



# Department of Property & Procurement

Government of the United States Virgin Islands

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September 14, 2021

## **Amendment 3- RFP-055-T-2021 (P) – Qualified Firms for Administration Assistance Services for the US Virgin Islands**

### **Insert: Questions/Answers:**

1. For the policies and procedures regarding the data collection and retention requirements, will all agencies be expected to follow one set of policies and procedures, or will each agency receive an individualized policy and procedure specific to their agency?

**All Agencies will be required to follow one set of policies & procedures.**

2. Can GVI provide an approximate breakdown of the number and types of reports that are expected as part of the Scope of Work?

**There will be quarterly and annual expenditure and performance reports due to the Department of Treasury per the reporting requirements of the grant which varies. Other reports may be requested on an as needed basis.**

3. Is there a particular format GVI would prefer respondents to use when providing the project cost estimates?

**There is no specific format. The cost proposal should provide a detailed breakdown of man-hours and duration for each task as specified in the RFP.**

4. It is mentioned in the instructions in this section that respondents should "...estimate costs for all categories." Can GVI further elaborate on the "categories" that respondents should use for the cost estimates?

"Categories" refer to the breakdown of work and approach to address the requested scope of work

5. Can GVI elaborate on how the points for Cost will be calculated for a respondent?

The proposer with the lowest total pricing shall receive a score of 15 points for the pricing category. The remaining proposers will receive a price score based upon the following formula:

$$CS = (LCP/PC*20)$$

Where: CS = Computed cost score (points) for proposer being evaluated

L.C.P. = Lowest cost proposed of responses deemed technically feasible

PC = Proposer's total cost

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.  
BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH  
THEIR BID PROPOSAL**