



**The State of Hawaii  
Department of Labor and Industrial Relations**

**April 6, 2023**

**AMENDMENT 03**

**TO**

**Solicitation #RFP-23-01-UI**

**Unemployment Insurance Modernization**

1. The following changes are made to Section 1.1, Schedule and Significant Dates:

**From:**

| Event  | Date   |
|--|--|
| Solicitation Release   | March 10, 2023   |
| Pre-Proposal Conference  | March 17, 2023; 10:00 A.M. HST via Teams                           |
| Written Question Submittal Deadline  | March 31, 2023; 4:00 P.M. HST                                      |
| State's Response to Written Questions  | April 14, 2023   |
| Proposal Due Date and Time   | April 28; 4:00 P.M. HST  |
| Evaluation Period  | May 1, 2023 – June 9, 2023   |
| Notification to Offerors Moving Forward to Round 2 of the Evaluation Process | June 9, 2023   |
| Offeror Demonstrations   | June 19, 2023 – July 15, 2023<br>On-Site at the DLIR Offices only. |
| Estimated Due Date for BAFO, if necessary                                    | August 25, 2023; 4:00 P.M. HST                                     |
| Anticipated Award Date:  | September 22, 2023   |
| Anticipated Contract Start Date  | November 1, 2023   |

**To:**

| <b>Event</b>   | <b>Date</b>  |
|--|--|
| Solicitation Release   | March 10, 2023   |
| Pre-Proposal Conference  | March 17, 2023; 10:00 A.M. HST via Teams   |
| Written Question Submittal Deadline  | March 31, 2023; 4:00 P.M. HST  |
| State's Response to Written Questions  | <b>April 7, 2023</b>   |
| Proposal Due Date and Time   | <b>May 5; 4:00 P.M. HST</b>  |
| Evaluation Period  | <b>May 8, 2023 – June 16, 2023</b>   |
| Notification to Offerors Moving Forward to Round 2 of the Evaluation Process | <b>June 16, 2023</b>   |
| Offeror Demonstrations   | <b>July 10, 2023 – August 11, 2023</b><br><b>On-Site at the DLIR Offices only.</b> |
| Estimated Due Date for BAFO, if necessary                                    | <b>September 1, 2023; 4:00 P.M. HST</b>  |
| Anticipated Award Date:  | September 22, 2023   |
| Anticipated Contract Start Date  | November 1, 2023   |

2. The following changes are made to Section 8.0 Evaluation Criteria and Scoring, Subsection 8.1.5 Round 1 Evaluation Criteria, Evaluation Criteria 1 Executive Summary:

**From:**

Maximum Pages 3 Pages

**To:**

Increased Maximum Pages to **15 Pages**.

3. The following changes are being made to OF-5 sheet 1. Total Solution Cost Summary, Line 20:

**From:**

“Grand Total Solution Costs (including 10 years of Operations & Maintenance)”.

**To:**

“Grand Total Solution Costs (including **5** years of Operations & Maintenance)”.

4. The following changes are being made to OF-12 Proposed Project Organization and Staffing” Section 2.0 Offer Key Personnel Qualifications:

**From:**

|                 |   |
|-----------------|---|
| Project Manager | <ul style="list-style-type: none"> <li>• PMP or equivalent certification.</li> <li>• Lead project manager for system integration project with a one-time cost of ten million dollars or more.</li> <li>• A minimum of five (10) years’ experience as lead project manager for implementation projects.</li> </ul> |
|-----------------|---|

**To:**

|                 |  |
|-----------------|--|
| Project Manager | <ul style="list-style-type: none"> <li>• PMP or equivalent certification.</li> <li>• Lead project manager for system integration project with a one-time cost of ten million dollars or more.</li> <li>• A minimum of five (5) years’ experience as lead project manager for implementation projects.</li> </ul> |
|-----------------|--|

5. The following changes are made to Section 8.0 Evaluation Criteria and Scoring, Subsection 8.1.5 Round 1 Evaluation Criteria, Evaluation Criteria 6 Implementation Plan, Bullet Item 17:

**From:**

Data quality and data lineage management plan from data intake to business intelligence

**To:**

Data quality management plan from data intake to business intelligence.  
Data lineage management plan from data intake to data intelligence.

6. The following changes are made to Section 10.25 Requirements and Design Finalization Item #6:

**From:**

Contractor shall maintain a current version to one version minus current software and hardware update strategy policy at all times during the project, where “N” in this case is the latest service pack, patch, major update, maintenance release, driver, firmware version, etc. and “N-1” is two releases older than the latest “N” release.

**To:**

Contractor shall maintain a current version to one version minus current software and hardware update strategy policy at all times during the project, where “N” in this case is the latest service pack, patch, major update, maintenance release, driver, firmware version, etc. and “N-1” is **one release** older than the latest “N” release.

7. The following additions are made to OF-12 Table 2:

- Added the Offeror Lead Developer project role.
- Added the Offeror Lead Architect project role.
- Uploaded the Revised OF-12 Proposed Project Organization and Staffing.

8. The following changes are made to OF-2 Offeror Entity Reference Questionnaire.

- Section 2 Instructions are updated.
- Section 3 Instructions are updated.
- Uploaded the Revised OF-2 Offeror Entity Reference Questionnaire

9. The following changes are made to Attachment B – Proposed Project Organization and Staffing.

- Program Manager – Minimum Qualifications lists “A minimum of **seven (7)** years’ experience as Project Director for Unemployment Insurance system implementation projects.”
- Project Manager – Minimum Qualifications lists “A minimum of **five (5)** years’ experience as lead project manager for implementation projects.”

10. The following changes are made to the RFP, Section 10.21 Assumptions, Bullet number 6.

### **From:**

The Contractor Project Manager, Technical Lead(s), and UI Functional Lead(s) – Benefits, Tax, and Appeals are expected to be onsite at 100%. All other implementation staff members are expected onsite up to 50%. DLIR reserves the right to demand any Contractor implementation staff be onsite as needed. DLIR prefers that Contractor implementation staff is co-located at the DLIR offices.

### **To:**

"The Contractor Project Manager, Technical Lead(s), and UI Functional Lead(s) – Benefits, Tax, and Appeals are expected to be onsite at 100%. All other **delivery-based** staff members are expected onsite up to 50%. DLIR reserves the right to

demand any Contractor implementation staff be onsite as needed. DLIR prefers that Contractor implementation staff is co-located at the DLIR offices."

11. The following changes are made to Section 8.0 Evaluation Criteria and Scoring, Subsection 8.1.5 Round 1 Evaluation Criteria, Evaluation Criteria 3 Financial Statements:

**From:**

Maximum Pages 5 Pages

**To:**

Increased Maximum Pages to **25 Pages**.

12. The following changes are made to the RFP, Section 10.5 Preferences.

- All references to SPO-038 are replaced with SPO-009.

13. The following changes are being made to the Exhibit 3, Section 3.7 Project Plan, Subsection 3.7.2.

**From:**

"The Contractor shall maintain the Project Plan. Contractor shall adhere to the Project Plan and its associated Schedule. The Schedule in the Project Plan shall not change as a result of time required by Contractor to correct Deficiencies, unless otherwise agreed beforehand in writing by State. However, the Schedule may, in State's discretion, be extended on a day to day basis to the extent that State's review of a Service or Deliverable and review of 27 corrections of Deficiencies in accordance with the Acceptance process is longer than described in the Schedule."

**To:**

"The Contractor shall maintain the Project Plan. Contractor shall adhere to the Project Plan and its associated Schedule. The Schedule in the Project Plan shall not change as a result of time required by Contractor to correct Deficiencies, unless otherwise agreed beforehand in writing by State. However, the Schedule may, in State's discretion, be extended on a day to day basis to the extent that State's review of a Service or Deliverable and review of Deficiencies in accordance with the Acceptance process is longer than described in the Schedule."

14. Uploaded the Revised OF-9 Implementation Service Requirements. Clarity was provided on the timing for each deliverable listed in Table 10.

15. Uploaded a high-level project org chart. Project Org Chart.pdf

*Anne Eustaquio*

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Anne Perreira-Eustaquio  
Unemployment Insurance Administrator  
Department of Labor & Industrial Relations  
Unemployment Insurance Division

Apr 6, 2023

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Date