

# VIRGIN ISLANDS HOUSING AUTHORITY ADDENDUM #1

*RFQ #2022-002 – Hearing Officer Services Roster*

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**ISSUE DATE: August 8, 2022**

## **NOTICE TO ALL RESPONDENTS**

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Quotes package and shall be taken into account in preparing your quote response.

The above-numbered RFQ is amended as set forth below. Respondents must acknowledge receipt of this addendum before the hour and date specified for receipt of quotes, by signing and completing the last page of this addendum.

To ensure that all firms are given an equal opportunity to submit a competitive response, the following are responses to questions and/or requests for clarification concerning this solicitation.

**Question/Request #1:**

Must hearing officers be barred attorneys, and if so, can the license be from any state/jurisdiction within the United States

**Answer:**

No. Hearing Officers do not have to be barred attorneys. However, there is a desire to have hearing officers who have demonstrated experience in the legal field. They can have a license from any state within the United States if they are barred.

**Question/Request #2:**

Do all hearings occur in person at various locations within the Virgin Islands? Does any hearing occur via video teleconference (perhaps with the mutual consent of the parties) Can procedural, pre-hearing matters be addressed at the Offeror's place of business?

**Answer:**

Hearings can be conducted both in person and or via virtual platforms (video-teleconferencing) depending on circumstances presented by all parties. If there are circumstances such as lack of access to appropriate technology that prevents an individual from virtual hearings, then hearings must be conducted using alternative technology access solutions/location or at a minimum in person. If there are circumstances that prevent in-person participation, then virtual should be an option. Hearings can take place at the Offeror's place of business provided it is local within the Territory and accessible for individuals in all 3 Districts (St. Thomas, St. Croix, and St. John).

**Question/Request #3:**

Regarding VIHA registration, can an Offeror submit a bid without first attaining a VIHA business registration? Offeror notes that business registration can be quickly attained if Offeror is given an understanding that Offeror, through Notice of Award, maybe a successful choice upon completion of VIHA registration. However, it seems presumptuous to execute a VIHA business registration without first knowing whether VIHA may award a contract to Offeror.

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**Answer:**

Any selected firms must be registered to do business with VIHA before a contract can be executed.

**Question/Request #4:**

Does VIHA plan on scheduling hearings, or can the Offeror schedule hearings within the normal VIHA hours? Offeror notes that bulk scheduling several matters may be preferable as hearing officers may travel a long way to VIHA for hearings, and it's more efficient to schedule many hearings within a one or two-day timespan.

**Answer:**

As hearings are necessary, the appropriate VIHA team member will coordinate with the selected firm to schedule a time, location, and meeting type which takes into consideration all parties involved. Proper notice for hearings, the transfer of all pertinent information and documents, and coordination of schedules will all be factored into the decision on when to hold hearings. Hearings are not scheduled for short periods.

**Question/Request #5:**

How many days' notice does a hearing officer receive before the hearing's commencement?

**Answer:**

30 Days will be the number of days in a notice in which a Hearing Officer and other relevant individuals will be notified.