



REQUEST FOR PROPOSAL

VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY

Compensation and Classification Study RFP No. 2026-03-VIEDA

Issue Date: September 28, 2026
www.usvieda.org/about-usvieda/rfp

Submission Deadline: October 28, 2026 at 5:00 PM AST

Contact Person:
Kali Richardson
Director, Human Resources
VI Economic Development Authority
Email: krichardson@usvieda.org

8000 Nisky Center, Suite 620
St. Thomas, VI 00802
340-714-1700

www.usvieda.org
info@usvieda.org

116 King Street, Frederiksted
St. Croix, VI 00840
340-773-6499

Economic Development
Commission

Enterprise Zone Commission

Economic Development Park
Corporation

Economic Development
Bank

1. SUMMARY

The Virgin Islands Economic Development Authority ("VIDEA" or the "Authority") issues Request for Proposal No. 2026-03-VIDEA ("RFP") seeking qualified human resources and compensation consulting firms to conduct a comprehensive classification and compensation study and to assist in the development of Key Performance Indicators (KPIs) for all positions across the Authority, which has approximately 50 employees. The purpose of this RFP is to ensure that VIEDA maintains a competitive, equitable, and sustainable compensation system, while aligning employee performance with organizational goals.

2. AGENCY DESCRIPTION

VIDEA is a semi-autonomous government instrumentality responsible for the promotion and enhancement of economic development in the U.S. Virgin Islands. VIEDA has four (4) major components:

- a. The Economic Development Bank for the United States Virgin Islands (EDB) (formerly the Government Development Bank for the United States Virgin Islands), which includes the Small Business Development Agency;
- b. Virgin Islands Economic Development Commission (EDC);
- c. Enterprise Zone Commission (EZC); and
- d. Virgin Islands Economic Development Park Corporation (EDPC) (formerly the Industrial Park Development Corporation).

3. STATEMENT OF PURPOSE

VIDEA is issuing this RFP to engage a qualified human resources and compensation consulting individual, entity or firm to conduct a comprehensive compensation study and develop KPIs for all positions within the Authority.

The consultant will review current classification and compensation plans and analyze existing job functions. consultant will then recommend the appropriate pay structure(s) for the Authority and salary range for each position. The scope will also include but not be limited to:

- a. Recommending classifications that can be consolidated;
- b. Evaluating current minimum qualifications for accuracy and sufficiency; and
- c. Assisting with the development of an updated classification plan.

The selected Respondent is expected to maintain proactive and consistent communication with VIEDA's Human Resources leadership to ensure the timely completion of the project. The goal is to establish classification and compensation plans that are compliant with applicable laws, internally equitable, and competitive in the external labor market to support talent acquisition and retention.

The KPI development component will create clear performance standards for each role, establishing measurable benchmarks that directly align employee performance with VIEDA's strategic goals. This will include a thorough review and analysis of job descriptions conducted in collaboration with managers, to develop tailored KPIs across all VIEDA departments.

Remainder of page intentionally left blank.

4. CONTACT PERSON

Any inquiries, including all requests for clarifications, changes, exceptions, or deviations to the terms and conditions outlined in this RFP should be submitted in writing to:

KALI RICHARDSON
Director, Human Resources
VI Economic Development Authority
Email: krichardson@usvieda.org

5. CLARIFICATION QUESTIONS

The final day to receive questions regarding the RFP shall be **Monday, October 19, 2026 at 5:00 PM AST**. To ensure fairness and avoid misunderstandings, all communication must be in writing and must be submitted via e-mail to the e-mail address provided above. The email subject shall read: **Request for Clarification – RFP 2026-03-VIDEA Compensation and Classification Study – (Name of Firm)**. All questions received by the due date will be logged and reviewed, and if required, a response will be provided via an addendum to the RFP, to be posted on VIEDA's website, **WWW.USVIEDA.ORG**.

6. NO CONTACT POLICY

After the issuance date and time of this RFP, any contact initiated by any Respondent with any VIEDA representative, other than the VIEDA representative listed in this solicitation, concerning this Request for Proposal, is strictly prohibited. Unauthorized contact may result in the Respondent's immediate disqualification from this procurement process.

7. SUBMISSION OF PROPOSAL

Proposals must be submitted by **Wednesday, October 28, 2026 at 5:00 PM AST**. Submissions must include **one (1) USB drive** containing the complete proposal in PDF format and **one (1) printed hard copy**. Packages must be sealed and addressed to:

Attention: Kali Richardson, Director, Human Resources
Virgin Islands Economic Development Authority
8000 Nisky Center, Suite 620
St. Thomas, VI 00802

THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:

SEALED PROPOSAL – DO NOT OPEN
RFP NO. 2026-03-VIDEA Compensation & Classification Study
(Name of Respondent)
(Mailing Address of Respondent)
(Telephone Number of Respondent)
(Email Address of Respondent)

Respondents shall be responsible for the delivery of their proposals on or before the date and time set for the closing of acceptance of proposals. Proposals received after the official deadline will **NOT** be considered for evaluation.

8. CLASSIFICATION AND COMPENSATION SYSTEM

VIDEA has 10 functional units and departments including the Board, Executive Office, Administration & Finance, Legal, Human Resources, Marketing, EDB, EDC, EZC and EDPC. Each department is led by a Department Head who reports to the Chief Executive Officer, Assistant Chief Executive Officer, Chief Financial Officer or General Counsel. The Authority has approximately 50 budgeted employees.

A review of the Authority's departmental structures, industry standards, certifications, talent development strategies, and succession planning is critical in ensuring that the workforce is prepared to assume key roles, as needed. This review will also support VIEDA's ability to offer competitive compensation to attract and retain the talent necessary for organizational success.

Currently, VIEDA has approximately 50 budgeted positions organized within a salary structure of eight (8) pay grades and 40 pay steps for full-time staff and pay bands for management. Of these, approximately 20 positions are union and the remainder are non-union including confidential employees. The last comprehensive compensation analysis was conducted in or about 2014.

9. GOALS & OBJECTIVES

VIDEA's goals include attracting and retaining qualified employees while ensuring competitive wages, incentives, and benefits. The objectives of this study are to:

- I. Ensure that positions performing similar work with comparable complexity, responsibility, knowledge, skills, and abilities are classified together.
- II. Establish fair and justifiable pay differentials between job classes.
- III. Address pay compression across job classifications.
- IV. Provide salaries and incentives that are commensurate with assigned duties, competencies, education, and industry-specific qualifications/certifications.
- V. Define clear career paths and promotional opportunities that demonstrate measurable compensation growth.
- VI. Maintain competitiveness based on total compensation, with comparable government, non-profit and private-sector employers within relevant industry and geographic areas.
- VII. Ensure fiscal sustainability of proposed adjustments to ensure long-term affordability within VIEDA's budgetary framework.
- VIII. Identify skill and position gaps, as well as overlapping responsibilities across departments, to support comprehensive succession planning.
- IX. Incorporate any additional tasks or modifications proposed by the consultant that would improve the overall effectiveness of the project.

10. SCOPE OF WORK

The Scope of Work is intended to be a general guide to the services required. The successful Respondent will provide, at minimum, the following deliverables:

a. CLASSIFICATION STUDY

- i. Review all existing VIEDA internal organizational data including but not limited to:
 - A. **Current Job Descriptions:** Detailed summaries of duties, required qualifications, and physical or mental demands for every role.
 - B. **Organizational Charts:** Visual maps of all departments showing reporting hierarchies and team structures.
 - C. **Active Pay Scales:** Existing salary schedules, grade structures, and step progression systems.
 - D. **Employee Census Data:** A comprehensive roster including current salaries, job titles, department assignments, hire dates, and time in their current position.
 - E. **Personnel Policies:** Handbooks or policy manuals outlining rules for compensatory time, promotions, and merit increases, as applicable.
 - F. **Budget Allocations:** Financial parameters and constraints for potential payroll adjustments.
- ii. Review employee input and evaluation tools including but not limited to:
 - A. **Job Analysis Questionnaires:** Forms completed by employees to detail their specific tasks, responsibilities, and working conditions.
 - B. **Position Description Questionnaires:** Detailed surveys used to evaluate whether a position is classified correctly based on its current scope.
 - C. **Interview Guides:** Structured questions for one-on-one or focus group interviews with staff and managers to clarify complex roles.
 - D. **Classification Frameworks:** Scoring systems or point-factor matrixes used to evaluate jobs internally based on skill, effort, responsibility, and working conditions.
- iii. Review external benchmarks including but not limited to:
 - A. **Salary Survey Reports:** Data from trusted third-party publishers matching your benchmark jobs.
 - B. **Benefit Summary Plans:** Documentation on healthcare, retirement matches, paid time off, and bonuses to calculate total compensation.
 - C. **Labor Market Data:** Regional economic reports detailing local cost-of-living indexes, inflation rates, and unemployment data.
 - D. **Competitor Job Postings:** Active listings from peer organizations to gauge real-time hiring rates and required qualifications.
- iv. Classifications, including internal VIEDA organizational data, employee input tools but not limited to background materials such as personnel policies, employee contracts, Fair Labor Standards Act of 1938, Americans with Disabilities Act of 1990, U.S. Bureau of Labor Statistics, V.I Department of Labor, and other relevant information and materials.
- v. Review and develop, if necessary, new classification specifications to uniformly reflect distinguishing characteristics, current and essential job duties, minimum qualifications, and requirements for the job position, including physical requirements and working conditions.
- vi. Ensure that all employees and classifications are included within the scope of the study to an appropriate job title, job classification, and union and non-non-union designation.

- vii. Identify and address any overlapping or redundant positions to improve organizational efficiency and role clarity.
- viii. Develop a structure to formulate consistency in pay differentials among job classifications.
- ix. Recommend changes to the current pay classification system, ensuring internal equity and external competitiveness and reducing compression issues between existing ranges.
- x. Develop a comprehensive job function and duties questionnaire to be completed by surveyed employees.
- xi. Develop a classification structure that reflects VIEDA's overall classification strategy, including clear definitions of terms and the development of career ladders/promotional opportunities for employees.
- xii. Evaluate the process for promotions and develop a recommendation to standardize the process.
- xiii. The consultant will meet the Governing Board of Directors, Executive Team, and designated staff to explain the methodology, survey results, and recommendations.

b. COMPENSATION STUDY

- i. Conduct a comprehensive base salary and benefits survey by establishing appropriate benchmarking standards and include a comparison and analysis of salaries and wages of like or similar jobs of comparable local government agencies, non-profit organizations, and private sector entities. This includes providing an opinion on whether the benchmarks are suitable.
- ii. Provide a spreadsheet of comparable jurisdictions based on a combination of factors, including budget, resident population, geographic size, economic factors, city workforce, and city services.
- iii. Review and evaluate the current compensation schedule, including an analysis, ranking, and assignment of each job to an appropriate salary pay band to ensure fairness and internal equity. The consultant will also include a recommendation for positions deemed to be undervalued or overvalued according to the current compensation system.
- iv. Analyze the pay equity between employees based on qualifications, experience, responsibilities, and tenure.
- v. Identify persons and positions for adjustments to correct any inequity that may exist.
- vi. Identify potential pay compression problems and recommend possible solutions.
- vii. Meet with the Governing Board of Directors, Executive Team, and designated staff to explain the methodology, survey results, and recommendations.

- viii. Provide VIEDA with recommended policies and procedures to ensure that once the compensation study results have been implemented, the results may be internally maintained and updated appropriately. Any recommendations about the maintenance process must be supported by relevant staff training to uphold and revise the system internally.

11. MARKET SURVEY

The consultant shall conduct a comprehensive market salary survey to evaluate the competitiveness of VIEDA's compensation structure. The survey shall include benchmark comparisons across public, non-profit organizations and private sector entities of comparable size, workforce composition, economic environment, and location. Benchmark entities will be selected by the consultant in consultation with VIEDA to ensure relevance and accuracy.

The consultant shall compare all employee salaries to both internal equity and external market data, identify any instances of pay compression or inequities, and provide clear, data-driven recommendations for adjustments or structural improvements to ensure fair, competitive, and sustainable compensation practices.

12. COMPENSATION SCHEDULE

Utilizing the market survey results and comparable job descriptions, the consultant shall prepare a recommended compensation plan and salary schedule to correspond to the classification plan.

13. INCENTIVE COMPENSATION PLAN

The consultant shall recommend an incentive compensation plan to support retention and talent acquisition. Considerations must include but not be limited to:

- a. evaluation of financial sustainability;
- b. bonus metrics tied directly organizational goals;
- c. clear, simple metrics that allow employees to understand and earn the incentive;
- d. fair eligibility rules; and
- e. transparent payout structures.

14. PROPOSAL FORMAT, CONTENTS & SPECIAL CONDITIONS

PROPOSAL FORMAT

An individual, entity or firm responding to this RFP (hereinafter the "Respondent") must submit the following information with the proposal in the order listed below. If Respondent cannot include an item, an explanation must be given regarding the omission.

- a. Title Page
- b. Table of Contents
- c. Profile: Include an overview of Respondent's history, organizational structure, number of years in existence, length of time in the HR consulting business, staff size, number and location of offices, areas of expertise, number and type of employees in the local office, description of corporate philosophy/culture and the number and type of clients which you serve.
- d. Name/address of Respondent's principals.

- e. Outside consultants or subconsultants expected to be used for this project: Name/address/contact information, specialty or role with this project, years of experience providing compensation studies.
- f. Corporate Resolution. If a Respondent is a corporation, partnership or other business entity, a current corporate resolution identifying the person(s) authorized to bind the company (e.g., Articles of Incorporation, Articles of Organization, or equivalent. If Respondent is an individual, a copy of the current Certificate of Trade Name Registration is required.
- g. Copy of Certificate of Good Standing or Certificate of Existence or equivalent, if applicable.
- h. Copy of valid Business License.
- i. Signed Taxpayer Identification Form (W-9).
- j. Experience and References: At least three (3) projects Respondent has completed within the last five (5) years that are similar in value, nature and complexity to those requested by this RFP. Include the client's name, physical address, telephone number, authorized representative(s) (name, email and telephone number), scope of work completed by Respondent, the names of consultants and their responsibilities on the project, including project managers, and date started/completed, as applicable.
- k. Key personnel who will be assigned to the VIEDA project: List the person's name, title, project assignments, years of experience, brief summary of their work experience, areas of expertise, length of service with Respondent, reporting relationships, location, clients, and any other qualifications relevant to the VIEDA's project;
- l. Litigation History. List any court/arbitral awards against Respondent in the last five (5) years. Please indicate whether there are any current unresolved matters against the Respondent related to professional conduct in the U.S. Virgin Islands or elsewhere.
- m. Describe Respondent's approach to the project, including a general overview of the services to be performed, personnel to be assigned and their qualifications, timeframes, and deliverables that will be provided to VIEDA.
- n. Identify all costs related directly or indirectly to this project, including, but not limited hourly rate, travel time, out-of-pocket expenses, etc. No add-on costs will be accepted, unless mutually agreed to in advance by the consultant and VIEDA.
- o. Describe what sets Respondent apart from your competitors and if there is a particular area of expertise for which Respondent is known.
- p. Provide a description and listing of data that will be needed from VIEDA.
- q. Statement of Qualifications. All services shall be performed by qualified personnel. Statement of qualifications should clearly and accurately demonstrate specialized knowledge and experience that satisfies the requirements specified in this RFP. Please include applicable certifications and training required to perform services. The statement of qualifications document or any modification must bear the original signature and title of an authorized representative of the Respondent.
- r. Describe the schedule you would propose to review VIEDA's current job descriptions, meet with employees, review VIEDA's current compensation structure, and assess alternatives and enhancements.
- s. Describe Respondent's: (a) strategies and capabilities in determining the accuracy of the information relied upon in its findings and recommendations; (b) access to industry specific data and surveys of most benefit in evaluating the U.S. Virgin Islands; (c) date(s) of similar surveys previously performed; (d) process for aging data (i.e., estimating the lifespan of the classification and compensation data provided before there is a need for update due to inflation, cost of living and other factors); and, if applicable, (e) any web-based tools available to clients for analysis of the information provided.

- t. Conflict of Interest. Provide a formal, signed statement affirming the absence of financial, organizational or personal conflict as set forth below in Section 27.
- u. Any additional information, which may be useful to evaluate Respondent's qualifications.

Remainder of page intentionally left blank.

GENERAL PROPOSAL REQUIREMENTS

- a. Respond to the RFP by submitting all data required in order for the proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of the proposal from further consideration for award.
- b. State any additional information Respondent intends to furnish VIEDA which may be useful to VIEDA in evaluating Respondent's qualifications in response to this solicitation, with an explanation as to why Respondent believes that additional information to be relevant.
- c. Respondent is advised that the ONLY official position of VIEDA is that which is stated, in writing, in this RFP and any amendments or addenda thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. Respondent, by affixing its signature to its Proposal, certifies that its proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

SPECIAL CONDITIONS

- a. VIEDA shall issue a written addendum to this RFP if substantial changes are made which impact the submission of proposals. In the event of conflict between the original RFP and an addendum, the addendum shall prevail. Subsequent addenda shall govern over prior addenda.
- b. During the evaluation process, VIEDA reserves the right to request additional information or clarifications from Respondent, and to allow corrections of errors and/or omissions.
- c. Submission of a proposal indicates acceptance by Respondent of the terms, conditions and specifications contained in this RFP.
- d. VIEDA will not pay for any information herein requested, nor will VIEDA be liable for any costs incurred by those submitting proposals. VIEDA reserves the right to select the Respondent that will best meet the needs of VIEDA. Proposals that do not meet the stated requirements will be deemed non-compliant and disqualified from consideration.
- e. No Respondent shall withdraw or modify their proposal for a period of sixty (60) days after the date set for the opening thereof.
- f. By submission of a proposal, each Respondent certifies that:
 - i. Respondent has neither paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage commission resulting from the award of the contract.
 - ii. VIEDA may, by written notice to a Respondent, cancel any award under this RFP if it is found by VIEDA that gratuities in the form of entertainment, gifts or otherwise were offered or given to any representative of VIEDA with intent to influence securing the award of a contract or other favorable treatment with respect to this RFP.
 - iii. The contents of the RFP and any clarifications issued by VIEDA shall become part of the contractual obligation and incorporated by reference into the ensuing contracts. All proposals become the property of VIEDA and will not be returned to Respondent.
- g. Respondent assumes sole responsibility for submitting complete proposals and ensuring that all requirements are met. No special consideration shall be given once proposals are opened because of Respondent's failure to be knowledgeable about all requirements of the RFP. By submitting a proposal in response to this RFP, Respondent represents that it

has satisfied itself, from its own investigation, that it has fully met the requirements of this RFP.

- h. Each proposal and any clarifications to that proposal shall be signed by Respondent's authorized representative empowered to bind Respondent in a contract.
- i. Modifications to a proposal must be made by written notice on company letterhead and must be received prior to the RFP submission deadline. Each modification must be submitted electronically to the Director of Human Resources for submission as with the original RFP. Modifications must be signed in ink by the Respondent.
- j. If more than one (1) modification is submitted, the modification bearing the latest date of receipt by VIEDA will be considered valid.
- k. Proposals may be withdrawn prior to the RFP submission deadline. Any such request must be made in writing on company letterhead and signed by Respondent.
- l. VIEDA reserves the right, before making an award, to investigate whether the qualifications or services offered by Respondent meet the requirements set forth in the RFP. VIEDA reserves the right to waive minor defects and informalities in any proposal, to reject any and all proposals, take any or all proposals under advisement, or to accept any proposal as may be deemed in the best interest of VIEDA
- m. VIEDA reserves the right to consider historic information and facts, whether gained from Respondent's submission in response to the RFP, any question-and-answer conference, references, or any other source, in the evaluation process of this RFP.
- n. Respondent shall not include federal, state or local excise or other applicable taxes in its proposal prices, as VIEDA is exempt from payment of such taxes.

15. EVALUATION CRITERIA

Evaluation of proposal will be within the discretion of VIEDA. Proposals will be evaluated according to the following criteria:

- Compliance with the terms of this RFP;
- Understanding of the project;
- References for similar projects with comparable industries;
- Detailed project plan identifying services to be provided as well as identification of unique issues related to the project, and the process proposed for communications with VIEDA staff;
- Price of project submitted with proposal;
- Key personnel who will be assigned to the VIEDA project, their training and experience with similar projects; and
- Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the project within the proposed timeframe.

Based on the above selection criteria, proposals will be scored as follows:

Evaluation Criteria		Points
1	Adherence to RFP requirements and overall bid package	10
2	Project Understanding & Approach	20
3	Experience and References	20
4	Key Personnel Qualifications	20
5	Work Plan & Schedule	15
6	Price Proposal	15

	Total	100
--	--------------	------------

16. ANTICIPATED CONTRACT TERM & DELIVERABLE SCHEDULE

The contract is anticipated to begin within 30 days of notification of the award with an expected completion within 3–5 months. Delays beyond the negotiated timeframe may result in penalties of \$100/day unless otherwise approved.

17. REPORTING & COMMUNICATION REQUIREMENTS

The consultant must:

- Provide monthly written status reports.
- Meet regularly with HR leadership.
- Deliver at least two (2) executive briefings and two (2) managers' information sessions.

18. IMPLEMENTATION & TRAINING

The consultant will provide training to HR and managers to maintain the system internally, including tools, templates, and SOPs for updates and annual reviews.

19. INDEMNIFICATION & INSURANCE

A Respondent submitting a proposal in response to this RFP agrees to indemnify and hold harmless VIEDA, its officers, employees, and agents from and against all claims, damages, losses and expenses arising out of the submission of any proposal or possible subsequent limitation on the amount or type of damages, compensation or benefits payable for or by Respondent or its designated agent under the Workers Compensation Act, Americans With Disabilities Act, or other federal and territorial laws.

VIEDA has certain insurance requirements that must be met. The consultant will be responsible for purchasing and maintaining, at its sole expense, the following insurance coverage, and provide proof of coverage to VIEDA:

- a. Professional liability insurance covering negligent acts, errors or omissions of Respondent, its agents, officers, and employees. Total aggregate policies of insurance shall be in an amount of not less than One Million Dollars and 00/100 Cents (\$1,000,000.00).
- b. A COMPREHENSIVE GENERAL LIABILITY policy of insurance shall be purchased and maintained that endorses the "VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY" as an additional insured. Such insurance policy shall be in an amount of not less than One Million Dollars and 00/100 Cents (\$1,000,000.00).
- c. A **WORKERS' COMPENSATION** and Employer's Liability Policy shall be procured and maintained by the **consultant**. This policy shall include an "all states" endorsement. Said insurance policy shall also cover claims for injury, disease or death of employees which, for any reason does not fall within the provisions of the Workers' Compensation Law. Liability Limits shall not be less than: Workers' Compensation – Statutory Employer's Liability - \$500,000.00 each Occurrence. Consultant/Firm shall furnish VIEDA with copies of all insurance policies or certificates of insurance policies that must be maintained

hereunder. **In addition, insurance policies applicable hereto shall contain a provision that the VIEDA shall be given 30 days' written notice by the insurance company before each policy is substantially and/or materially changed or cancelled.**

20. AWARD OF SERVICE

VIEDA will award services to the Respondent determined to have submitted the best overall proposal in accordance with the specifications and all required documents. VIEDA reserves the right to reject any and all proposals based upon its sole discretion.

21. CHANGES AFTER AWARD

It is possible after award that VIEDA may change its needs or requirements. VIEDA reserves the right to make such changes after consultation with the selected Respondent. Should additional costs arise, VIEDA reserves the right to consider accepting these charges provided the Respondent can document the increased costs. VIEDA also reserves the right to accept proposed service changes from the selected Respondent if they will lower cost to VIEDA or provide improved service.

22. PROCESSING TIME FOR PAYMENT

Respondent is advised that a minimum of 15 business days is required to process invoices for payment when invoicing instructions, as set forth by contract, are followed.

23. WAIVING OF INFORMALITIES

VIEDA reserves the right to waive minor deviations from the requirements of this RFP. Minor deviations are generally a matter of form and not of substance, or they pertain to immaterial or inconsequential defects or variations from the exact requirement of the RFP.

24. NEGOTIATIONS

VIEDA may conduct negotiations on technical aspects of the proposals and/or costs after reviewing all proposals submitted. These negotiations will only be with the Respondent whom VIEDA is considering for award of services. Post-proposal negotiations may be conducted jointly with representatives of VIEDA and Respondent. Said representative shall be certified, in writing, by the company/firm, as qualified and empowered with the authority for answering and giving administrative and technical/price clarifications relative to the proposal.

25. RFP SOLICITATION SCHEDULE

Request for Proposal (RFP) issued	Monday, September 28, 2026
Deadline for Submission of Questions	Monday, October 19, 2026 at 5:00 PM AST

Deadline for Posting Questions and Answers Wednesday, October 21, 2026
on VIEDA website

Deadline for Submission of Proposal Wednesday, October 28, 2026 at 5:00 PM AST

26. RESERVATION OF RIGHTS

VIEDA reserves the right to do as follows:

- a. Issue addenda to the RFP, including but not limited to extending or otherwise revising the timeline for submittals and Respondents should acknowledge receipt of all addenda in their proposals;
- b. Withdraw the RFP for any reason without liability to any Respondent;
- c. Request clarification and/or additional information from a Respondent at any point in the procurement process;
- d. Execute a Contract on the sole basis of the original proposal or any additions to the proposal submissions;
- e. Waive minor irregularities at its own discretion;
- f. Waive any formalities of the bid process;
- g. Reissue or modify the RFP; and
- h. Accept or reject all or any part of any proposal as may be deemed to be in the best interest of the VIEDA. A Respondent's failure to provide any additional information requested by VIEDA prior to a contractor selection may result in rejection of the proposal. VIEDA may reject any proposal from any person, firm, or corporation in arrears or in default to VIEDA (or its subsidiary entities) on any contract, debt, or other obligation.

27. CONFLICT OF INTEREST

A Respondent must certify in writing that it has familiarized itself with the provisions of title 3, chapter 37 of the Virgin Islands Code Annotated pertaining to conflicts of interest and has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its obligations, if awarded a contract under this RFP. A Respondent must certify that no officer, agent, or employee of the Government of the U.S. Virgin Islands or any of its departments, agencies, boards, commissions or authorities has a pecuniary interest in the proposal; that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent for the same request for proposals; and the Respondent is competing solely on its own behalf without connection with or obligation to any undisclosed person or firm.

The Respondent must also describe any contractual or other business relationship with the Government of the U.S. Virgin Islands or any of its departments, agencies, boards, instrumentalities, commissions or authorities, including the value of the contract or business relationship, entered into during the last five (5) calendar years.

28. DISQUALIFICATION OF RESPONDENTS

Any one or more of the following causes may be considered for the disqualification of a Respondent and the rejection of the proposal:

- a) Evidence of collusion among Respondents;
- b) Lack of competency as revealed by the proposal;
- c) Lack of responsibility as shown by past work;
- d) Incomplete work under other contracts which, in the judgment of the Evaluation Committee, might hinder or prevent the prompt completion of additional work, if needed.

29. RFP MODIFICATIONS

Clarifications, modifications, or amendments may be made to the RFP at any time prior to the proposal submission deadline at the discretion of VIEDA. It is the Respondent's responsibility to periodically check the VIEDA website until the posted proposal submission deadline to obtain any issued addenda.

30. MODIFICATION OR WITHDRAWAL OF PROPOSAL

Proposals may be modified or withdrawn by Respondents by written notice submitted prior to the deadline for receipt of proposals. Respondents must correct mistakes in their bids by submitting a timely modification or withdrawing and resubmitting bids. Late modifications or withdrawals will not be considered.

31. NON-DISCRIMINATION

VIDEA will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Respondent must comply with all local and federal laws and regulations that prohibit discrimination in employment contracts. The Respondent must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.

32. SUBCONTRACTORS

The successful Respondent must identify all subcontractor(s) regardless of the dollar amount or percentage and the services they will provide. The successful Respondent is responsible for all payments and liabilities of all subcontractor (s). VIEDA reserves the right to approve or reject, in writing, any proposed subcontractor. If VIEDA rejects any proposed subcontractor in writing, the successful Respondent shall be responsible to assume the proposed subcontractor's responsibilities. The successful Respondent may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract. Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between subcontractor and VIEDA.

Remainder of page intentionally left blank.

ATTACHMENT A
Addendum Acknowledgement (If applicable)

If applicable, please complete and return this with RFP response.

I, the undersigned, acknowledge the receipt of the following addenda to this solicitation.

Addendum #1 – Date Received: _____

Addendum #2 – Date Received: _____

Addendum #3 – Date Received: _____

Addendum #4 – Date Received: _____

Addendum #5 – Date Received: _____

Addendum #6 – Date Received: _____

Signature: _____

Title: _____

Respondent: _____

Email: _____

Phone Number: _____

ATTACHMENT B
VI Economic Development Authority
Non-Collusion Affidavit

I, _____, being duly sworn, deposes and says that –

1. I am [owner, partner, officer, representative, or agent] of _____, the Respondent that has submitted that attached proposal;
2. I am duly informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm, or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Respondent, firm or person to fix the costs or price in the attached proposal or of any other Respondent, or to fix any overhead, profit or cost element of the proposal of any other Respondent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against VIEDA or any person interested in the proposed contract; and
5. The price quoted in the attached proposal is fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature of Affidavit

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2026.

Notary Public
Commission expires:

ATTACHMENT C
VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY
CONFLICT OF INTEREST FORM

(To be executed after award by Contractor as part of the contract.)

By signing this form, the Contractor certifies that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest, for the organization or any of its staff, and that the Contractor, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the Contractor, subcontractor, employee, or consultant).

Conflicts may arise in but are not limited to the following situations:

- (a) Unequal access to information. A potential Contractor, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract for services in the Virgin Islands.
 - (b) Biased ground rules. A potential Contractor, subcontractor, employee, or consultant has worked, in one government contract, or program, on the basic structure or ground rules of another government contract for services in the Virgin Islands.
 - (c) Impaired objectivity. A potential Contractor, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility.
-
- 1) Contractor must provide the disclosure described above on any actual or potential conflict of interest (or apparent conflict of interest) regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.
 - 2) In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, VIEDA will take appropriate actions to eliminate or address the actual or potential conflict, including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest.
 - 3) Contractor, subcontractor, employee, or consultant agrees that if “impaired objectivity”, or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the Proponent has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).

Contractor, _____, hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or task order resulting from RFP No. 2026-03-VIEDA that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The Contractor further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the VIEDA's satisfaction, such conflict of interest (or apparent conflict of interest).

AUTHORIZED REPRESENTATIVE

Print Name

Title

Signature

Date