

Proposal Evaluation Guide, Section A

The offeror must address all Mandatory Requirement Items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated Item Reference number). To facilitate the proposal evaluation committee finding each applicable answer, the offeror must detail the proposal page number(s) for each item in the appropriate “Proposal Page #” space below. The proposal evaluation committee will not be responsible for finding the required information.

The project manager and proposal evaluation committee will independently review, evaluate, and score the mandatory requirements to determine if the applicable items have been addressed as required and mark each with pass or fail. The offeror must respond to each mandatory requirement; if not, the pass/fail criteria may be negatively impacted.

| OFFEROR LEGAL ENTITY NAME: | | | |
|---|-------------|--|-------------------------------------|
| Proposal Page # (Offeror completes) | Item Ref. # | Section A— Mandatory Requirement Items | Pass/Fail <i>(HDOA use only)</i> |
| THE PROPOSAL PAGE # AND ITEM REF. IS NOT APPLICABLE FOR THIS SECTION | | The technical response must be delivered to the HDOA no later than March 15, 2023, 4:00pm HST (the proposal due date specified in RFP Section 1.7, Schedule and Significant Dates). | |
| | | The technical response documentation must be packaged separately as required (refer to RFP Section 3.11. Proposal Evaluation Guide and Cost Proposal Delivery). | |
| | | The technical response documents (sections A, B, and C) must NOT contain cost or pricing information of any type. | |
| | | The technical response must NOT contain any restrictions of the rights of the State or otherwise qualify this RFP. | |
| | | The offeror must NOT submit alternate terms and conditions with the technical response (refer to RFP Section 3.3, Proposal Response and Prohibitions). | |
| | | The offeror must NOT submit multiple proposals in different forms (i.e., as a prime offeror and a sub-offeror) (refer to RFP Section 3.3, Proposal Response and Prohibitions). | |
| | A.1. | Provide the Notice of Intent to Respond (RFP Attachment 1) completed and signed by an individual empowered to bind the offeror to the provisions of this RFP and any resulting contract. The document must be signed without exception or qualification. | |
| | A.2. | Provide a statement, based upon reasonable inquiry, of whether the offeror or any individual who shall cause to deliver goods or perform services under the contract has a | |

| OFFEROR LEGAL ENTITY NAME: | | | |
|--|-------------|---|---------------------------|
| Proposal Page # (Offeror completes) | Item Ref. # | Section A— Mandatory Requirement Items | Pass/Fail (HDOA use only) |
| | | possible conflict of interest (i.e., employment by the State of Hawaii) and, if so, the nature of that conflict. If none, so state. <i>NOTE: Any questions regarding conflict of interest shall be solely within the discretion of the HDOA, and the HDOA reserves the right to cancel any award.</i> | |
| | A.4. | Provide three (3) current letters of support (RFP Attachment 6), signed, and dated within the past three (3) months from clients with which the offeror has completed services similar to those sought under this RFP. | |
| | A.6. | Provide a valid, Certificate of Insurance that is verified and dated within the last six (6) months and which details <u>all</u> of the following: (a) Insurance Company (b) Offeror's name and address as the insured (c) Policy number (d) The following minimum insurance coverage: (i) Commercial General Liability Insurance: 1. Bodily injury and property damage coverage with a minimum of \$1,000,000 per occurrence; personal and advertising injury of \$1,000,000 per occurrence; broadcasters' liability insurance of \$1,000,000 per occurrence; and with an aggregated limit of \$2,000,000. (ii) Automobile Liability Insurance: 1. Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of \$1,000,000 for bodily injury for each person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage for each accident. (e) The following information applicable to each type of insurance coverage: (i) Coverage Description, (ii) Exceptions and Exclusions, (iii) Policy Effective Date, (iv) Policy Expiration Date, and (v) Limit(s) of Liability. | |
| HDOA Use Only – Proposal evaluation committee member signature, printed name & date: | | | Total Pass/Fail |
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