

# VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY

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## VIRGIN ISLANDS PUBLIC FINANCE AUTHORITY/OFFICE OF DISASTER RECOVERY

### ADDENDUM NO. 2

### Request for Proposals

### WEBSITE DESIGN & MAINTENANCE RFP 009-2024-STX/STT/STJ

This addendum consists of three (3) letter-size pages (8.5 x 11).

Addendum No. 2 is hereby made part of the RFP 009-2024-STX/STT/STJ for Website Design & Maintenance services. It includes **Attachment A:** Amendment to Section 17.2 - Required Documents.

**Attachment A:  
Amendment to Section 17.2 - Required Documents**

Section 17.2 is amended to read as such (see yellow highlight):

## 17.2 REQUIRED DOCUMENTS

Respondents must submit the following documents with their proposal:

- A. Employer Identification Number (EIN)** - Each Respondent must submit an official copy of their EIN.
- B. Unique Entity ID (UEI)** – Each Respondent must submit a valid UEI that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>.
- C. Current USVI Business License** - Each Respondent must submit must provide evidence that the company is currently licensed in the USVI.

Successful Respondent shall have ten (10) days from the day the notice of selection is received to submit a current USVI business license.

- D. General Liability Insurance** – Each Respondent must submit a copy of their Liability Insurance.
- E. Corporate Documents** – Each Respondent must submit a copy of their Corporate Documents.

- **Provide a copy of Corporate Documents**

- Corporation
  - Copy of Articles of Incorporation & By Laws
- Limited Liability Company (LLC)
  - Copy of Articles of Organization
  - Copy of Operating Agreement
- Sole Proprietor
  - Copy of Trade Name Certificate

**F. Letter of Good Standing if Corporation or Certificate of Existence if LLC** - Each Respondent must submit a copy of their Letter of Good Standing or Certificate of Existence from their respective State or Territory. A copy of the receipt that demonstrates evidence of filing the company's Annual Report from the current year will be acceptable as well.

Failure to provide the required documents may result in the proposal(s) being deemed non-responsive and may be immediately disqualified with no further consideration given.