

STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII  
December 7, 2022  
ADDENDUM 1  
TO  
REQUEST FOR PROPOSALS  
NO. RFP 23003

TO CONTRACT FOR SERVICES FOR A SMALL BUSINESS OFFICE FOR THE STATE OF HAWAII

Responses to Questions are available in the HlePRO Q&A tab.

The following changes are made to the RFP:

1. Section 1.9 Statutory Requirements is amended as follows:

ACT 168, session laws of 2022, calls for an awarded Contractor that is; an existing ~~for-profit~~ Hawaii-based small business that has a native Hawaiian, veteran, or female owner, and has the understanding of the small business community. Pursuant to section 4 of ACT 168, \$125,000 or so much thereof will be allocated for the services to operate and maintain the small business office.

2. Section 3.2 Minimum Requirements and Qualifications is amended as follows:

Offeror shall provide all services as described in Attachment A, Scope of Work. Offeror shall have been in business and have provided all services in the State for at least three (3) consecutive years, or alternatively, owner-partners may submit their resume supporting three consecutive years of experience. Offeror shall be an existing Hawaii based small business advocacy group with a physical address located in Hawaii and contact phone number with experience in helping small business obtain State and Federal contracts. Offeror shall self-certify to be a small business owned by a native Hawaiian, veteran or female owned business, and shall have an understanding of the small business community. **See section 1.9 for the statutory requirement as a small business.**

3. **DELETE** RFP 23003 Small Business Office FINAL.pdf

4. **ADD** RFP 23003 Small Business Office FINAL readable.pdf

**Note: NEW! RFP 23003 Small Business Office FINAL readable shall be uploaded in HlePRO with Addendum 1 on 12/7/2022.**

5. Section 1.8 Definitions and Acronyms, is amended to include the following definition:

Procurement Workforce means individuals who perform various procurement-related functions to support the accomplishment of an agency's mission

Questions regarding this solicitation have been answered and are displayed below.

**Q1: *Is this only open to vendors in Hawaii?***

A1: This solicitation is open only to Hawaii vendors with at least 3 consecutive years in Hawaii as referenced in Section 3.2 Minimum Requirements and Qualifications, which states, "Offeror shall provide all services described in Attachment A, Scope of Work. Offeror shall have been in business and have provided all services in the State for at least three (3) consecutive years, or alternatively, owner-partners may submit their resume supporting three consecutive years of experience. Offeror shall be an existing Hawaii based small business advocacy group with a physical address located in Hawaii and contact phone number with experience in helping small business obtain State and Federal contracts."

Please also reference RFP 23003 Addendum 1, Change #1, regarding Section 1.9 Statutory Requirements, and Change #2, regarding 3.2 Minimum Requirements and Qualifications.

**Q2: *After some conversations with multiple vendors, one of the primary issues was payments and more specifically the delay in payments from the State. Would this position be able to address that in this RFP as part of a systems solution?***

A2: The Small Business Office is not tasked with resolving contract issues.

**Q3: *Is the contractor expected to already have a physical location or can that be a part of the proposed budget?***

A3: The awarded contractor is expected to have a physical presence for at least three years prior to responding to this RFP as referenced in Section 3.2 Minimum Requirements and Qualifications, which states, "Offeror shall provide all services described in Attachment A, Scope of Work. Offeror shall have been in business and have provided all services in the State for at least three (3) consecutive years, or alternatively, owner-partners may submit their resume supporting three consecutive years of experience. Offeror shall be an existing Hawaii based small business advocacy group with a physical address located in Hawaii and contact phone number with experience in helping small business obtain State and Federal contracts."

Please also reference RFP 23003 Addendum 1, Change #2, regarding 3.2 Minimum Requirements and Qualifications.

**Q4: *Are LLC's owned by Native Hawaiian Organizations or Native Hawaiian Serving non-profits eligible for this RFP?***

A4: Yes. Reference RFP 23003 Addendum 1, Change #1.

**Q5: *Can the Contractor subcontract services as needed or only where specified in each section of the RFP?***

A5: Only where specified in each section of the RFP.

Reference Attachment A, Scope of Work, Section C. Networking Small Business Advocates Network clause, which states, "The Contractor may subcontract with other advocate groups pursuant to Section 3.5 for the implementation of any services listed herein...."

Reference Attachment A, Scope of Work, Section C. Networking Trainings, Workshops and Seminars clause, which states, "Trainings, workshops and seminars developed by the contractor may be made available to registered small businesses and the public for a fee. The Contractor may subcontract for these services with approval from SPO. Trainings directed at educating State employees shall not incur additional charges to the State. "

**Q6: Do all hired subcontractor require approval by SPO?**

A6: Reference Attachment A, Scope of Work, Section C. Networking Trainings, Workshops and Seminars clause, which states, "Trainings, workshops and seminars developed by the contractor may be made available to registered small businesses and the public for a fee. The Contractor may subcontract for these services with approval from SPO. Trainings directed at educating State employees shall not incur additional charges to the State. "

Also reference Section 3.5.2 Removal of Subcontractors, which states, "In addition to any rights the State has under Law, the State shall have the right to require the removal of a Subcontractor or any of its personnel providing or supporting services for good cause. In such case, the State shall specify the deadline for such removal after consultation with the applicable Contractor. A Subcontractor proposed by the Contractor to replace the removed Subcontractor shall be subject to the approval of the State."

**Q7: For Attachment A, page 40, Year 1, item #5 regarding procedures for handling registration disputes, is this for registration into the Small Business Database and if so, can you clarify? If not, please specify what this item is for.**

A7: The Small Business Database is based on the Small Business Administration (SBA) Size Standards and the awarded vendor will be responsible to handle registration disputes as referenced in Attachment A, Scope of Work, Section A. Customer Service Dispute Resolution clause, which states, "A responsibility of the Contractor will be receiving, investigating and making determinations on fraud allegations and other disputed misappropriations of the initiative. Complaints should be received/responded to in a prompt and courteous manner. The contractor will handle audits stemming from disputes in a professional manner, keeping open lines of communication with all parties involved and presenting data in a fair and unbiased manner The Contractor shall not discuss ongoing investigations with outside parties and shall confidentially communicate all correspondence or determinations. Audits and investigations shall in no way inhibit an accused small business of obtaining services or resources available through the initiative. Upon determination of fraudulent activity, sanctions will be imposed by SPO not the Contractor."

**Q8: Can you post a revised PFT file? This current file does not allow for word search and we are unable to convert it to Word (it comes out in symbols and not letters).**

A8: Reference RFP 23003 Addendum 1, Changes #3 and #4.

**Q9: Correction: Can you post a revised PDF file? This current file does not allow for word search and we are unable to convert it to Word (it comes out in symbols and not letters).**

A9: Reference RFP 23003 Addendum 1, Changes #3 and #4.

**Q10: Can you define what the procurement workforce is and is being trained to do?**

A10: Reference RFP 23003 Addendum 1, Change #5 for definition of procurement workforce.



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