

STATE OF HAWAII  
 Department of Human Resources Development  
**BID FORM for Solicitation #DHRD RFQ No. 24-7-EAT**  
**Content for Self-Directed Public Service Learning Library**  
**(1 year contract)**

The Department of Human Resources Development (DHRD) seeks a one (1) year contract for a self-directed learning library with training content to include, but not limited to trainings related to public service. Specifications are as follows:

- The operating system must be able to integrate with current Learning Management System (LMS) – Adobe Learning Manager for tracking purposes.
- Must be compliant with Aviation Industry Computer-Based Training Committee (AICC).
- Provides hands-on and/or virtual on-going training for up to three (3) administrators of the program. Capacity to view product on the web.
- Provided a budget not to exceed \$65,0000, including shipping, handling and Hawaii General Excise Tax (GET), fill out the table below by indicating for each topic: the number of training modules the vendor will provide; if a presentation with quiz is included (Yes or No); and video and on-demand capabilities (Yes or No). All stated specifications must be met by the proposed vendor. Additionally, provide the total quoted price for all modules combined.

Topic	DHRD's Required Minimum number of training modules available	Minimum number of training modules vendor will provide	Presentation with Quiz: Indicate Yes or No	On-Demand Course: Indicate Yes or No	Price
Communication	50				
Leadership	50				
Other Business Skills: i.e. problem solving, change management, etc.	100				
Workplace Safety: i.e. Bloodborne Pathogens, Driver Safety, etc.	25				
EEO topics: harassment, bullying, inclusion, etc.	25				
Total Price					\$

- Vendor must agree to a pricing structure not entirely based on total users registered in the LMS. The vendor must be able to fulfill the following conditions:
  - DHRD Training will work with the vendor to select appropriate titles that will be available for up to 5,000 users possible within the limits of our budget.
  - DHRD is unable to expend more than the amount of the award.
  - As previously stated, the total estimate for all titles must include shipping, handling and Hawaii General Excise Tax (GET).



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Should the contract be terminated for failure to deliver desired product or if unable to attain complete compatibility with LMS, credit for any unused time shall be issued on a prorated basis. Please note that DHRD has the right to reject any bids that do not meet these minimum specifications. All bids shall be submitted on the attached Bid Form through HiePRO, as an attachment.

Vendors shall meet the compliance requirements (103D-31(c), HRS) and register with the State of Hawaii's Hawaii Compliance Express, <https://vendors.ehawaii.gov/hce/splash/welcome.html>

Award is based on Best Value. When the award to the lowest responsive, responsible offer is not practicable, award shall be made to the offeror whose quote provides the best value to the State. "Best value" means that 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 services DHRD is selected. Criteria may include, but not limited to, the total cost of ownership, performance history of the vendor, quality of goods, services, delivery and proposed technical performance. This request for quotes is subject to the availability of funding and may be cancelled at any time. Any costs incurred in the preparation of submitting an offer is the responsibility of the offeror.