

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

December 19, 2023

ADDENDUM 7
TO
REQUEST FOR PROPOSALS
RFP-24001

PROCUREMENT ASSISTANCE AND SUPPORT SERVICES
(PASS)

This Addendum modifies or clarifies the solicitation documents only to the extent indicated herein, and all portions thereof not specifically affected by the addendum shall remain in full force and effect. All addenda shall be added to and form a part of the RFP documents, including the answers to the questions.

IMPORTANT: QUESTIONS ARE NOW PUBLISHED IN HAWAII'S ePROCUREMENT SYSTEM AND MAY BE FOUND IN THE Q&A TAB. DUE TO THE VOLUME OF QUESTIONS, ANSWERS SHALL BE MADE AVAILABLE THROUGH ADDENDA AS AN ATTACHMENT IN HiePRO.

FUTURE ADDENDA SHALL PROVIDE ANSWERS TO REMAINING QUESTIONS UNTIL ALL QUESTIONS ARE ANSWERED.

The following questions regarding task orders and technical scenarios were received in HiePRO and the answers are provided:

Question 59: EVALUATION CRITERION 3 – TECHNICAL SCENARIOS: What is the page limit for the response?

Answer 59: There is no page limit to respond. However, Offeror shall complete the sample task order request for each scenario utilizing the forms provided. Additionally, per Attachment 08 Offeror Worksheet, **IV. EVALUATION CRITERIA 3 – TECHNICAL SCENARIOS**, "In addition to the completed Attachment, Offeror shall submit a narrative which will explain step by step what a Contractor would perform to coordinate and consolidate to prepare a complete response to a task order request."

Question 77: Regarding Attachment 8 Offeror Response Worksheet, Page 6, Section IV: Please clarify how we should respond to the scenarios in this section and the scenarios listed in the Task Order Request Forms. Please restate the instruction "Offeror shall submit a narrative..." because it is not clear what is being asked. Should this narrative be in the Offeror Response Worksheet or in the Task Order Request Form?

Answer 77: As described in Attachment 8 Offeror Response Worksheet, Page 6, Section IV, Offeror shall complete Attachment 08-A-1 for Scenario 1 and submit a narrative, which will explain step by step what a Contractor would perform to prepare a complete task order request. Evaluation will be based on the completeness of the Contractor (Offeror) portion of the Task Order Request Form and explanation. See also Attachment 03, RFP Evaluation Plan, C. Technical Scenarios.

Question 79: As it relates to the Task Order Request Form Scenarios, is the Offeror expected to complete the form in its entirety or simply respond to the scenario?

Answer 79: As described in Attachment 8 Offeror Response Worksheet, Page 6, Section IV, Offeror shall complete Attachment 08-A-1 for Scenario 1 and submit a narrative, which will explain step by step what a Contractor would perform to prepare a complete task order request. Evaluation will be based on the completeness of the Contractor (Offeror) portion of the Task Order Request Form and explanation. See also Attachment 03, RFP Evaluation Plan, C. Technical Scenarios.

Question 89: Attachment 8
Section IV EVALUATION CRITERION 3 – TECHNICAL SCENARIOS
Page 6

The first paragraph states " ...Offeror shall complete and submit a task order request (Attachment 08-A-1 and 08-A-2) for each scenario. In addition to the completed Attachment, Offeror shall submit a narrative which will explain step by step what a Contractor would perform to coordinate and consolidate to prepare a complete response to a task order request." Do the narrative and the response to the specific requests for each scenario detailed in Attachment 08 get inserted into Attachment 08 or in attachments 08-A-1 and 08-A-2 for each of the scenarios

Answer 89: The completed Request for Task Order Form and attached narrative will satisfy the requirement to submit a response for each scenario.

Question 92: Attachments 8 and 3
Attachment 8-Section IV. Evaluation Criterion 3 –Technical Scenarios and Attachment s Section VI C Technical Scenarios

The instructions state: "In addition to the completed Attachment, Offeror shall submit a narrative which will explain step by step what a Contractor would perform to coordinate and consolidate to prepare a complete response to a task order request." It is unclear what these instructions are looking for. The current wording "explain step by step what a Contractor would perform to coordinate and consolidate to prepare a complete response to a task order request" seems to indicate the government is looking for vendors to describe their proposal process, i.e. how they would prepare a response to a task order request. Similarly, the Evaluation Plan, C. Technical Scenarios states: "'walk us through" the development of the task order document." Please confirm whether this is what you are looking for (i.e. vendors describe their proposal process for task orders), and/or clarify what you are seeking in these two sections?

Answer 92: The lead state is seeking to understand the Offerors process for responding to requests for task orders.

Question 103: Attachments 8 and 8 A-2

Sections IV. Evaluation Criterion 3 –Technical Scenarios and Scope of Services-Scenario 2
Pages 6 and 1

There appear to be some contradictions in the instructions for Technical Scenario #2. In Attachment 8A2, the instructions state: "There will not be an opportunity to hold a needs assessment for this scenario." However, in attachment 8, Evaluation Criterion 3-Technical Scenarios it states the first steps are to "perform a robust analysis of the current State procurement laws, rules, and policies" and "coordinate with stakeholders, including state procurement staff, agency staff, and vendors for feedback and input"--all steps which are typically synonymous with an assessment or needs assessment. Further, Attachment 8A2 also requests the deliverable of "Transformation Analysis," which would include an assessment or needs assessment as well. We recommend striking the language "there will not be an opportunity to hold a needs assessment for this scenario" from Attachment 8A2 to clarify the instructions.

Answer 103: See Attachment 02 Scope of Work, V. Task Orders, A. Participating Entity Initial Project Needs Assessment. In some cases, a needs assessment may be necessary for the Contractor to submit a response to a Task Order Request. For the purposes of evaluating, the two technical scenarios a needs assessment will not be held.

See also Attachment 02 Scope of Work, D. Other Support Services, Category Twelve – Procurement Policy and Digital Procurement Transformation. The Request for Task Order selects category twelve, and the deliverable is transformation analysis and white paper.

Question 106: Attachment 8 A 2

Scope of Services-Scenario 2

Page 1

To assist with development of an accurate level of effort and pricing, please share the anticipated deadline for completing the Transformation Analysis and corresponding white paper, and please share the anticipated overall period of performance for this task?

Answer 106: Offeror should make assumptions to complete the requirements. As specified, "scope of work would have been described during one or more meetings."

Question 107:

Attachment 8 A 2

Scope of Services-Scenario 2 Deliverables

Page 2

To assist with development of an accurate level of effort and pricing, please share the anticipated deadline for completing the Transformation Analysis and corresponding white paper, and please share the anticipated overall period of performance for this task

Answer 107: Offeror should make assumptions to complete the requirements. As specified, "scope of work would have been described during one or more meetings."

Question 108: Attachment 8 and Attachment 8 A 2

Attachment 8 Section IV. Evaluation Criterion 3 –Technical Scenario and Attachment 8 A 2 Sections 2 and 6

Attachment 8 page 6 and Attachment 8 A 2 page 1 and 2

To assist with development of an accurate level of effort and pricing, please share how many stakeholders, including state procurement staff, agency staff, and vendors, vendors are expected to engage with during the project.

Answer 108: Offeror should make assumptions to complete the requirements. As specified, “scope of work would have been described during one or more meetings.”

Question 109: Attachment 8 A 1 and 8 A 2

Scope of Services-Scenario 2

Page 1

To assist with development of an accurate level of effort and pricing, for both scenarios, please clarify whether the work is expected to be performed remotely or in person.

Answer 109: Offeror should make assumptions to complete the requirements. As specified, “scope of work would have been described during one or more meetings.”

Question 110: Attachment 8 A1

Scope of Services-Scenario 1

Page 1

To assist with development of an accurate level of effort and pricing, please share the anticipated deadline for completing both the training and the solicitation, and please share the anticipated overall period of performance for this task?

Answer 110: Offeror should make assumptions to complete the requirements. As specified, “scope of work would have been described during one or more meetings.”

Question 111:

Attachments 8 A 1 and 8

Section 8 A 1 Scope of Services and Section 8 IV. Evaluation Criterion 3 –Technical Scenarios Pages 1 and 6

Attachment 8A1 states the deliverables are: "Solicitation document (RFQ) and training."

However, Attachment 8 Evaluation Criterion 3 instructions state "What strategy would you devise considering their limited knowledge to assist the new employees obtain the necessary training in preparing a new solicitation?" which alludes to the notion that the new employees would prepare the solicitation themselves. Please clarify if you are looking for vendors to train the staff members so that the staff members can create the solicitation themselves, or if vendors are meant to collaborate with staff members to create the solicitation together? This clarification will help us better determine the level of effort and pricing for the task order.

Answer 111: For this scenario, the request for procurement assistance is to help the new purchasing specialist prepare the solicitation document for the purchase of a new SUV and provide procurement training as opposed to the Contractor creating the document and handing it over to the purchasing shop. Services would include preparing the solicitation document in addition to training the specialist.

Question 112:

Attachment 8 A 1

Section Scope of Services

Page 1

Attachment 8A1 states: "Note: A budget was not provided for PASS services; the scope only noted that they have \$100,000 for the purchase of a new SUV." Is this implying there is no additional funding for PASS services, thus our estimated level of effort and pricing must be a line item within the \$100 K, separate from a line item for the SUV itself?

Answer 112: The budget provided is for the purchase of the SUV. No budget is provided for PASS services to assist in developing the solicitation or procurement training. The assumption is made that funds are available.

Question 114: In "08 Offeror Response Worksheet" under section IV Evaluation Criterion 3 - Technical Scenarios, can HI/NASPO please clarify what they mean by "explain step by step what a Contractor would perform to coordinate and consolidate to prepare a complete response to a task order request" and whether the response in the Offeror Response Worksheet should be different from the response in Attachment 08-A-1 and A-2?

Answer 114: As provided, Offeror shall complete Attachment 08-A-1 for scenario 1 and Attachment 08-A-2 for scenario 2. For each scenario, Offeror shall prepare a narrative that explains what the Offeror will perform (step by step) in order to complete the task order request.

Question 119: 08 A 1 Task Order Request Form_Scenario 1, Section 2, Breakdown of Price, Question: Are vendors to supply all of the information in this section? Note in document "01 RFP Terms and Conditions", Section IV. Proposals, subsection D.3 it states, "Inclusion of cost or pricing information in any document other than the Labor Categories Price Worksheet may result in Offeror's proposal being deemed nonresponsive."

Answer 119: All sections to the 08-A-1 and 08-A-2 shall be completed and the prices per labor category should reflect the prices offered on Attachment 09, Labor Categories Price Worksheet. Information in Attachment 08 and 09 are not reflected in each other otherwise.

Question 120: 08 A 2 Task Order Request Form_Scenario 2, Section 2, Breakdown of Price. Question: Are vendors to supply all of the information in this section? Note in document "01 RFP Terms and Conditions," Section IV. Proposals, subsection D.3 it states, "Inclusion of cost or pricing information in any document other than the Labor Categories Price Worksheet may result in Offeror's proposal being deemed nonresponsive."

Answer 120: All sections to the 08-A-1 and 08-A-2 shall be completed and the prices per labor category should reflect the prices offered on Attachment 09, Labor Categories Price Worksheet. Information in Attachment 08 and 09 are not reflected in each other otherwise.

Question 126:

Attachment 8

Section IV. Evaluation Criterion 3

Page 12

The scenario states the Purchasing entity has \$100,000 to obligate. Is the respondent to assume they are already on staff and the \$100,000 is exclusively for the cost/price of the SUV?

Answer 126: The \$100,000 is exclusively for the purchase of the SUV. The assumption is that in the scenario, Offeror holds a Master Agreement and Participating Addendum and is responding to a request to complete a task order quote form.

Question 127: Attachment 8
Section IV Evaluation Criterion 3
Page 12

To confirm our understanding, is the purpose of the scenario to respond to a Task Order Request or provide a narrative in approach? This scenario focuses on the training of two State employees. While part of the training involves educating the employees on use of the Task Order Request, the completion of a Task Order Request may not be most effective in evaluating a proposed training plan. Additionally, unless the \$100,000 is intended to include the cost for procuring a vendor to teach as part of the scenario in addition to the SUV, we recommend removing the completion of a Task Order Form as part of the scenario.

Answer 127: The scenarios require the Offeror to complete the Task Order Request form assuming the Offeror holds a Master Agreement and Participating Addendum. The narrative is to be completed so the lead state and team may gain an understanding of the thought process to complete the Task Order Request.

Question 128: Attachment 8
Section IV Evaluation Criterion 3, Scenario 2
Page 6

Our understanding of this scenario is that The State wants a narrative around our approach. Is the purpose instead to provide a mock response using the Task Order Request? If so, Scenario No. 2 focuses on the vendor's ability to ingest information and provide a report and recommendations. We would recommend that you remove the use of the Task Order Request since the form is not necessary in the evaluation of a vendor's ability to synthesize information and deliver recommendations.

Answer 128: The scenarios require the Offeror to complete the Task Order Request form assuming the Offeror holds a Master Agreement and Participating Addendum. The narrative is to be completed so the lead state and team may gain an understanding of the thought process to complete the Task Order Request.

Question 134: In the last paragraph of the Task Order Request Form for Scenario 1 (in the Scope of Services portion), who is the evaluation team being referred to here? Is it the State of Florida or the evaluation team for PASS?

Answer 134: The last sentence is part of the note to the Offeror and the evaluation team referred to is the PASS team.

Question 135: Is our entire response to the 2 scenarios to be included on the respective Task Order Request Forms? Are we limited to the space and pages provided or is there some other limit?

Answer 135: There is no limitation to space or pages.

Question 184: Attachment No. 3 / Page No. 4 / Section No. VI.C / Paragraph 1
Question: Is cost a factor in the scoring of Technical Scenarios?

Answer 184: Completion of the forms and narrative will be evaluated and scored as a total response. Cost may be a consideration if the response does not include a breakdown or explanation as to the pricing.

Question 192: In Attachment 08-A-1 In Attachment 08-A-1, the [FLA SUV procurement] Scope of Services instructions end with the sentence:

For this procurement, the evaluation team is looking to evaluate what steps would be taken to fulfill the task order and the completeness of the RFQ.

Does this mean that the HiePRO PASS offer must include a 'sample' RFQ for the automobile?

Answer 192: A sample RFQ is not required as part of the response.

Question 196: 03 RFP Evaluation PlanC. Technial Scenarios – Describe how you will respond to needs assessment phase and walk us through the development of the task order document and how awarded contract will be managed. Please confirm that you are not asking offerors to submit task order documentation, but to just explain our process for development of the task order document as well as how the awarded contract will be managed.

Answer 196: Offerors shall complete each task order request form for each of the scenarios. A narrative shall also be submitted for each scenario.

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