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Request for Proposal: VI EDC Compliance Consultant

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Staff Consortium **January 23, 2023**

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VIEDC is seeking the services of a qualified individual or firm with expertise in business and compliance monitoring and/or auditing, data tracking and verification, and accounting. This individual or firm will serve as an independent compliance consultant for VIEDC.

The Request for Proposal (RFP) can be retrieved from the VIEDA website at www.usvieda.org/about-usvieda/rfp.

All interested parties must submit their bid proposals via email. Proposals submitted using other methods WILL NOT be accepted and/or considered. Proposals must be signed by a duly **authorized representative of the Respondent**.

PROPOSAL DEADLINE: The email with the PDF proposal file attached must be received by MARGARITA BENJAMIN, MANAGING DIRECTOR, ECONOMIC DEVELOPMENT at the following email address no later than 5:00 p.m. Atlantic Standard Time (AST) on FRIDAY, FEBRUARY 17, 2023: mabenjamin@usvieda.org. Email Subject Line: CONFIDENTIAL PROPOSAL – RFP No. 2023-01-VIEDC: Compliance Consultant

REQUESTS FOR CLARIFICATION: Respondents may ask questions about the RFP and the nature of the services being solicited in accordance with the procedure for the submission of such questions specified in this RFP. All requests for clarification must be submitted to Margarita Benjamin, Managing Director, Economic Development by email no later than 5:00 p.m. Atlantic Standard Time (AST) on Tuesday, January 31, 2023 to: mabenjamin@usvieda.org. Email Subject Line: Request for Clarification – RFP No. 2023-01-VIEDC: Compliance Consultant.

Only written responses will be binding upon VIEDC. Respondents are required to check the USVIEDA website at www.usvieda.org/about-usvieda/RFP for updated information and Addenda through Tuesday, February 7, 2023.

All communications relating to this RFP must be directed only to MARGARITA BENJAMIN, MANAGING DIRECTOR, ECONOMIC DEVELOPMENT via email to mabenjamin@usvieda.org.

Respondents shall not contact any USVIEDA Board member or staff with questions or inquiries, except as set forth above. Unauthorized contact with any Board member or staff, other than the individual above, may be cause for rejection of a proposal.

VIEDC reserves the right to accept or reject all or any part of any proposal as may be deemed to be in the best interest of the VIEDC.

Wayne L. Biggs, Jr.

Chief Executive Officer

Virgin Islands Economic Development Authority