



REQUEST FOR QUOTES (RFQ) ADDENDUM NO. 1

Solicitation No.: RFQ-24-002-OPS

Solicitation Title: Grant Management Software

Agency: Hawai'i State Energy Office (HSEO)
Department of Business, Economic Development & Tourism

Response Deadline: April 30, 2024, 2:00 P.M. (Hawai'i Standard Time)

All questions regarding this solicitation shall be submitted in writing via email to dbedt.hseo.solicitations@hawaii.gov. Only questions received by ~~March~~ April 24, 2024, 4:30 P.M. (Hawai'i Standard Time) will be guaranteed a reply.

Summary of Addendum Changes:

- Addendum No. 1: Deadline for questions is changed from March 24, 2024 to April 24, 2024.

Mark B. Glick
Chief Energy Officer
Hawai'i State Energy Office
Department of Business, Economic Development & Tourism

Internet Posting: March 27, 2024

HSEO is committed to providing equal access consistent with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and other state and federal laws. If you have a disability that may restrict your ability to meaningfully participate in this solicitation, we will provide you with reasonable and appropriate accommodation at no cost to you. If you need an auxiliary aid/service or other reasonable accommodation, please contact Kathy Yim by phone at 808-460-7995 or by email at kathy.yim@hawaii.gov. Requests made as early as possible will allow time for us to better serve you.

For screen reader users: HSEO recognizes the use of diacritical markings of the Hawaiian language such as the 'okina (also called a glottal stop) and the kahakō (also called a macron). Please note that screen readers may not read or pronounce the Hawaiian words correctly.

OVERVIEW

Since the passage of Act 97, Session Laws of Hawai'i 2015, the landmark bill making Hawai'i the first state in the nation to set a 100 percent renewable portfolio standard for the electricity sector by 2045, the Hawai'i State Energy Office (HSEO) has been committed to applying for numerous federal funding opportunities to support energy efficiency, renewable energy, and clean transportation projects across the state. As Hawai'i moves closer towards its zero-emission clean economy target enacted by Act 15, Session Laws of Hawai'i 2018, HSEO continues to take on more federal funding opportunities, all of which come with a multitude of grant management responsibilities.

Through this Request for Quotes (RFQ), HSEO is soliciting offers for grant management software to assist in various aspects of grant management such as reporting, deadline tracking, and analytics.

SPECIFICATIONS

REQUIRED FEATURES

- Grant management (award and post award) including:
 - Reporting and closeout management
 - Deadline notifications/alerts
 - Project dashboard views
 - Status and budget tracking
 - Ability to assign tasks and activities
- Microsoft software compatibility
- User scalability and flexible pricing
- Readily available technical support
- Implementation assistance and technical support
- Advanced reporting and performance analysis

OPTIONAL FEATURES

- Microsoft 365 integration
- Pre-award management including:
 - Application management
 - Deadline notifications/alerts
 - Project dashboard views and status tracking
 - Ability to assign tasks and activities
- Collaborative workspaces for internal users
- Subrecipient and contractor management

EVALUATION CRITERIA

Offers received will be evaluated using the criteria below. Offerors are asked to include relevant information in their offer that will facilitate evaluation, uploading attachment files with their offer if necessary.

- Price (including implementation and any maintenance/recurring costs)

- Software features
- Vendor technical support

Offerors may be selected for award solely based on their submission, or they may be asked to clarify details of their offer before HSEO makes its decision. This may include clarifying whether certain features and services are included and/or providing a demonstration of the software if a demo video is not already available online.

METHOD OF AWARD

Award of a contract shall be made to the offeror whose offer provides the best value to the State based on the evaluation criteria listed herein. "Best value" is defined as the most advantageous offer, determined by evaluating and comparing all relevant criteria in addition to price so that the offer meeting the overall combination that best serves the State is selected.

If a contract is awarded, a notice of award shall be posted on the State Procurement Office website.

Pursuant to Hawai'i Revised Statutes (HRS) §103D-308 and Hawai'i Administrative Rules (HAR) Subchapter 11, the solicitation may be canceled and no contract awarded if it is determined to be in the best interests of the State.

OFFER SUBMISSION

The State has established the Hawai'i State eProcurement System (HlePRO) as an open and transparent system for vendors to compete for State contracts electronically. Offerors interested in responding to this solicitation must be registered on HlePRO. Guidance on how to register can be found at the Vendor Registration Guide link on the HlePRO homepage: <https://hiepro.ehawaii.gov/>

HSEO will use HlePRO to issue this solicitation and receive all offers. Offers submitted outside of HlePRO will not be accepted.

Awards for this solicitation, if any, shall also be made through the HlePRO system and shall therefore be subject to a transaction fee of 0.75% of the award, not to exceed \$5,000.

Pursuant to HAR §3-122-16.08(b), late offers submitted after the offer deadline will not be considered for award.

OFFER WITHDRAWAL OR MODIFICATION

Offers for this solicitation may not be withdrawn or modified after the offer deadline.

RESPONSIBILITY OF OFFERORS

Offerors are advised that to be awarded under this solicitation, they are required to be compliant with all laws governing entities doing business in the State, pursuant to Hawai'i Revised Statutes (HRS) §103D-310(c) and including the following chapters:

- HRS Chapter 237, General Excise Tax Law
- HRS Chapter 383, Hawai'i Employment Security Law
- HRS Chapter 386, Worker's Compensation Law
- HRS Chapter 392, Temporary Disability Insurance
- HRS Chapter 393, Prepaid Health Care Act

If an offeror is not compliant with the applicable laws at the time of award, they may not receive the award. HSEO reserves the right to move on to the next responsive, responsible offeror who is compliant.

HSEO will verify compliance on Hawai'i Compliance Express (HCE). Offerors who do wish to use the HCE system may submit paper compliance certificates to HSEO at the time of award. More information regarding HCE can be found on its website:

<https://vendors.ehawaii.gov/hce/>

GENERAL CONDITIONS

The General Conditions, attached to the electronic posting of this solicitation, shall apply to the contract resulting from this solicitation. The most up-to-date version of the General Conditions is posted on the State Procurement Office website as Form Number AG-008 103D: <https://spo.hawaii.gov/all-forms/>

SPECIAL CONDITIONS

The resulting contract will be fully or partially funded by federal funds from the State Energy Program Formula Grant PY2023 (CFDA Number 81.041, Award Number DE-EE0009478.0003). As such, the contractor shall additionally be required to abide by all applicable terms and conditions of the federal award (Special Conditions). The Special Conditions are attached to the electronic posting of this solicitation.

QUESTIONS

All questions regarding this solicitation shall be submitted in writing via email to dbedt.hseo.solicitations@hawaii.gov. Only questions received by 4:30 P.M. (Hawai'i Standard Time) on ~~March~~ April 24, 2024 will be guaranteed a reply.

CONFIDENTIAL SUBMISSIONS

Any offeror who believes that a portion of their submission or correspondence with HSEO contains information such as designated trade secrets or other proprietary data that should be withheld as confidential is asked to notify HSEO in writing and provide justification to support their confidentiality claim. Pricing is not considered confidential and will not be withheld.

The material designated as confidential must be readily separable from the submission in order to facilitate eventual public inspection of the non-confidential portion of the submission.

The head of the purchasing agency or designee shall consult with the Attorney General, who shall make a written determination of whether the material designated as confidential is subject to disclosure. If the request for confidentiality is denied, the information will be made open to public inspection unless the offeror appeals the denial to the Office of Information Practices in accordance with HRS §92F-42(1).

ADDITIONAL INFORMATION

Costs for developing offers are solely the responsibility of the offeror. Whether or not any award results from this solicitation, HSEO will not reimburse such costs.