

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

June 25, 2024

ADDENDUM 4
TO
REQUEST FOR PROPOSALS
RFP-24008

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 pertain to the term of the awarded contracts.

Question 4: If a firm has elected not to bid on work in one of the member states until August 2025, would that firm still be eligible to bid on this NASPO opportunity in an effort to do work in the remaining states immediately at the time of NASPO contract award?

Answer 4: This solicitation is to establish Master Agreements. No work will be assigned to a Master Agreement without first establishing a Participating Addendum and a work order. Participating Addendum means a bilateral agreement executed by a Contractor and a Participating Entity incorporating this Master Agreement and any additional Participating Entity-specific language or other requirements (e.g., ordering procedures specific to the Participating Entity, entity-specific terms and conditions, etc.).

Question 19: As stated in Attachment 05 – Participation Information, Is the subject performance period a base of 2 years with no options as described in the Labor Category Worksheet (Attachment 09)?

Answer 19: The initial term of the master agreement shall be two (2) years with **the option to extend the master agreement for** four (4) additional 12-month periods. See Addendum 4, Change No. 1 that reflects the change in red.

The following questions pertain to the Scope of Work.

Question 52: 7. Regarding Attachment 02 Scope of Work; pp 6-7, Paragraph E. "Travel," 2nd sentence: "The contractor shall be reimbursed actual cost of all travel conducted while providing the services in accordance with statements of work and respective Purchasing Entities' regulations." Our question is: We understand this sentence to mean that allowable travel costs will be reimbursed, and that a per diem will be provided. Does the per diem cover lodging as well as meals and incidental expenses? Does travel costs include rental cars?

Answer 52: The Purchasing Entity and the Contractor would agree to the price and terms for the specific task order, inclusive of travel costs.

Question 53: 8. Regarding Attachment 02 Scope of Work; pg 2, sentence "Prime Contractor means the Contractor awarded a contract for all categories for acquisition support services." Our question is: Is the State looking to hire only Prime Contractors who can provide services on all categories (one through seventeen)?

Answer 53: See Attachment 02 Scope of Work, I. Definitions for Contractor.

Yes, only Contractors that can provide services in all categories will be awarded a master agreement. However, see Attachment 08 Offeror Response Worksheet, I. MANDATORY MINIMUM REQUIREMENTS, A. "Offeror shall have been in business and have provided all services in Categories One through Eleven for at least three (3) years. An offeror may satisfy the requirement of having been in business and providing services in all categories for at least three (3) years through its combined subcontractors or employees that have been performing 50% or more of the work. If a subcontractor or employee of a prime provides more than 50% of the work, the subcontractor(s) or employees' experience may be considered as part of the years of experience. Refer to Section B of this document, Proposed Subcontractors on submitting subcontractors or employees to meet the requirements and qualifications. Information requested about the subcontractor shall be submitted as part of the Offer."

Question 54: 9. Regarding Attachment 02 Scope of Work; pg 2, sentence "Prime Contractor means the Contractor awarded a contract for all categories for acquisition support services." Our question is: Can firms apply for only one, or only a few Categories, or must they apply for all Categories to be considered for a contract?

Answer 54: The awarded Contractor(s) must be able to provide services in all categories. See Attachment 00 RFP Overview, I. INTRODUCTION,

"The purpose of this solicitation is to select Contractor(s) who can offer all services for all members participating in the NASPO ValuePoint Cooperative Purchasing Program. Full coverage across the nation is our primary goal. Only proposals submitted for nationwide coverage will be considered."

Question 55: 10. Regarding Attachment 02 Scope of Work; pg 2, sentence "Prime Contractor means the Contractor awarded a contract for all categories for acquisition support services." Our question is: Can subcontractors apply and join the Master Agreement List?

Answer 55: If a supplier is interested in being considered as part of a Prime's contract, an entity may submit its name in HlePRO under the Interested Vendors tab or may contact a vendor listed to partner as a single Offeror.

See Attachment 08 Offeror Response Worksheet, I. MANDATORY MINIMUM REQUIREMENTS, A. "Offeror shall have been in business and have provided all services in Categories One through Eleven for at least three (3) years. An offeror may satisfy the requirement of having been in business and providing services in all categories for at least three (3) years through its combined subcontractors or employees that have been performing 50% or more of the work. If a subcontractor or employee of a prime provides more than 50% of the work, the subcontractor(s) or employees' experience may be considered as part of the years of experience. Refer to Section B of this document, Proposed Subcontractors on submitting subcontractors or employees to meet the requirements and qualifications. Information requested about the subcontractor shall be submitted as part of the Offer."

Question 56: 11. Regarding Attachment 02 Scope of Work; pg 23, Category Fourteen – Change Management/Procurement Transformation Assistance. Our question is: Can the Contractor have either Procurement experience or Transformation experience, or must they have both?

Answer 56: Only Contractors that can provide services in all categories will be awarded a master agreement. However, see Attachment 08 Offeror Response Worksheet, I. MANDATORY MINIMUM REQUIREMENTS, A. "Offeror shall have been in business and have provided all services in Categories One through Eleven for at least three (3) years. An offeror may satisfy the requirement of having been in business and providing services in all categories for at least three (3) years through its combined subcontractors or employees that have been performing 50% or more of the work. If a subcontractor or employee of a prime provides more than 50% of the work, the subcontractor(s) or employees' experience may be considered as part of the years of experience. Refer to Section B of this document, Proposed Subcontractors on submitting subcontractors or employees to meet the requirements and qualifications. Information requested about the subcontractor shall be submitted as part of the Offer."

Question 57: 12. Attachment 02 Scope of Work; pg 23, Category Fourteen – Change Management/Procurement Transformation Assistance. Our question is: Does the Change Management category only apply to procurement and acquisition?

Answer 57: Yes, all the categories apply only to procurement assistance. See Attachment 02 Scope of Work, II. Introduction, which states:

"This portfolio is intended to supplement resources to assist procurement personnel to obtain the desired goods and/or services. For example, if the agency has the need to procure IT consulting services, the Procurement Assistance and Support Services (PASS) Contractor(s) will assist in writing specifications and/or develop an RFP and/or provide any other procurement support services that will provide the Purchasing Entity with a resulting contract for such good or service."

Note: This contract will not include any services related to the procurement of construction.

Question 58: 13. Regarding Attachment 02 Scope of Work; pg 23, Category Fourteen – Change Management/Procurement Transformation Assistance. Our question is: Is Prosci Certification a requirement, or preferred?

Answer 58: Prosci Certification is not a requirement nor preferred.

The following question pertains to Attachment 05 Participation.

Question 20: Please confirm that Maryland's Reported Estimated Annual Volume is \$20,000,000. (As stated in Attachment 05 – Participation Information)

Answer 20: All work contracted with a Purchasing Entity shall be generated through a request for task order. There is not an anticipated volume. See Attachment 05 Participation Information for historical information.

The following questions pertain to the proposal response and format, Attachment 08 Offeror Response:

Question 48: 3. Regarding Attachment 08, pg 3, Section II. D. 1. "What is your company's experience working with contracting cooperatives?" Our question is: How does NASPO ValuePoint define "contracting cooperative"?

Answer 48: NASPO defines contracting cooperative as multi-state (or multi-entity) contracts where participants may join together to achieve cost-effective and efficient acquisition of quality products and services.

Question 49: 4. Regarding Attachment 08, pg 6, Section IV "Evaluation Criteria 3 – Tech. Scenarios; and similarly, for all of Attachment 08.2, "Evaluation Criteria 3: Tech. Scenarios." Our question is: Does NASPO ValuePoint have a page limit for the response on each task order and narrative?

Answer 49: There is no page limit for the response on each task order and narrative.

The following change is made to the RFP:

Change No. 1:

AMEND Attachment 00 RFP Overview, I. Introduction, Background as follows:

The objective of this RFP is to obtain best value and achieve more favorable pricing by leveraging economies of scale than is obtainable by an individual state or local government entity. The Master Agreement(s) resulting from this procurement may be used by state governments (including departments, agencies, institutions), institutions of higher education, political subdivisions (i.e., colleges, school districts, counties, cities, etc.), the District of Columbia, territories of the United States, and other eligible entities subject to approval of the individual state procurement director and compliance with local statutory and regulatory provisions. The initial term of the master agreement shall be two (2) years with the option to extend the master agreement for four (4) additional 12-month periods.



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Procurement Officer