

October 21, 2026

**VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL No. 2026-03-VIDEA
COMPENSATION AND CLASSIFICATION STUDY**

**ADDENDUM NO. 1
RESPONSES TO CLARIFICATION QUESTIONS**

This Addendum No. 1 (“Addendum”) responds to all written questions received by the deadline of Monday, October 19, 2026, at 5:00 PM AST. Questions are presented as submitted, with minor corrections to grammar and spelling, and Respondents’ identities have been withheld. This Addendum is part of the RFP. In the event of any conflict between this Addendum and the original RFP, this Addendum shall govern. All other terms of the RFP remain unchanged. **The proposal submission deadline is Wednesday, October 28, 2026, at 5:00 PM AST.**

Q1. How many unique job classifications are included within the approximately 50 budgeted positions?

A1. VIEDA’s approximately 50 budgeted positions are currently assigned to 40 unique job titles across 10 functional units and departments. This count includes vacant positions and treats each of the three (3) Financial Analyst positions as a distinct title because, for separation-of-duties purposes, each performs different duties. A complete list of classifications, titles, and incumbents will be provided to the selected consultant at project initiation.

Q2. What specific KPI deliverables does VIEDA expect for each position, and should the consultant also design an overall performance-management or evaluation framework?

A2. KPIs (required): For each position, the consultant will work with the position’s manager to develop three to five KPIs and to identify the data source for each KPI, following a review of the job description (see RFP Section 3). Each KPI must be SMART (specific, measurable, attainable, relevant, and time-bound) and must state:

- what is measured and how;
- the target or performance benchmark;
- the data source and how often it is measured; and
- the VIEDA strategic goal it supports.

The consultant will also provide a standard KPI template and brief guidance for managers on using and updating the KPIs.

Performance-management framework (optional): Designing a new performance-management or evaluation framework is not required. VIEDA will review its evaluation system so that it aligns with the new KPIs. Respondents may propose a framework as an optional item, priced separately from the base scope.

Q3. Does VIEDA expect interviews with every employee, or may the consultant use a combination of questionnaires, representative interviews, focus groups, and manager validation sessions?

A3. VIEDA will not require one-on-one interviews with every employee. A combination of methods is acceptable, provided that: (a) every employee has the opportunity to complete a job analysis or position description questionnaire; (b) interviews or focus groups include representation from every department and classification, on both St. Thomas and St. Croix, and from both union and non-union positions; and (c) results are validated with managers. Respondents should describe their proposed methodology and sampling approach in the proposal.

Q4. Does VIEDA expect participation from union representatives, and are there collective bargaining provisions that will affect the study?

A4. Yes. Twenty positions, in 13 job titles, are represented by the United Steelworkers (USW), Local Union 8249. Represented employees will take part in questionnaires, interviews, and focus groups on the same basis as all other employees. The union representative has been informed of the study.

The applicable collective bargaining agreement, including its wage, classification, and step provisions, will be provided to the selected consultant. Recommendations that affect represented positions may be subject to collective bargaining, and the consultant should identify where implementation may require negotiation. Bargaining will be conducted by VIEDA, not the consultant.

Q5. Which meetings, interviews, briefings, and training sessions must be conducted on-site in the U.S. Virgin Islands, and which may be conducted virtually?

A5. VIEDA has offices on St. Thomas and St. Croix. Training for managers on the KPIs must be conducted on-site.

The format of the project kick-off meeting and all other meetings, interviews, focus groups, briefings, and sessions will be determined by mutual agreement between VIEDA and the selected consultant during project planning. Respondents should include their recommendations in their proposals, and VIEDA will share its own recommendations during project planning.

Respondents should detail their proposed on-site and virtual approaches and include all travel costs in the price proposal. All travel must be approved in advance by VIEDA, and travel terms will be set out in the contract. As stated in the RFP, no add-on costs will be accepted unless mutually agreed upon in advance.

Q6. Does VIEDA have an anticipated budget or price range for the project?

A6. VIEDA is not disclosing a budget or price range for this project. Respondents should submit their most competitive, all-inclusive pricing, including professional fees, hourly rates, travel time, and out-of-pocket expenses. Respondents are encouraged to present pricing by project phase or deliverable, and to price any optional tasks separately.

Q7. Must a respondent possess a U.S. Virgin Islands business license when submitting its proposal, or may the selected respondent obtain the required local license after award?

A7. A U.S. Virgin Islands business license is not required to submit a proposal. Respondents must submit a copy of a valid business license from their home jurisdiction with the proposal. Before

the project begins, the selected Respondent must provide VIEDA with copies of any licenses or registrations applicable to its work in the U.S. Virgin Islands.

Q8. What final deliverable formats are required, including editable spreadsheets, job descriptions, classification specifications, salary schedules, KPI templates, and implementation tools?

A8. All deliverables must be provided in editable, Microsoft Office–compatible formats, with a PDF copy of final reports. Specifically:

- Final report and recommendations: Microsoft Word and PDF.
- Market survey data, comparable-jurisdiction spreadsheet, salary schedules, pay-equity and compression analyses, and cost models: Microsoft Excel, with formulas and underlying data intact and unlocked.
- Job descriptions and classification specifications: Microsoft Word, in a consistent template that includes signature lines for the employee and the manager. Each final job description will be signed by both, in wet ink or by electronic signature (for example, DocuSign).
- KPI templates: Microsoft Word or Excel.
- Implementation tools, policies, SOPs, and maintenance procedures: Microsoft Word or Excel.
- Board, executive, and training presentations: Microsoft PowerPoint.

All deliverables, data, and tools become the property of VIEDA. Deliverables must not depend on proprietary software or subscriptions to remain usable. If a Respondent proposes a web-based tool, all underlying data must also be delivered in Excel.

Q9. Should compensation recommendations include the estimated financial impact of implementation and multiple phased or budget-based implementation options?

A9. Yes. Consistent with the RFP’s fiscal-sustainability objective, the consultant must provide the estimated cost of implementation, including base salary adjustments and associated payroll-related costs, shown in total and by employee and department. The consultant must present at least three (3) implementation options, such as: (a) full implementation; (b) phased implementation over two (2) to three (3) fiscal years; and (c) an alternative option within budget parameters provided by VIEDA. The cost model should be delivered as an editable Excel file so that VIEDA can test alternative scenarios.

Q10. What employee census data, job descriptions, organizational charts, pay data, benefits information, and prior study materials will be available at project initiation?

A10. VIEDA anticipates providing the following to the selected consultant at project initiation:

- Employee census data (current salaries, job titles, department assignments, hire dates, and time in current position);
- Current job descriptions;
- Organizational charts for all departments;
- The current salary structure (eight (8) pay grades and 40 pay steps, plus management pay bands);

- Personnel policies and the employee handbook;
- The applicable collective bargaining agreement;
- Benefits summaries (health, retirement, paid time off, and other benefits); and
- Budget parameters for potential payroll adjustments.

Materials from the approximately 2014 compensation analysis will not be provided; the information in the RFP is the extent of what VIEDA will share regarding that analysis. The selected consultant will be required to maintain the confidentiality of all employee data. Respondents should list in their proposals any additional data required, as stated in the RFP.

Q11. Is the notarized Non-Collusion Affidavit in Attachment B required with the proposal?

A11. Yes.

Q12. The RFP requires physical delivery of the original proposal but refers to electronic submission for proposal modifications. Please confirm the required method for submitting a modification before the deadline.

A12. Correction to the RFP (Special Conditions, Section 14(i)): A modification must be submitted in the same form as the original proposal: one (1) USB drive containing the modification in PDF format and one (1) printed hard copy, on company letterhead, signed in ink by the Respondent's authorized representative, in a sealed package marked "MODIFICATION – RFP No. 2026-03-VIEDA Compensation & Classification Study" with the Respondent's name, and delivered to the address stated in the RFP. Modifications must be received before the proposal submission deadline of Wednesday, October 28, 2026, at 5:00 PM AST. Modifications submitted by email will not be accepted.

Respondents are responsible for confirming timely receipt. If more than one modification is submitted, the modification bearing the latest date of receipt will be considered valid.

Q13. Are there any page limits, font requirements, binding requirements, or separate pricing-volume requirements that are not stated in the RFP?

A13. No. There are no page limits, font requirements, or binding requirements beyond those stated in the RFP. For ease of evaluation, Respondents are encouraged to use a legible font of at least 11 points, number all pages, and organize the proposal in the order listed in the Proposal Format section.

A separate sealed pricing volume is not required. Pricing should be presented in a clearly labeled, separate section of the proposal. The USB drive and the printed hard copy must contain identical content.

Q14. How many employees and unique position classifications will the study cover, and does this include all VIEDA entities?

A14. Yes. The study covers approximately 50 budgeted positions across the entire Authority, including the Executive Office, Administration & Finance, Legal, Human Resources, Marketing, the Economic Development Bank, the Economic Development Commission, the Enterprise Zone Commission, and the Economic Development Park Corporation. See also the response to Question 1 regarding the number of classifications.

Q15. Are current job descriptions, organizational charts and salary schedules available, and when were they last reviewed?

A15. Yes. Current job descriptions, organizational charts, and salary schedules will be provided to the selected consultant (see the response to Question 10). Organizational charts are current as of October 1, 2026 (FY 2027). The salary schedules were last comprehensively analyzed in or about 2014 and have since been adjusted under the current pay plan and collective bargaining agreement, effective October 1, 2023.

Q16. Approximately how many managers or supervisors are expected to participate in interviews?

A16. Approximately 13 managers and supervisors, including the department heads of VIEDA's 10 functional units and departments and the members of the Executive Team, are expected to participate in interviews and validation sessions.

Q17. What performance evaluation systems are currently used, and is reviewing or updating these systems part of the anticipated scope?

A17. VIEDA will review its performance evaluation system to ensure that it aligns with and considers the KPIs developed under this RFP. Respondents are encouraged to propose a performance-management framework that works with the KPIs. See the response to Question 2.

Q18. Are any collective bargaining agreements currently under review or renegotiation, and should these arrangements inform the study?

A18. No. A collective bargaining agreement with USW Local 8249 is currently in place, and its renewal is scheduled for October 2027. The agreement's wage, classification, and step provisions should inform the study, and the consultant should identify recommendations that may require negotiation. See the response to Question 4.

Q19. What compensation survey sources have historically been used? Does VIEDA have preferred peer agencies or geographic markets for benchmarking?

A19. VIEDA does not maintain a standing compensation survey subscription; the last comprehensive analysis was conducted in or about 2014. VIEDA does not have a fixed list of peer agencies. As stated in the RFP's Market Survey section, benchmark entities will be selected by the consultant in consultation with VIEDA. Respondents should propose their recommended sources and markets, with adjustments for geographic and cost-of-living differences explained.

Q20. Does VIEDA anticipate implementing the recommendations in a single phase or through a phased approach?

A20. VIEDA has not determined its implementation approach, which will depend on the study's findings and available budget. The consultant must present both single-phase and phased options with their costs. See the response to Question 9.

Q21. Will the consultant be expected to provide implementation support following completion of the study, including staff communications or management training?

A21. Yes, as stated in the RFP's Reporting & Communication (Section 17) and Implementation & Training (Section 18), the consultant shall deliver at least two (2) executive briefings and two (2)

managers' information sessions, present to the Governing Board of Directors, and train HR and managers to maintain the system internally, including tools, templates, and SOPs for updates and annual reviews. The consultant is also expected to help prepare communication materials explaining the results to employees. Respondents may propose additional post-implementation and post-training support as optional, separately priced tasks.

Q22. Is there an indicative budget range available for the assignment?

A22. No. See the response to Question 6.

Q23. Item (j) asks for projects the Respondent has completed. Will VIEDA consider projects led by the proposed project lead and key personnel while employed by other organizations, provided the scope, size, and client contact information are documented?

A23. Yes. Respondents may include projects led by the proposed project lead or key personnel while employed by another organization, provided each such project is clearly identified as prior-employer experience and includes the individual's specific role, the scope and size of the engagement, dates, and current client reference contact information. These projects will be evaluated under Experience and References together with projects completed by the Respondent itself.

Q24. Section 19 lists the required insurance coverage. Is proof of coverage due with the proposal, or at contract award?

A24. Proof of coverage is required at contract award and before contract execution. With the proposal, Respondents should provide either current certificates of insurance or a written statement confirming their ability to obtain the required coverage, including naming VIEDA as an additional insured, if selected.

Q25. Item (h) requests a valid business license. If the Respondent's home jurisdiction does not issue a license for consulting services, will a written explanation with supporting documentation satisfy this item, or is a Virgin Islands business license required, and at what stage?

A25. See the response to Question 7. Where a Respondent's home jurisdiction does not issue a license for consulting services, a written explanation with supporting documentation will satisfy item (h) at the proposal stage, as the RFP permits an explanation for any item that cannot be included. The selected Respondent must provide VIEDA with copies of any applicable licenses or registrations before the project begins.

Q26. Are virtual meetings acceptable for interviews, manager sessions, and briefings, or does VIEDA expect on-site work? If on-site work is expected, approximately how many visits, to which locations, and should travel costs be included in the price under item (n)?

A26. See the response to Question 5. VIEDA's offices are located on St. Thomas (8000 Nisky Center, Suite 620) and St. Croix (4 King Street, Frederiksted). Respondents should propose the number and timing of on-site visits needed for the on-site activities described in the response to Question 5, and any additional activities they recommend for on-site delivery, subject to agreement with VIEDA. Yes, all travel costs, including travel time, must be included in the price proposal, as required by RFP Section 14(n). All travel must be approved in advance by VIEDA, and travel terms will be set out in the contract.

Q27. Section 16 provides for penalties of \$100 per day for delays. If delays result from circumstances outside the consultant's control, such as late delivery of requested data or unavailability of staff for interviews, will the schedule be adjusted without penalty?

A27. Yes. As stated in the RFP, penalties apply to delays beyond the negotiated timeframe "unless otherwise approved." Delays caused by VIEDA, including late delivery of requested data or unavailability of staff, will not be assessed against the consultant, provided the consultant promptly notifies VIEDA in writing and documents the delay in its monthly status report. Schedule adjustments will be agreed in writing. VIEDA contracts also include force majeure clauses stating, for example, the following:

FORCE MAJEURE. The Parties' performance under this Agreement is subject to events or occurrences beyond their control such as, but not limited to, acts of God, war or threat of war, government retaliation against foreign or domestic enemies, terrorism, governmental regulation, civil disorder, pandemic, recognized health threats as determined by the Centers for Disease Control and Prevention (CDC) or local health agency, disaster, fire, strikes either real or threatened, curtailment of transportation facilities, or other similar cause beyond the control of the Parties making it from an economic, political, personal safety, or policy basis, illegal, inadvisable, or impossible to perform the Work outlined in this Agreement. This Agreement may be terminated, and/or specific nonperformance or under-performance may be excused, without penalty or payment, except for the Work already provided, for any one or more of such reasons by written notice from the other Party.

Q28. What happens if a payment is delayed past the due date? Can the Respondent apply a standard late fee to overdue invoices?

A28. As stated in the RFP, a minimum of 15 business days is required to process invoices that follow the contract's invoicing instructions. Late fees or interest charges on invoices will not be accepted unless expressly agreed in the executed contract. Payment terms will be finalized during contract negotiations.

Q29. When does the Governing Board meet, and what dates should the consultant plan around for presentations?

A29. The Governing Board of Directors meets, on average, once a month. Specific presentation dates will be coordinated with the selected consultant after award, based on the approved project schedule. Respondents should identify in their work plan the points at which Board, executive, and manager presentations would occur.

Q30. Does VIEDA have a target turnaround time for reviewing deliverables?

A30. VIEDA anticipates reviewing and providing consolidated comments on draft deliverables within ten (10) business days of receipt. Respondents should build review periods into their proposed schedule.

- Q31. Approximately 20 positions are union. Will the collective bargaining agreement be made available to the consultant? When does it expire or when is the next negotiation cycle, and does it address pay relationships, bonuses, or salary increases?**
- A31.** Yes. The collective bargaining agreement will be provided to the selected consultant. See the responses to Questions 4 and 18 regarding its term and renewal. The agreement addresses salary increases (Article IX provides negotiated salary and salary-chart increases and step increases for Fiscal Years 2024 through 2027), job grades and classifications, promotion pay (at least a two-step increase), and pay for temporary assignment to a higher classification. It does not provide for performance bonuses or incentive pay.
- Q32. Section 8 states that the last comprehensive compensation analysis was conducted in or about 2014. Please confirm whether any compensation or classification study, or any update of job descriptions, has been completed or started since then, and whether the results will be provided to the consultant.**
- A32.** No comprehensive compensation or classification study has been completed or started since approximately 2014. Since then, the pay plan and job classifications have been updated through collective bargaining, most recently in the pay plan revised September 15, 2023, and salaries have been adjusted annually under that plan. Job descriptions and other available materials will be provided to the selected consultant. See the response to Question 10.
- Q33. Which of the following will VIEDA provide at the start of the project: organizational chart, list of positions with classified, unclassified, and union status, current job descriptions (and the status of any recent updates), employee census (hire date, salary, grade and step, education, and any required license), pay scales, personnel policies, and budget parameters? What confidentiality terms apply to employee-level data?**
- A33.** VIEDA will provide all of the listed items at project initiation, including a list of positions showing union, non-union, and management status. See the response to Question 10. Employee census data will include hire date, salary, grade and step; education and license information will be provided where maintained in personnel records. The selected consultant must keep all employee-level data confidential, use it solely for this engagement, limit access to assigned personnel, store it securely, and return or destroy it at the end of the engagement. The selected consultant will be required to sign a confidentiality and non-disclosure agreement.
- Q34. May the study recommend changes to the current structure of eight pay grades and 40 steps, or should recommendations remain within it?**
- A34.** Yes. The study may recommend changes to the current structure, including the number of grades, steps, and range widths, and the management pay bands. The Scope of Work expressly calls for recommended changes to the current pay classification system. Recommendations affecting represented positions may require negotiation with the union (see the response to Question 4), and the consultant should identify those items.
- Q35. Does VIEDA currently award bonuses or other incentives? Are there legal, contractual, or budgetary restrictions on incentive pay for the Authority's employees?**
- A35.** VIEDA does not currently have a standing performance bonus or incentive compensation plan. Current recognition programs include service awards for every five (5) years of continuous

satisfactory service. One-time payments have been made only with Governing Board approval. Any incentive plan will be subject to Governing Board approval and available funds, and, for represented employees, to negotiation with the union. Respondents should design the incentive plan required by the RFP with these conditions in mind.

Q36. Does VIEDA have a strategic plan, departmental goals or KPIs, or an existing performance evaluation system to which the new KPIs should align?

A36. VIEDA's strategic plan and departmental goals will be provided to the selected consultant. VIEDA does not currently have formal KPIs for individual positions. The new KPIs should align with VIEDA's strategic goals, and VIEDA will review its evaluation system to ensure that it aligns with the established KPIs.

Q37. What are the primary business drivers behind commissioning the study at this time (e.g., retention concerns, recruitment challenges, pay compression, succession planning, organizational restructuring, union negotiations)?

A37. The primary drivers are: (a) the time since the last comprehensive compensation analysis (in or about 2014); (b) attracting and retaining qualified employees in a competitive labor market; (c) addressing pay compression and internal equity; (d) defining career paths and supporting succession planning; and (e) aligning employee performance with organizational goals through KPIs. See the RFP's Goals & Objectives section.

Q38. Which outcomes would VIEDA consider most critical for project success?

A38. All outcomes of the study are critical to VIEDA. They include: (a) an updated, internally equitable and market-competitive classification and compensation plan with salary ranges for every position; (b) updated job descriptions and classification specifications; (c) KPIs for every position aligned with VIEDA's strategic goals; (d) a fiscally sustainable, costed implementation plan; (e) an incentive compensation plan; and (f) tools, SOPs, and training that allow VIEDA to maintain the system internally.

Q39. Is implementation of compensation adjustments anticipated immediately following the study, or is VIEDA primarily seeking a future roadmap?

A39. VIEDA intends to implement the study's recommendations, subject to Governing Board approval, available budget, and, for represented positions, collective bargaining. The timing has not been determined. The consultant must provide a costed implementation roadmap with single-phase and phased options. See the responses to Questions 9 and 20.

Q40. Of the 50 employees, how many unique positions or jobs do you have (e.g., 30 unique positions across 50 employees)?

A40. See the response to Question 1. VIEDA's 50 budgeted positions (46 filled and 4 vacant as of October 1, 2026) are assigned to 40 unique job titles. This count includes vacant positions and treats each of the three (3) Financial Analyst positions as a distinct title because, for separation-of-duties purposes, each performs different duties.

Q41. Do all jobs have updated or current job descriptions? If not, what percentage of positions currently have job descriptions?

A41. See the responses to Questions 15 and 32.

Q42. Does VIEDA have preferred comparator organizations or sectors that should be included in the market analysis?

A42. See the response to Question 19.

Q43. What competency framework and/or performance management process currently exists?

A43. VIEDA does not currently have a formal competency framework. VIEDA will review its evaluation system to ensure that it aligns with and considers the established KPIs, and Respondents are encouraged to propose a performance-management framework that works with the KPIs. See the responses to Questions 2 and 17.

Q44. What level of employee participation is expected?

A44. See the response to Question 3.

Q45. Will union representatives participate in the review process?

A45. See the response to Question 4.

Q46. Does VIEDA expect on-site work in the U.S. Virgin Islands, or is a hybrid/virtual approach acceptable?

A46. A hybrid approach is acceptable. See the response to Question 5 for the activities that must be conducted on-site.

Q47. Are there target milestone dates within the overall 3–5-month project window?

A47. VIEDA has not set fixed interim milestone dates. The contract is anticipated to begin within thirty (30) days of notice of award, with completion within three (3) to five (5) months. Respondents should propose a schedule with milestones for data collection, job analysis, market survey, draft and final recommendations, KPI development, briefings and the Board presentation, and training. Final milestones will be set in the contract.

Q48. How much flexibility does VIEDA have to adjust pay grades, steps, or union classifications based on the findings?

A48. VIEDA is a semi-autonomous government instrumentality, and its Governing Board approves the pay plan. VIEDA may adjust pay grades, steps, ranges, and classifications based on the study's findings, subject to Governing Board approval and available budget. For represented positions, changes to job specifications or classifications must be reported to the union in writing 30 days in advance, an incumbent's pay may not be reduced, and some changes may require negotiation. See the responses to Questions 4 and 34.

Q49. Will VIEDA provide us access to historical compensation decisions and reclassification requests?

A49. Yes, to the extent records are available. VIEDA will provide relevant historical records, such as the pay plan and its revisions, salary adjustment history, and records of reclassifications and promotions, subject to the confidentiality requirements in the response to Question 33.

Q50. Will we have access to salary survey subscriptions (e.g., PayScale, Mercer)?

A50. No. VIEDA does not maintain salary survey subscriptions. Respondents are responsible for providing the market data needed for the study, and the RFP asks Respondents to describe their access to industry-specific data and surveys most useful for evaluating the U.S. Virgin Islands. The cost of any data should be included in the price proposal.

Q51. Will we have direct access to employees for interviews, focus groups, or past surveys?

A51. Yes. The selected consultant will have access to employees for questionnaires, interviews, and focus groups, scheduled in coordination with Human Resources. See the response to Question 3. VIEDA has not conducted a recent employee engagement or compensation survey.

Q52. Does the selected consultant need to have worked on public-sector projects and be an approved EDA entity in order to qualify for this specific contract?

A52. No. The consultant need not be an approved EDA entity. Public-sector experience is not a minimum requirement; however, experience with comparable organizations is evaluated under Experience and References, which asks for at least three (3) similar projects completed within the last five (5) years.

Q53. What is the expectation on providing comparisons for total compensation between that which is in place now at EDA and any external benchmarks?

A53. The consultant must compare VIEDA's total compensation (base salary, health and life insurance, retirement, paid leave, and other benefits or incentives) with the selected market benchmarks, in addition to base salary comparisons, as stated in the RFP's Goals & Objectives and Scope of Work. The analysis should identify where VIEDA leads or lags the market and how benefits affect overall competitiveness.

Q54. Since all benefits at EDA are tied to GVI (health/life insurance through DOP and retirement through GERS) and EDA has no say as to how that is managed, will EDA provide that existing information on its employees' benefits?

A54. Yes. VIEDA will provide summaries of current employee benefits, including the Government of the Virgin Islands group health and life insurance plans, Government Employees' Retirement System (GERS) participation, paid leave, holidays, and other benefits. Because these plans are set by the Government of the Virgin Islands, the consultant should value them for total-compensation comparisons and is not expected to recommend changes to the plan designs.

Q55. Will VIEDA provide the 2014 compensation study?

A55. No. See the response to Question 10.

Q56. Do you require prior compensation studies to be used as a baseline?

A56. No. Prior studies may be used as historical context, but the study must be based on current VIEDA data and current market data.

Q57. Does subcontractor experience count toward the three-project requirement?

A57. Yes, in either case, provided the role and the relevant work are explained:

- Projects on which the Respondent served as a subcontractor may be counted if the proposal describes the Respondent's specific role and the work it performed.
- Projects completed by a subcontractor the Respondent proposes to use on this project may be counted if the subcontractor is identified in the proposal as required by the RFP's Subcontractors section, and the proposal describes the subcontractor's role on those projects and on this project and the relevant work it performed.

In both cases, include the client reference information required by item (j).

Q58. Do the approximately 50 positions include all four VIEDA components?

A58. Yes. See the response to Question 14.

Q59. Will employee salary/census data be provided electronically?

A59. Yes. Employee census and salary data will be provided electronically in Microsoft Excel format through a secure transfer method, subject to the confidentiality requirements in the response to Question 33.

Q60. Does VIEDA expect an on-site presence on both St. Thomas and St. Croix?

A60. VIEDA anticipates some on-site work. Which activities will take place on-site, and on which island, will be agreed with the selected consultant. See the responses to Questions 5 and 26.

Q61. Will existing union agreements be made available?

A61. Yes. VIEDA has one collective bargaining agreement, with the United Steelworkers (USW), Local Union 8249, which will be provided to the selected consultant. See the responses to Questions 4, 18, and 31.

Q62. Does VIEDA have a preferred compensation methodology?

A62. No. Respondents should propose and justify their methodology (for example, point-factor job evaluation, market pricing, or a hybrid approach), provided it meets all requirements of the Scope of Work, including the classification framework, market survey, and internal equity analysis.

Q63. Will the 3–5-month schedule include implementation/training?

A63. Yes. The three (3) to five (5) month schedule includes the required executive briefings, managers' information sessions, Governing Board presentation, and training of HR and managers to maintain the system. Implementation of pay adjustments by VIEDA after the study is not included. Respondents may propose additional post-study implementation support as an optional, separately priced task (see the response to Question 21).

Q64. Does VIEDA have an established budget range for this procurement?

A64. No. See the response to Question 6.

Q65. Is proof of workers' compensation and liability insurance due at submission or after notice of award?

A65. See the response to Question 24.

ACKNOWLEDGEMENT OF ADDENDUM

Respondents must acknowledge receipt of this Addendum No. 1 by completing Attachment A (Addendum Acknowledgement) of the RFP and including it with their proposal. Failure to acknowledge this Addendum may result in the proposal being deemed non-compliant.

Issued by:

Kali Richardson

Director, Human Resources

Virgin Islands Economic Development Authority