REQUEST FOR PROPOSAL

DATE: July 1, 2020

Request for Proposal: Agronomist/Horticulturist Assistance to Farmers

The Virgin Islands Economic Development Authority by and through the Enterprise Zone Commission is looking for qualified individuals to submit proposals to assist farmers to increase the soil productivity, consistency, quality and size of yield of banana, lemongrass, coconut and avocado crops. The scope of work must also include recommendations of new scientific developments to help the growing operation. The period of assistance to 12 small farmers will be for five (5) months throughout the territory.

In order for proposals to be considered, they must include the following attachments:

- Proposal (timeline, number of hours to be spent per farmer, cost factors, anticipated benchmarks, pre & post assessment of benchmarks used to measure quantity and quality of the yield, necessary tools, total cost of project)
- Biography of each professional associated with the project
- References (3)
- Qualifications/Experience – particular with the U.S. Virgin Islands crops
- Proof of a valid U.S. Virgin Islands business license

A response to this request must be submitted by Friday, August 21, 2020 prior to 4:00 p.m. via email to ezc@usvieda.org. Bidders are required to fulfill the mandatory requirements. Failure to provide the required information/documents will result in the disqualification of the bidder from the evaluation process. If you have any questions or concerns, please call Nadine Marchena Kean, Managing Director, Enterprise Zone Commission at 340-714-1700 and leave a message. Your immediate response will be greatly appreciated.

Proposals received after 4:00 p.m. (AST) on Friday, August 21, 2020 will not be considered.

If there is any doubt or uncertainty as to any aspect of this proposal, proposers may ask for an explanation or clarification before submitting their proposal. All requests for explanation or clarification must be presented to Nadine Marchena Kean via email at
nmarcena@usvieda.org no later than two (2) business days prior to the closing time of this Request for Proposal: Agronomist/Horticulturist Assistance to Farmers (“RFP”). The email subject line shall state: **Request for Clarification: RFP Agronomist/Horticulturist.** Written answers or clarifications to issues of substance shall be shared with all bidders and issued as part of the RFP in the form of an Addendum, which will only be posted on the following website:

[www.usvieda.org/about-usvieda/RFP](http://www.usvieda.org/about-usvieda/RFP)

All materials submitted in response to this RFP will become the property of USVIEDA. Proposals will be confidential during the selection process. One (1) copy of each proposal shall be retained for official files and will become a public record, subject to limitations set forth in the “Disclosure” paragraph below, after the award and open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of USVIEDA.

The proposer may, without prejudice, withdraw a proposal after it has been deposited with USVIEDA, provided written notice is given to USVIEDA, and provided such notice of withdrawal is received by USVIEDA prior to the closing time set for receiving proposals. Once submitted, proposals may not be corrected or modified prior to the time of opening.

**Reservation of Rights**

USVIEDA reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the RFP, including extending or otherwise revising the timeline for submittals;
- b. Withdraw the RFP;
- c. Request clarification and/or additional information from the Proposer at any point in the procurement process;
- d. Execute a Contract on the sole basis of the original proposal or any additions to proposal submissions;
- e. Accept or reject all or any part of any proposal as may be deemed to be in the best interest of USVIEDA; and
- f. Reissue the RFP or modify the RFP.

**Disclosure**

All trade secrets or proprietary information submitted in connection with this procurement shall not be subject to public disclosure. However, the proposer must invoke the protection of this section prior to or upon submission of the data or other materials by clearly identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire proposal is propriety is not acceptable. A statement that cost proposals are to be protected is not acceptable. There is no expressed or implied obligation for USVIEDA to reimburse
responding firms for any expenses incurred in preparing proposals in response to this request.

**CONFLICT OF INTEREST**

A Bidder submitting a proposal certifies that it has familiarized itself with the provisions of Title 3, Chapter 37 of the Virgin Islands Code pertaining to conflicts of interest and has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its obligations if awarded a contract under this RFP. A Bidder submitting a proposal hereby certifies that no officer, agent, or employee of the Government of the U.S. Virgin Islands or any of its departments, agencies, boards, commissions or authorities has a pecuniary interest in this proposal; that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely on its own behalf without connection with or obligation to any undisclosed person or firm.

The Bidder must also describe any contractual or other business relationship with the Government of the U.S. Virgin Islands or any of its departments, agencies, boards, commissions or authorities, including the value of the contract or business relationship, entered into during the last five (5) calendar years.

**LICENSE REQUIREMENT**

A contract will not be executed with any firm or individual doing business in the U.S. Virgin Islands until evidence is submitted that said firm or individual is duly registered and licensed to conduct business in the U.S. Virgin Islands. Bidders must submit proof of licensure.

**INSURANCE REQUIREMENTS**

1. **COMPREHENSIVE GENERAL LIABILITY**: The successful Bidder shall be required to obtain and have in full force and effect during full the term of engagement, a policy of general liability insurance including but not limited to death, bodily injury, property damage and broad form general liability coverage in which the limits shall be no less than One Hundred Thousand Dollars ($100,000.00) combined single limit per occurrence and a general aggregate of Two Hundred Thousand Dollars ($200,000.00). All insurance shall be endorsed to USVIEDA as an additional insured. The successful Bidder must provide proof of the requisite insurance prior to execution of a contract.

2. **WORKERS’ COMPENSATION**: Prior to execution of a contract, the successful Bidder must submit proof that the firm and its agents performing services under the contract are covered by Workers’ Compensation insurance. Any subcontractors performing services to the successful Bidder under this RFP shall also provide Workers’ Compensation Insurance covering such subcontractor’s employees.
FEDERAL FUNDS

This Project is financially supported, in whole or in part, by federal funds. The successful shall be required to comply with all applicable Federal laws, regulations, executive orders, policies, procedures, and directives. As it is anticipated that federal funds will be used, a Bidder responding to this RFP shall not be 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. See Appendix A: Debarment Certification Form.

EVALUATION PROCEDURES

All proposals received by the stated deadline will be reviewed and evaluated. The USVIEDA evaluation team will select the bidder it determines, in its sole discretion, to be fully qualified and best suited among those submitting proposals. The evaluation team may also choose no candidate and begin a new search or seek other candidates from the bidders to the original RFP.

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<thead>
<tr>
<th>CRITERIA</th>
<th>MAXIMUM SCORE</th>
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<tbody>
<tr>
<td>1) Licensure (Professional -5/Corporate – 5)</td>
<td>10</td>
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<td>2) Proposed work plan to include overall quality of the proposal and adherence to bid format requirements</td>
<td>50</td>
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<td>3) Ability, capacity, and skill of the Bidder’s key personnel to perform the contract or provide the services required</td>
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<td>4) References</td>
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<td>5) Demonstrated experience of the Bidder to accomplish the scope of work efficiently, effectively and in a timely manner, as verified by references</td>
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<td>6) Cost</td>
<td>10</td>
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TOTAL: 100

Approved for Release:  
Wayne L. Biggs, Jr.  
Acting Chief Executive Officer
(1) 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. EDPC may also exercise any other remedy available by law.

(3) Where Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

___________________________________  _________________
Print Name of Authorized Representative   Title

___________________________________  _________________
Signature                           Date

Subscribed and sworn to before me this ___ day of ___________, 2020 on the Island of __________________, by ________________________________, of legal age and on behalf of ________________________________, personally known to me, or satisfactorily proven to be the individual who executed this certification for the purposes therein contained.

(SEAL)  _______________________________
Notary Public
Commission Expires: