



Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

ST. CROIX FAX: 340.773.0986 | ST. THOMAS FAX: 340.777.9587

[HTTP://DPP.VI.GOV](http://DPP.VI.GOV)



February 18, 2020

AMENDMENT #1 RFP-016-T-2020 (P) – Disaster Supplemental Nutrition Assistance Program (D-SNAP) Processing System

Questions/Answers

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

1. Confirm that the Proposal Submission deadline date is Tuesday March 3 as stated in Section E of the RFP, as opposed to the date on the first page of the RFP.

Response:

The RFP is due on Tuesday, March 3, 2020 @ 4:30 PM.

2. Section J, paragraph 5 "Project References" states ".. a notarized written consent from the authorized representative....." The question is will an email from the reference person qualify as "notarized" as getting a notarized consent will be extremely difficult.

Response:

The Department of Department of Property and Procurement will accept an unnotarized statement giving consent

3. What is the expected implementation date of the new system?

Response:

The Department of Human Services anticipates system implementation by July 1, 2020.

4. We understand there are some statistical reports required by FNS, are there other reports that DHS has in mind? Can we have description of them?

Response:

We need the system to generate at least 3 key reports including:

- A. Number of DHS Employees who apply for D-SNAP
 - B. Number of Government Employees who apply for D-SNAP
 - C. Number of all other persons who assisted with the D-SNAP.
5. We understand there is a notice required for the citizen stating they have received DSNAP benefits or have been declined. Are there other notices that DHS has in mind?

Response:

Per the FNS DSNAP guidance, the State agency-DHS must provide a written copy of the eligibility determination as well as written notification of the option for an immediate onsite review for denied applications, and of fair hearing rights to all applicants. If duplicate checks are being conducted off-site, the notice should inform clients that any eligibility determination is preliminary, and the final determination is contingent upon the subsequent checks to be performed. These notices may be combined into a single document.