

STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII

January 5, 2024

ADDENDUM 9  
TO  
REQUEST FOR PROPOSALS  
RFP-24001

PROCUREMENT ASSISTANCE AND SUPPORT SERVICES  
(PASS)

The question-and-answer period is closed. No further questions will be considered.

**REMINDER: Proposals must be received (allow for enough time to upload in HlePRO) by January 11, 2024, 2:30 p.m. HST.**

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The following corrects Addendum 8, Change No. 2:

**AMEND** Attachment 01 RFP Terms and Conditions, IV. Proposals, D. Labor Categories Price Worksheet as follows:

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**D. Labor Categories Price Worksheet.**

1. Offeror must complete all required elements of Attachment 09, Labor Categories Price Worksheet. The format and structure of the Worksheet is intended to allow for a fair evaluation of like pricing among Offerors. Deviation from the format or structure of the Labor Categories Price Worksheet may result in Offeror's proposal being deemed non-responsive.
2. Offeror is wholly responsible for ensuring figures and calculations submitted in Offeror's completed Labor Categories Price Worksheet are accurate, even if formulas have been provided by the Lead State as a courtesy.
- ~~3. Inclusion of cost or pricing information in any document other than the Labor Categories Price Worksheet may result in Offeror's proposal being deemed non-responsive. Number 3 not used.~~
4. Offeror's proposed prices must be inclusive of all fees and charges, including but not limited to fees or charges for shipping, delivery, credit card payments, and personnel. All costs proposed by Offeror must also be inclusive of the NASPO ValuePoint administrative fee. Proposed prices incorporated into a Master Agreement resulting from this RFP represent not-to-exceed pricing and minimum discounts, where applicable. Except as permitted by Subsection 5, pricing offered to Participating Entities and Purchasing Entities must be no higher than pricing set forth in the Master Agreement.
5. A Participating Addendum may also require payment of an additional administrative fee by Contractors to a Participating Entity based on sales to Purchasing Entities within the jurisdiction of the Participating Entity. Unless otherwise negotiated by the Participating Entity, Contractor may adjust the Master Agreement pricing incorporated into the Participating Entity's Participating Addendum by an amount not to exceed the Participating Entity's fee. Such adjustments will have no effect on the NASPO ValuePoint administrative fee, pricing in the Master Agreement, or pricing offered to Purchasing Entities outside the jurisdiction of the Participating Entity.

*Carey Ann Sasaki*

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Carey Ann Sasaki  
Procurement Officer