

STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII

June 26, 2024

ADDENDUM 5  
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 question pertains to Attachment 03 RFP Evaluation Plan:***

**Question 65:** Are all the capabilities addressed in the scoring? For example would we get 0 points for grant management, if we do not provide such a service.

**Answer 65:** 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.”

As described in Attachment 03 RFP Evaluation Plan, a proposal would receive a rating of 0 if:

“The Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information. Offeror has not demonstrated sufficient knowledge of the subject matter or has grossly failed to explain how requirement(s) is met.”

***The following question pertains to the Scope of Work.***

**Question 60:** 15. Regarding Attachment 02 Scope of Work; pg 24, Category Sixteen – Project Management.

Our question is: Do the Contractor's project managers need to have procurement and acquisitions experience in order to qualify for the Project Management category?

**Answer 60:** See Attachment 02, Scope of Work, Category Sixteen, "At a minimum, and addition to the minimum required qualifications of Contractor's Project Manager I and Project Manager II labor categories, Contractor staff in these positions shall possess extensive knowledge and experience in the design, development, active oversight and management, administration including development and presenting of **procurement** project management reports as required by the Participating Entity.

Also see Attachment 02 Scope of Work, II. Introduction,

"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."

***The following questions pertain to Attachment 05 Participation Information.***

**Question 61:** Can we find out if the States named in the solicitation are committed to using this vehicle in some way, inferring that the State Procurement folks are on board?

**Answer 61:** See Attachment 05, **Interested States**. As stated, "The states below have requested to be named in this RFP as potential participants in the resulting Master Agreements(s)." However, the RFP also states, "**No minimum or maximum level of sales volume is guaranteed or implied.**"

If you go to the NASPO ValuePoint website to view the current PASS portfolio, you will see that there are 93 signed Participating Addenda, which shows that State Procurement "folks" are familiar with the Procurement Support Services (PASS). Here is the link <https://www.naspovaluepoint.org/portfolio/procurement-acquisition-support-services-2019-2024/>

**Question 62:** What does it mean when the states are named are there differing commitments for each state, maybe used for just some agencies or something?

**Answer 62:** See Attachment 05, **Interested States**. As stated, "The states below have requested to be named in this RFP as **potential participants** in the resulting Master Agreements(s)." However, the RFP also states, "**No minimum or maximum level of sales volume is guaranteed or implied.**"

**Question 63:** How was this contracting vehicle used by these States in the last contract period? Why or why not used?

**Answer 63:** See Attachment 05, **Historical Usage**. The contract is used in various aspects of the Procurement Lifecycle.

There is no data to support which categories were used or not used and the reason why.

**Question 64:** How many contracts flowed through this vehicle per year?

**Answer 64:** That data is not available.

The following change is made to the RFP:

**Change No. 1:**

**AMEND** Attachment 01, RFP TERMS AND CONDITIONS, VII. RESPONSIBILITY OF OFFERORS, F. HRS Chapter 237 tax clearance requirement for award as follows:

- F. **HRS Chapter 237 tax clearance requirement for award.** Pursuant to Section 103D-328, HRS, the Contractor shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The Tax Clearance Application, Form A-6, and its completion and filing instructions, are available on the DOTAX website: <http://tax.hawaii.gov/forms/>. Tax clearance certificates issued after September 3, 2019, will have a scannable QR code that can be validated. This enables tax clearance certificates to be processed electronically and printed by the taxpayer. The QR code can be scanned using a web enabled device, such as a smart phone, to confirm authenticity and validity. A tax clearance certificate may be revoked by the Department when the taxpayer falls out of tax compliance ~~The certificate shall have an original green-certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate.~~ ~~The Tax Clearance Application, Form A-6, and its completion and filing instructions, are available on the DOTAX website: <http://tax.hawaii.gov/forms/>.~~

*Carey Ann Sasaki*

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Carey Ann Sasaki  
Procurement Officer