



Virgin Islands Economic Development Authority Request for Proposal

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

DATE: September 28, 2026

The Virgin Islands Economic Development Authority (“VIEDA” or the “Authority”) is seeking proposals from qualified human resources and compensation consulting firms to conduct a comprehensive classification and compensation study and develop Key Performance Indicators (“KPIs”) for all Authority positions. The study will support a competitive, equitable, and sustainable compensation structure that aligns employee performance with organizational goals.

Respondents may submit written requests for clarification about the Request for Proposal (“RFP”) and the services being solicited **no later than 5:00 p.m. Atlantic Standard Time (AST) Monday, October 19, 2026**, to krichardson@usvieda.org. The email subject shall read: **Request for Clarification – RFP 2026-03-VIEDA Compensation and Classification Study – (Name of Firm)**.

Proposals must be received no later than **5:00 p.m. Atlantic Standard Time (AST) on Wednesday, October 28, 2026**. Packages must be sealed and addressed to:

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

RFP details and additional information are available online at <https://usvieda.org/request-for-proposals/>.

Wayne L. Biggs, Jr.
Chief Executive Officer
Virgin Islands Economic Development Authority