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July 7, 2020

**VI ECONOMIC DEVELOPMENT AUTHORITY (USVIEDA)
RESPONSES TO CLARIFICATION QUESTIONS
REQUEST FOR PROPOSAL
No. 2020-001-USVIEDA
VISION 2040**

QUESTIONS AND ANSWERS

1. **Question:** What is the budget range for this project?

Response: A budget range for this project will not be provided. USVIEDA is interested in receiving Proposer's estimation of appropriate costs for the scope of services specified in the RFP.

2. **Question:** We are interested in forming a consortium and submitting a proposal for the U.S. Virgin Islands Vision 2040 project. I am writing to you to confirm whether we are eligible to participate in this project as foreign organization. If we are, would there be a requirement to collaborate with a U.S. firm?

Response: Foreign organizations are eligible to submit bid proposals without having to collaborate with a U.S. firm.

3. **Question:** Are UK entities eligible for the contract?

Response: UK-based entities are eligible to bid on the RFP for Vision 2040. However, an award will not be granted to any firm or individual doing business in the U.S. Virgin Islands to perform work with USVIEDA until evidence is submitted that said firm or individual is duly registered and licensed to conduct business in the U.S. Virgin Islands. Bidders will be required to submit a hard copy of a valid Virgin Islands business license within 30 business days after award. Additionally, the entity that the contract is awarded to must have an active DUNS number and SAM registration.

4. **Question:** Are UK entities eligible as a subcontractor for the project as opposed to a lead organization?

Response: There are no restrictions that prohibit UK entities from being subcontracted for this project. Subcontractors will be required to comply with all laws, rules, and regulations stated in the RFP and awarding contract.

5. **Question:** Are there any restrictions on the entities that bidders can collaborate with to submit a bid?

Response: There are no restrictions on the entities that bidders can collaborate with; however, all bidders and subcontractors will be required to comply with all the laws, rules, and regulations stated in the RFP and awarding contract.

6. **Question:** On page 7, number 5, project references, is there a maximum number of references allowed?

Response: No.

7. **Question:** Is there a total page limit for the proposal?

Response: No.

8. **Question:** Do you prefer the hard copy of the proposal to be bound?

Response: It is preferred, but not mandated.

9. **Question:** If partnering with another firm or including a potential subcontractor, should all information on page 7, number 2 be included for each participating firm and/or subcontractor?

Response: No, please follow the guidelines on page 7, Section G, number 3, for the information that should be submitted for subcontractors.

10. **Question:** Should the proposal include two scenarios: (1) in-person community engagement/consultation or (2) virtual process? Or given, COVID-19, should we assume a purely virtual engagement?

Response: In response to COVID-19, it is anticipated that community engagements will be done primarily via virtual means; however, in-person strategies that adhere to CDC guidelines may be submitted.

11. **Question:** Should the competitive assessment and sector analysis include a long-range data forecast?

Response: Yes.

12. **Question:** Can USVI EDA share its current traded-sector strategy?

Response: The last competitive analysis strategy was conducted in 2014 and can be viewed at <https://www.usvieda.org/resources/reference-material>.

13. **Question:** A 20-year strategy is a long-range vision. Should there be an action plan associated with strategy?

Response: Yes.

14. **Questions:** Website and Data Creation task (p.5): Will the contractor be responsible for registration of domain name, hosting, and website creation or will the website be a new landing page on an existing USVIEDA website? And if it is to be a free-standing site, is there an expectation that the site will remain active after the project is completed?

Response: The contractor will be responsible for website creation. The domain name and hosting will be the responsibility of USVIEDA. It is expected that the site will remain active after the project is completed.

15. **Question:** Submission of Proposal (p.9): Given the various stay-at-home directives and the spiking of cases in many communities, would the USVIEDA consider changing the delivery instructions for this RFP to allow for electronic delivery?

Response: Based on Federal regulations, USVIEDA is not at liberty to change the RFP submission method.

16. **Question:** HUD rider (Attachment A): Some of the "General Provisions" outlined in the HUD rider do not appear to be relevant to this work. Can you clarify if the rider will be incorporated in its current form? Or is it an example of the types of provisions that may be included in the contract?

Response: This project is partially funded by a grant from the U.S. Department of Housing and Urban Development (HUD); therefore, specific clauses and conditions required by HUD will be incorporated into the contract.

17. **Question:** So that we can best tailor our response, can you share the budget range that has been established for this project?

Response: A budget range for this project will not be provided. USVIEDA is interested in receiving Proposer's estimation of appropriate costs for the scope of services specified in the RFP.

18. **Question:** With regards to the scope of work it says that a detailed demographic analysis is required. Is there data that is already available to leverage or are you anticipating that new data collection (e.g., new surveys etc.) be a part of the methodology for this engagement?

Response: It is anticipated that new data collected will be a part of the methodology for this engagement.

19. **Question:** An open question that is critical to the development of USVI is the return of the cruise ships / timelines on when airlines are going to pick services back up. Do you have data on this? More generally, how do you want a team to incorporate a COVID-19 lens to the work?

Response: This type of data can be provided by the V.I. Department of Tourism, the V.I. Bureau of Economic Research and other relevant public/private agencies. Yes, a COVID-19 lens is expected to be incorporated with the 20-year plan.

20. **Question:** With regards to the outreach campaigns/input from public, do you have a target number of people you are hoping to include as part of the process?

Response: The target number of people for the outreach campaign to the public is 50% +1 of the total population and 10% of Virgin Islanders in the diaspora.

21. **Question:** In terms of the key personnel you outline as part of the engagement, is that a fixed guide or are you open to differing roles being included as part of the core team to ensure successful completion of the core deliverables?

Response: The key personnel outlined is only a guide. The core team required for this engagement is at the sole discretion of the bidder.

22. **Question:** Can we respond as part of a consortium of bidders?

Response: Yes.

23. **Question:** Do you have a budget envelope for this scope of work?

Response: A budget range for this project will not be provided. USVIEDA is interested in receiving Proposer's estimation of appropriate costs for the scope of services specified in the RFP.