

## Provide/develop, configure and install Document Management Libraries (e-libraries) for Hawaii State Department of Transportation, Harbors.

Minimum of three (3) e-libraries (1 for Fiscal, 1 for Personnel, and 1 for Property Management) shall be built using existing DOT Harbors SharePoint.

### **CERTIFICATE FOR PERFORMANCE OF SERVICES –**

Pursuant to Section 103-55, Hawaii Revised Statutes, and unless indicated otherwise, bidders should submit the attached "Certificate for Performance of Services" in the event bids are in excess of \$25,000. The notarized certificate must be submitted to said project manager before entering into a contract to perform services. As of the bid opening date, salaries of State employees performing work similar to the work called for under this contract are as follows:

Class	Salary Range	Minimum Hourly Rate
Information Technology Specialist	SR-24	\$32.96

The above information is provided to the Contractor for guidance only and is subject to change in accordance with existing collective bargaining contracts or shall change as contracts are renegotiated. It is the bidder's responsibility to verify the accuracy of the wage rates contained herein and to provide for changes in the minimum wages which must be paid personnel working on this project at all times.

Information on the status of Bargaining Unit (BU) contracts can be obtained from the Department of Transportation Administration Division, Personnel Management Office at (808)587-2145. Bidders are further advised that they are not restricted to hire only those classifications of employees as listed but are free to employ such other classifications of workers as the bidder deems proper and proposes to use on the project, and as may be according to the bidder's common hiring practice.

However, the principal duties of employees other than those listed herein above working on the project will be matched against those of State workers to determine the closest equivalent State employee classification, and the Contractor must compensate such employee(s) at a rate which is not less than that of the equivalent State employee.”

### **CONTRACT TO BE OPEN-END –**

The requirement for services to be furnished by the Contractor will be on an "as-needed" basis as called for in these specifications at the applicable unit price bid during the term of this contract and in such numbers as may be required by the State. The unit prices indicated by the Contractor in its proposal shall be applicable and binding under the terms of this contract . "

### **PROGRESS PAYMENT**

An invoice shall be created by Contractor. Each invoice shall specify the following:

1. Work order number.
2. HIePRO solicitation number
3. Date the work was performed and completed.
4. Name of individual that performed the work.
5. Number of hours worked.
6. Bid unit price for the type of work performed.
7. Total hours for each work order.

8. Total extended amount for each work order.
9. Total hours for all work orders.
10. Total extended amount for all work orders.
11. Outstanding amount due.

The Department of Transportation will provide payment upon agreement with Contractor of work and hours performed toward successful completion of tasks stated in work orders. An invoice shall be sent by mail to:

Department of Transportation  
Harbors Procurement and Supply Specialist  
79 S. Nimitz Hwy, 3d floor  
Honolulu, Hawaii 96813  
Attn. Chris Murphy

Or by email to [christopher.a.murphy@hawaii.gov](mailto:christopher.a.murphy@hawaii.gov).

Scope of work:

Library(ies) shall have the following characteristics:

	Item	Description	Ability to perform (Y/N)
A.	Customized properties (metadata) that allow for:	<ol style="list-style-type: none"> <li>1. Document retention policy and document retention labels (applied to each document or category of document).</li> <li>2. Required fields (i.e. Subject, Document type, Letter No., Invoice No., Vendor Name, Contract No., Project No., Document Date, Date uploaded/created, Document "Owner" using existing acronyms, Audience, etc.) Fields to establish for each e-library shall be determined with STATE prior to build.</li> <li>3. New documents required to have certain metadata provided when added to library (mandatory fields). Metadata will be generated at the universal level of DOT SharePoint.</li> <li>4. Standardized list/keywords dropdowns/selections for required mandatory categories.</li> </ol>	
B.	Security (Group)	Security policy shall be provided with user level security, i.e. Editor, Viewer, etc. for file and library access.	
C.	User list	Must use existing Microsoft Exchange for contacts.	
D.	Sharing permissions	Documents shall be allowed to share within DOT, but not with external e-mail addresses.	
E.	Versioning	Must enable and configure file versioning.	
F.	Library View	<ol style="list-style-type: none"> <li>1. Library view must provide major topic columns to provide for easy filtering.</li> <li>2. Search function must utilize the Microsoft Search Box. Search shall not include the cloud hybrid search function.</li> </ol>	
G.	SharePoint Library site	<ol style="list-style-type: none"> <li>1. Shall utilize existing DOT Harbors SharePoint capabilities. If additional software/add-ons/extensions are required, Vendor shall discuss with Project Manager prior to implementing. Discussion shall include, but is not limited to pros/cons, alternatives and cost.</li> <li>2. Site page shall have managed links to other routinely used sites (i.e. DOT Library and</li> </ol>	

		<p>other websites or SharePoint sites.) and user training documentation.</p> <ol style="list-style-type: none"> <li>3. Site shall have customized menu bar to control how site is used or adapted (hub navigation).</li> <li>4. Search/filter box on initial page to limit load times.</li> <li>5. Deleted files shall go to a deleted folder with a 90-day retention. Manually deleted files shall generate an e-mail to the “Owner/Administrator” of the library.</li> <li>6. Scanned file analyzer which will prepopulate certain metadata fields when document is added to library.</li> <li>7. Shall be designed/configured using best practices to minimize disruption due to Microsoft updates.</li> <li>8. E-libraries shall have modern look.</li> </ol>	
H.	Other	<ol style="list-style-type: none"> <li>1. Workflow to allow for user initiated document import with reviewer notified that file(s) have been uploaded. After review by an assigned group of reviewers (approximately 3, single level), document would be “locked” and viewable only status by users. If uploaded document is rejected by reviewer, an e-mail should be generated to the user that loaded the document.</li> <li>2. Library may include migrating files from DOT Lotus Notes application.</li> </ol>	
I.	SharePoint Libraries:	Libraries shall be configured by Vendor after consulting with State Representative what options are available, required fields, etc. Vendor shall provide explanations when needed and recommendations for best practices and most optimal settings with performance and end user in mind.	
J.	State Provided	1. SharePoint site	
K.	Deliverables:	<ol style="list-style-type: none"> <li>1. Completed SharePoint Document Libraries in DOT SharePoint site. Libraries shall be fully functional and meet expectations.</li> <li>2. Training for users and administrator(s) (Video, and PowerPoint or pdf.)</li> </ol>	
L.	Price	Price shall contain all fees, taxes, etc. This shall be a one-time end of contract payment. Progress payments shall not be provided. Annual licensing fees will not be permitted except for 3d party SharePoint “add-ins”	

		necessary for functionality of the solution. Total price must be less than \$100,000.	
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Vendor qualifications:

Vendor must have provided at least two (2) similar products in the last three (3) years. Provide sample of a previous instance prior to award (pdf). Sample shall be a concise overview and provide screenshots to illustrate product layout/design. Submittal shall not exceed 10 pages.

Vendor assigned personnel must have Microsoft SharePoint certification.

Vendor shall have experience using Infowise Ultimate Forms and other development tools.

Valid HCE.

Attachments

Failure to provide the following attachments with bid shall result in vendor being deemed non-responsive.

Checklist noted above shall be attached to solicitation response.

Vendor shall provide, as attachment, a brief overview of their company history regarding SharePoint library configurations.

Vendor shall provide a proposed timeline. Timeline should provide enough information to determine that vendor understands the requirements of the solicitation and is able to complete each task order within three months of notice to proceed.

Guaranty

e-Libraries provided by vendor shall be guaranteed for a minimum of one hundred eighty (180) from time of acceptance. If troubleshooting/refinement of application is required due to “bugs”, the modifications will be performed at no expense to the State.

Contract Term

Contract term shall be for three-hundred-sixty-five (365) days from the date of award.

Item No.	Position	No. of anticipated hours	Hourly Rate	Total
1.	Administrator	100		
2.	Analyst/Developer	300		
Total amount for comparison of bids				

Bidding Notes:

1. Positions are for bidding purposes to standardize the bid. Actual position titles for whom you assign may be different.
2. The “Total amount for comparison of bids” will be used to determine the lowest responsible bidder.
3. Bidder must complete all unit prices and amounts. Failure to do so may be grounds for rejection of bid.
4. In case of a discrepancy between unit price and the total in said bid, the unit price shall prevail.
5. Award amount will be adjusted at end of contract to reflect actual amount paid for services during contract term.
6. Partial payment shall be to the nearest ½ hour.
7. Contract may not meet/exceed \$100,000 during contract term.
8. Contract shall not exceed 365 days from time of notice to proceed.
9. Two or more e-libraries will be provided during this contract.