

VIRGIN ISLANDS HOUSING AUTHORITY ADDENDUM #1

RFP #2025-006 –Digital Modernization Project

ISSUE DATE: June 25, 2025

NOTICE TO ALL RESPONDENTS

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Proposals package and shall be considered in preparing your proposal's response.

The above-numbered RFP is amended as set forth below. Respondents must acknowledge receipt of this addendum in the proposal package, by completing Exhibit I.

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:

Your website mentioned registration. How can we register so we can submit a proposal?

Answer:

Kindly fill out the attached paperwork, have it notarized, and send it back as soon as possible.

Question/Request #2:

Backfile Legacy scanning - is there any estimate on the number of documents for backfile scanning, or can we submit prices by volume counts?

Answer:

At this time, we do not have a finalized estimate of the total number of documents that will require scanning. Your pricing should be based on volume, with rates structured according to unit measurements—such as per page, per image, or per box—so that we may appropriately assess costs once the actual volume is determined.

Question/Request #3:

What is the current Housing Management Software (HMS) used by for HCV, Finance, HR, and Property Management? Is it Yardi, Emphasys Elite, or some other?

Answer:

The Virgin Islands Housing Authority currently utilizes HMS HAB.Inc software which is apart of MRI Software for Public Housing and HCV (Housing Choice Voucher), as well as Finance, and Property Management.

Question/Request #4:

Does the VIHA have a website, virtual machine, or developer level database access to the software answer to question 3 above?

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Answer:

We will provide a Citrix account to facilitate secure access to the system for the purpose of extracting the necessary data from the software.

Question/Request #5:

Firms responding to both target areas - Does this mean a separate Section within each Tab A, B, etc? Or do you want Tab A for the DMS, and a Tab A for the Dashboards?

Answer:

Please provide separate sections within each tab (e.g., a distinct Tab A for the Document Management System and a separate Tab A for the Dashboards). This will help ensure clarity and allow for a more efficient review of your submission.

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