

# **VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY**

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

**E-BID 010-2025-STX/STT/STJ**

### **2025 ANNUAL PROGRESS REPORT LAYOUT AND DESIGN**

The Virgin Islands Office of Disaster Recovery (ODR) is seeking quotes from marketing and graphic design companies to develop the layout, infographics, and design for the Office of Disaster Recovery's 2025 Annual Progress Report.

## **1.0 INTRODUCTION**

The Virgin Islands Office of Disaster Recovery (ODR), a subsidiary division of the Virgin Islands Public Finance Authority, an independent instrumentality of the Government of the United States Virgin Islands is soliciting quotes from marketing and graphic design companies ("Respondent") to develop the layout, infographics, and design for the Office of Disaster Recovery's 2025 Annual Recovery Progress Report.

## **2.0 SCOPE OF SERVICES**

This eighth report for September 2025 will encompass the dynamic design of approximately 30 A3-sized (11x17) sheets, stapled to a double-sided cardstock cover printed in color. This requires the successful Respondent to design a high-resolution PDF document suitable for printing and online dissemination. Recent reports can be viewed here: <https://www.usviodr.com/2023-annual-report/> and <https://www.usviodr.com/2024-annual-report/>.

The Respondent shall design the report, including all infographics and the presentation of data. Pictures, text, and raw data will be provided. The design can be developed using Adobe InDesign or Canva. It must be submitted to ODR upon request in high-resolution, printable, and PDF versions, as well as the "InDesign" files or access to the Canva file.

Scope of work includes:

- Design of report
- Layout of all pages
- Design of accompanying infographics
- Any requested edits
- Submittal of requested formats

The quote should include all costs associated with delivering a final product as outlined above.

## **3.0 REQUIRED MINIMUM QUALIFICATIONS OF RESPONDENT**

**The following subsections require minimum qualifications:**

- a. Respondents will be competing for selection to provide design services. The submissions of all Respondents shall be compared and evaluated pursuant to the Public Finance Authority's (PFA) Procurement Policy for Requests for Quotations, which states, "To the extent possible, the selection shall be made of the company with the lowest responsive responsible quote."
- b. Respondent's bid packages must include a completed bid sheet and three samples of similar work.
- c. Respondents must also provide their Unique Entity Identifier that is actively registered on SAM.GOV and current USVI Business License specific to the Scope of Services.
- d. Quotations shall be valid for a period of 30 days from the deadline for submission indicated in the E-Bid solicitation.

#### **4.0 RIGHT TO REJECT QUOTES**

The ODR reserves the right to reject, without prejudice, any and all quotes submitted in response to this E-Bid solicitation. Further, quotes submitted in response to this solicitation become the property of the ODR, and the ODR may use any idea or concept in a submitted bid, regardless of whether that bid is selected for award.

#### **5.0 INQUIRIES & DELIVERY OF QUOTES**

Requests for additional information clarifying the Scope of Services should be directed in writing via email to [procurements@usvipfa.com](mailto:procurements@usvipfa.com).

Respondents are to submit their bids using Enclosure Document A. All submissions are due by 3:00 pm AST on September 10, 2025, and must be submitted to [ODR\\_EBIDS@usvipfa.com](mailto:ODR_EBIDS@usvipfa.com).

#### **6.0 CONFLICT OF INTEREST**

By submitting a proposal, the Respondent certifies that no officer, agent, or employee of ODR has a pecuniary interest in this request for a quotation or has participated in contract negotiations on behalf of the ODR; that the quotation is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same request for quotations; the Respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm and must certify that the Respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by Respondent has assisted with preparing this RFP.

#### **7.0 FEDERAL GUIDELINES**

Funding for this request could be provided by the U.S. Department of Housing & Urban Development (HUD) – Community Development Black Grant Disaster Recovery (“CDBG-DR”) Program through the Virgin Islands Housing Finance Authority (VIHFA). HUD funded procurements shall be governed by all HUD terms and conditions, <https://files.hudexchange.info/resources/documents/CDBG-DR-Crosscutting-Federal-Requirements-Overview.pdf>.