please list on separate sheet)*

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Respondent shall certify that the above information is true and shall grant permission to the VIHFA to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

**ENCLOSURE DOCUMENT F**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***BASE BID SHEET***

**THE UNDERSIGNED RESPONDENT PROPOSES TO FURNISH ALL LABOR AND INCUR ANY OTHER COSTS AS MAY BE REQUIRED TO PERFORM THE SCOPES OF SERVICES, SUBJECT TO ALL THE CONDITIONS AS SET FORTH IN THE SCOPE OF SERVICES.**

ITEM	TOTAL COST
1.	

**OTHER REIMBURSABLE COST(S)**

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**TOTAL REIMBURSABLE COST(S)     \$** \_\_\_\_\_

**PLEASE TYPE OR PRINT THEN SIGN WHERE INDICATED BELOW**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this scope of services, unless clearly stated and specifically noted in the proposal submitted and in the contract between the VIHFA and the selected Respondent.