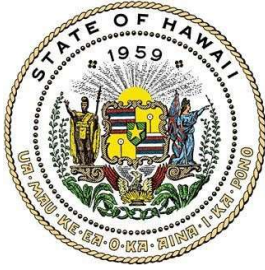


EMPLOYEES' RETIREMENT SYSTEM
of the STATE OF HAWAII,
HiePRO RFP 25000008 INTERNAL COMPLIANCE TESTING SERVICES



**Employees' Retirement System
of the State of Hawaii**

**Request for Proposals,
State of Hawaii, eProcurement
(HiePRO) RFP # 2025-01.**

**SEALED COMPETITIVE PROPOSALS,
FOR INTERNAL COMPLIANCE
TESTING SERVICES PER STATE OF HAWAII
SECTION 88-103,7, HRS, (ACT 87, SLH 2015)**

**State of Hawaii,
Department of Budget & Finance,
Employees' Retirement System**

Governance:

This solicitation is issued under the provisions of Hawaii Revised Statutes (HRS) Chapter 103D, Chapter 88 and its administrative rules thereof. All applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective offeror shall constitute admission, understanding, agreement and compliance of such knowledge on the part of such prospective offeror.

eProcurement:

This is an electronic solicitation. Offered through HiePRO, State of Hawaii eProcurement system, (hiepro.ehawaii.gov). All offers are to be received in HiePRO by RFP closure per the procurement time table in Section 1.6. Offers are required to be received prior to RFQ closure date/time in HiePRO in order to be received by the State, no hardcopies will be considered.

Compliance:

Offerors are to be duly registered to do business in the State of Hawaii via DCCA registration, (cca.hawaii.gov/resources) and to be compliant in Hawaii Compliance Express (vendors.ehawaii.gov/hce) by the date and time of this RFQ closure, in order to be considered.

Communication:

The State's Point of Contact (POC) for this RFP is ERS Procurement Office: Steven J. Melendrez, PMO, (steven.melendrez@hawaii.gov & cc to: larry.wolfe@hawaii.gov & dbf.ers.procure@hawaii.gov). Modification to this specification shall be made by a written addendum to this RFP in HiePRO by POC.

**Mr. Thomas Williams, Procurement Officer
Executive Director.**

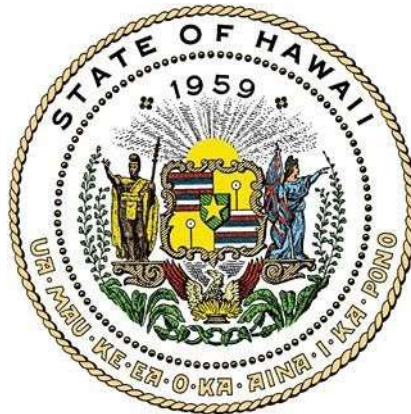
**EMPLOYEES' RETIREMENT SYSTEM
of the STATE OF HAWAII,
HIePRO RFP 25000008 INTERNAL COMPLIANCE TESTING SERVICES**

Employees' Retirement System of the State of Hawaii

**Request for Proposals for
Internal Compliance Testing Services**

HIePRO RFP #: 25000008

ERS RFP 2025-01



Issue Date: July 16, 2024

**Changes to this RFP will be issued via an Addendum to the RFP in HIePRO and posted on
State of Hawaii, Electronic procurement system,
(<https://hiepro.ehawaii.gov/welcome.html>).**

**EMPLOYEES' RETIREMENT SYSTEM
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**EMPLOYEES' RETIREMENT SYSTEM
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SECTION 1. ADMINISTRATIVE OVERVIEW

1.1 Introduction

The Employees' Retirement System of the State of Hawaii (ERS) administers a defined benefit retirement plan for the State and county government employees of the State of Hawaii. ERS provides retirement, disability, and death benefits for its members. ERS is a qualified defined benefit public pension plan under Section 401 (a) of the Internal Revenue Code. Administration of the ERS falls under the policy and executive direction of the Board of Trustees with certain areas of administration control vested in the state Department of Budget and Finance.

The ERS is soliciting proposals from Professional Accounting & Compliance firms to assist the ERS by providing supplemental resources to support ERS internal compliance team in conducting compliance testing around baseline payroll and personnel employer reporting requirements set forth by ERS Employer Reporting Requirements and the Criteria for Compliance with Section 88-103. 7, HRS (Act 87, SLH 2015).

1.2 Background

The ERS was established by the Legislature in 1925 to provide retirement, disability and survivor benefits for State and county employees, including teachers, professors, police officers, firefighters, judiciary employees, judges, and elected officials.

The ERS is a qualified defined benefit public pension plan covered under Section 401 (a) of the Internal Revenue Code. Since January 1, 1988, member contributions have been tax deferred under Section 414(h)(2) of the Internal Revenue Code, and Chapter 88 mandates that employers pick up the employee contributions. Hawaii Revised Statutes Chapter 88 and Hawaii Administrative Rules Title 6, Chapters 20 – 29 contain the language governing the pension trust.

The ERS Pension Trust is comprised of three pension classes for membership purposes and considered to be a single plan for accounting purposes because all assets of the ERS may legally be used to pay the benefits of any of the ERS members or beneficiaries, as defined by the terms of the ERS. The ERS provides retirement, survivor, and disability benefits under the Contributory, Hybrid and Noncontributory classes. A new benefit structure is effective July 1, 2012, for new Contributory and Hybrid class members.

Generally, all full-time employees of State and counties of Hawaii are required to be members of the ERS. Some positions of the State and counties of Hawaii are not eligible for ERS membership and may be covered by another separate retirement program. Membership of the plan and the benefits provided are based on the individual's employment group and ERS membership date.

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A member may belong to only one class based on their latest employment. A member may change classes in certain situations due to a change in their membership date or job classification. If a member earns service in different classes or benefit structures, the member's retirement benefit is calculated based on the applicable membership service earned (such as service credits and benefit multiplier percentage of such service).

The two major employment groups applicable to employer and member contribution rates, vesting requirements, and benefit provisions are (a) Police and Firefighters and (b) All Other Employees. There are four major benefit structures for contributory class members based on employment group and membership date while there are two benefit structures for hybrid class members based on their membership date as discussed below. The noncontributory class has one benefit structure.

Contributory and Hybrid members are required to make contributions to the ERS and may also be covered by Social Security. Employees in the following occupational groups are required to be members of the Contributory Class: police officers, firefighters, judges, elected officials, legislative officers, and certain investigators. The Contributory Class also includes employees hired prior to July 1, 1984, who chose not to become Noncontributory members, and employees who were required to be Contributory members prior to July 1, 2006, but who did not choose to become Hybrid members, even though they were eligible to do so.

Noncontributory members do not make contributions to the ERS and must be covered by Social Security. The Noncontributory Class covers employees hired from July 1, 1984, to June 30, 2006, as well as employees hired before July 1, 1984, who elected to become Noncontributory members.

The Hybrid Class, which became effective on July 1, 2006, applies to all new general employees, teachers, State and county department heads and deputies, water safety officers, sewer workers and emergency medical technicians hired on or after July 1, 2006, as well as employees hired before July 1, 2006, who elected to change to the Hybrid Membership. Hybrid members are required to make contributions to the ERS and may also be covered by Social Security.

New benefit structures were established in 2011 under the Contributory and Hybrid classes and are referred to as Tier I and Tier II. Tier I employees have membership dates prior to July 1, 2012, and Tier II is for those Contributory and Hybrid employees with membership dates after June 30, 2012.

Additional information regarding the ERS is available on the ERS website at:
<https://ers.ehawaii.gov>.

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Requirements under Act 87, Session Laws of Hawaii 2015

This Act requires State and Counties to furnish payroll and personnel transactions to the ERS in the format required by the system starting July 1, 2024. If not compliant, employers are required to pay annual employer contributions to ERS at the beginning of the fiscal year after non-compliance is determined. ERS must report employer compliance with this Act to Legislature during legislative sessions on an annual basis. Per the Act, the ERS shall require that information be furnished in electronic format and that information with respect to payroll and personnel transactions:

- (1) Allocate payments, including bonuses, salary adjustments, payments for compensatory time, and workers' compensation, to monthly or other periods as requested by the system.
- (2) Specify the purpose or nature of the payment or personnel transaction; and
- (3) Indicate any changes or errors in payments or personnel information that require correcting or updating.

The following time frame was provided by the ERS to employers for implementing the employer reporting requirements:

Employer Reporting Implementation Period:	Fiscal year July 2023 to June 2024
Compliance Review and Evaluation Period:	Fiscal year July 2024 to June 2025
Noncompliance Penalties:	July 2025 for the previous fiscal year

On October 31, 2023, ERS issued a memo to employers providing them with the baseline employer reporting requirements that will be used during the July 1, 2024, to June 30, 2025, Compliance Review and Evaluation Period to evaluate employers' compliance for avoidance of penalty under Act 87. There are several personnel and payroll reporting requirements. A summary of the requirements are as follows:

- **Personnel Reporting**
 - Report to the ERS all employees anticipated to be hired or transferred to an ERS-eligible position in a timely manner using the ERS' Class Code Reporting template.
 - Report the correct ERS Class Code provided by the ERS for personnel reporting, payroll reporting, and enrollment.
 - Transmit Personnel Interface File (PIF) transactions timely, accurately, and in the correct format.
- **Payroll Reporting**
 - Provide the required payroll transactions to ERS in the correct earning periods and pay fields and submit transactions in the correct submission format within the given time requirements.
 - Payments include bonuses and lump sum payments, salary and adjustments

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1.3 Authority

This RFP is issued under the provisions of Hawaii Administrative Rules (HAR) 3-122-46. This solicitation is issued under the provisions of Hawaii Revised Statutes (HRS) Chapter 103D, Chapter 88 and its administrative rules thereof. All applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective offeror shall constitute admission, understanding, agreement and compliance of such knowledge on the part of such prospective offeror.

1.4 RFP Organization

This RFP is organized into four sections including attachments:

- Section 1** Administrative Overview - provides offerors with general information on the objectives of this Request for Proposal (RFP), the procurement schedule and a procurement overview.
- Section 2** Scope of Work - provides offerors with a general description of the tasks to be performed.
- Section 3** Proposal - describes the required format and content for the Proposal.
- Section 4** Proposal Evaluation - describes how proposals will be evaluated.

1.5 Procurement Officer and Contract Administrator

This RFP is issued by the Employees' Retirement System of the State of Hawaii by the State Electronic Procurement System, (HIePRO, hiepro.ehawaii.gov/welcome.html). The individual listed below is the Procurement Officer and Contract Administrator for this procurement.

Mr. Thomas Williams, Executive Director,
Employees' Retirement System
of the State of Hawaii.
City Financial Tower,
201 Merchant Street, Suite 1400
Honolulu, HI 96813,
Telephone: (808) 586-1700, Fax: (808) 586-1677

**EMPLOYEES' RETIREMENT SYSTEM
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1.6 Procurement Timetable

The schedule represents the State's best estimate of the time table that will be followed in the procurement process. All times indicated are Hawaii Standard Time (HST). If a component of the schedule is delayed, the remainder of the schedule may be delayed by the same number of days. Any change to the Schedule or significant dates shall be reflected in and issued as an addendum which shall be posted in HiePRO. The estimated time table is as follows:

Activity	Date
RFP NOTIFICATION	July 16, 2024
RELEASE OF RFP FROM HIEPRO	July 16, 2024, at 2:00:00 PM
OFFERORS' DUE DATE TO SUBMIT QUESTIONS IN HIEPRO	July 22, 2024, at 2:00:00 PM
STATES RESPONSE TO QUESTIONS IN HIEPRO	July 29, 2024, at 2:00:00 PM
OFFEROR'S DUE DATE/TIME	August 17, 2024, at 2:00:00 PM
OFFEROR'S RESPONSE EVALUATIONS	August 17, 2024 -August 18, 2024
STATUS NOTICE TO OFFERORS	August 20, 2024
NOTICE TO AWARDEE	August 21, 2024
CONTRACT START DATE	September 01, 2024

**EMPLOYEES' RETIREMENT SYSTEM
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1.7 Communications and Questions

ERS is accepting questions concerning this RFP, which are input via the Q & A section of HlePRO. Dates for submission and answers are per Procurement Timetable, Section 1.6. Offerors are to enter their questions in the Questions/Answers section of this RFP in HlePRO per the schedule of the Procurement Timetable.

1.8 Submission of Proposals

Offerors are required to carefully read, examine, understand and agree to the RFP specification terms, conditions, forms and other documents, laws and rules, as noted in this RFP before submitting a proposal.

The submission of a proposal is a warranty and representation that the offeror has made a careful examination, has read, understands the specifications, terms and conditions of this RFP and agrees to provide and perform per the same. The Offeror shall submit in their proposals the following Offeror forms, which are attached to this RFP in HlePRO:

1. Offeror Forms OF-1 through OF-3
2. ERS Confidentiality Agreement.

Cost Proposal:

Concerning the cost proposal, the offered pricing for services shall be firm and fixed including all fees, labor, travel, taxes and otherwise expenditures provided by the Offeror to fulfill the terms and conditions of this RFP. The Offeror shall provide their costing on attachment OF-2, Cost of Services and the Offeror shall also input this same costing value into the costing section of HlePRO as the final, complete project cost.

1.9 Receipt, and Review of Proposals.

Receipt:

HlePRO is an automated system which receives and logs the Offeror's information and receives the Offeror's proposal via the upload function. It has an automated accountability and traceability system built into its program to simplify the procurement process.

The Offeror uploads their proposals and ancillary documents into HlePRO with their cost of services and the System automatically logs the company name, date and time. Offeror is to input their Total Sum Price for this Project as described within the RFP in the Price Quote offeror section of HlePRO, all price quotes are final, firm and fixed. Offerors are to respond to this RFP before the RFP due date in the Procurement Timetable, Section 1.6, in order to be considered. The system automatically closes at due date/time as specified in the Procurement Timetable, Section 1.6

EMPLOYEES' RETIREMENT SYSTEM
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Review:

After proposals are received in HlePRO a Committee shall review and evaluate the proposals per State SPO established guidelines. The Committee shall grade and judge according to the applicability of the requirements of the specifications.

1.10 Mistakes in Proposals

Mistakes shall not be corrected after the receipt of the proposals in HlePRO.

1.11 Costs for Proposal Preparation

Any costs incurred by an offeror in preparing or submitting a proposal are the offeror's sole responsibility, of the organization submitting the response.

1.12 Disqualification of Proposals

The ERS reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of work, business standards and of the government procurement system. Any proposal offering any other set of terms and conditions, or contradictory to those included in this RFP, may be disqualified without further notice.

An offeror will be disqualified, and the proposal automatically rejected for any one or more of the following non-exclusive reasons:

- Proof of collusion among offerors, in which case all proposals and offerors involved in the collusive action will be rejected.
- The offeror's lack of responsibility and cooperation as shown by past work.
- The proposal shows any noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or to enter into an agreement pursuant to an award, or provisions contrary to those required in the solicitation.
- The offeror being in arrears on existing contracts with the State of Hawaii or having defaulted on previous contracts.
- The offeror's lack of sufficient experience to perform the work contemplated.
- The offeror's conflicts of interest or lack of independence in judgment.

1.13 RFP Amendments and Addendum

ERS may modify any part of the RFP, prior to the RFP closing date, by issuance of an addendum which shall be attached to this RFP and posted in HlePRO.

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1.14 Cancellation of Request for Proposals/Rejection of Proposals

This RFP may be cancelled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State. Or inversely the State may forgive a minor anomaly in an Offeror's proposal when it is in the best interest of the State. Proposals cannot be revised after Offeror submittal into HlePRO.

1.15 Uncertainties Beyond Control of the ERS

The ERS recognizes that circumstances beyond the control of the ERS may arise that may significantly affect the ability of an Awardee to provide and/or perform the services described in this RFP. Accordingly, the ERS reserves the right to modify the contract to address such circumstances.

1.16 Proposal Bonds; Bid Performance or Payment Bonds

No bid bond is required to be submitted with the proposal, and no performance or payment bond will be required for the contract awarded pursuant to this RFP

1.17 Acceptance of Proposal and Execution of Contract

Acceptance of a proposal, if any, to be made as provided in the Procurement Timetable. The offeror to have the ability to provide and perform as specified in this RFP and in the contract.. The successful offeror will be notified in writing the status of their proposal submittal. The Offeror's shall be notified if their proposal is a candidate for contract award, subject to approvals.

The State reserves the right to award a contract solely based upon the written responses to this RFP and without prior discussion or negotiations.

Attachment A, attached to this RFP in HlePRO is a sample contract for Offeror's review.

The ERS shall forward a contract to the successful offeror for execution. The contract shall be signed and notarized by the successful offeror and returned within ten calendar days after receipt by the offeror to the originator.

No contract shall be considered binding upon the ERS until the contract has been fully and properly executed by all parties thereto and reviewed by the Attorney General as to Form

If the offeror to whom a contract is awarded shall fail or neglect to enter into the contract within ten calendar days after such award or within such further time as may be allowed, the Procurement Officer may consider the next best ranked offeror for award candidacy or may call for rebid, when it is deemed to be in the best interests of the State.

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1.18 Debriefing

An offeror's proposal which has not been selected may submit a written request for debriefing to the Procurement Officer within five working days after the posting of the award of the contract. The debriefing will be held by the Procurement Officer or designee, within seven working days after receipt by the Procurement Officer or designee of the first request for debriefing and debriefing will be conducted virtually via TEAMS video teleconference system. The Procurement office will email a TEAMS meeting notice to the Offeror requesting the debriefing to attend the event.

1.19 Requirements for Doing Business in the State of Hawaii

Compliance: Offerors are to be duly registered to do business in the State of Hawaii via DCCA registration, (cca.hawaii.gov/resources) and to be compliant in Hawaii Compliance Express (vendors.ehawaii.gov/hce) by the date and time of this RFP closure, in order to be considered.

Section 3-122-112, Hawaii Administrative Rules (HAR), requires that in an offeror to be compliant in the following areas:

- 1) Chapter 237, tax clearance
- 2) Chapter 383, unemployment insurance
- 3) Chapter 386, workers' compensation
- 4) Chapter 392, temporary disability insurance
- 5) Chapter 393, prepaid health care

The Offerors are encouraged to place a HCE Compliant certificate of their business in their proposal package for State verification.

The Awardee shall maintain such compliance during the term of the contract and for final payment. The ERS may conduct periodic checks to confirm that a Awardee maintains such compliance throughout the term of the contract, including all extensions. If an Awardee's Certificate of Vendor Compliance shows that the contractor's status is "Not Compliant" or "Expired", the ERS shall notify the Awardee and request HCE remediation back to Compliant. It is important that Awardee maintains compliance through-out the contract period to prevent payment withholding by the State. If a vendor is notified of withholding due to non-compliance, it shall not constitute a breach of contract or a basis for Awardee. Nonperformance, or right of an Awardee to claim interest for a late payment.

1.20 Commencement of Work upon Notice to Proceed

The successful offeror shall begin substantive actions on the project immediately upon receipt of the Notice to Proceed. The awardee may be considered in default if delays occur in the commencement of substantive work. If default occurs, ERS may consider contract cancellation and award to the next best competitor Offeror.

**EMPLOYEES' RETIREMENT SYSTEM
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SECTION 2 SCOPE OF WORK

2.1 Introduction

The ERS is soliciting proposals from Professional Accounting & Compliance firms to assist the ERS by providing supplemental technical and resources. Under ERS supervision, Awardee will support the ERS internal compliance team by conducting compliance testing around baseline payroll and personnel employer reporting requirements, as set forth by ERS Employer Reporting Requirements and the Criteria for Compliance as stated in Section 88-103. 7, HRS (Act 87, SLH 2015).

2.2 General Requirements

2.2.1 Contract Period

It is anticipated that the term of the Contract awarded under this RFP will be awarded September 01, 2024, and expire on December 31, 2027. The ERS may extend the contract at its option for an additional (1) year term at same terms and conditions. Total possible Contract term is (4) years term,

This solicitation is for a multi-term contract. The multi-term contract will be cancelled only if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal period succeeding the first; however, this does not affect the State's rights or the contractor's rights under any termination clause of the contract. The head of the purchasing agency must notify the contractor on a timely basis that the funds are, or are not, available for the continuation of the contract for each succeeding fiscal period. Offerors must submit fee proposals for the entire time of performance, including any extension options by the State. In the event of cancellation, the contractor will be reimbursed unamortized reasonably incurred nonrecurring costs, if applicable.

2.2.2 Liaison and Authorization To Proceed

The Executive Director or the Executive Director's designee will serve as the primary liaison with the Awardee during the term of the agreement. The Procurement Officer or a designee will chair status meetings, assist in scheduling, monitor and assess the Awardee's performance.

Any work performed by the vendor is required to have prior written approval of the ERS. Any work performed by the Awardee prior to approval by the ERS is done at the contractor's own risk.

2.2.3 Scope, Cost of Services:

For the purposes of quoting fees under this RFP, the fees quoted are to be based on the scope of work and all specifications noted in this RFP.

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The Awardee to provide the following services:

1. The Awardee affirms that they have read, understands and agrees to provide and perform per the specifications of this RFP. Work is to primarily assist as additional resources for the ERS compliance team and to:
 - A. Gain an understanding of Section 88-103.7, HRS (Act 87, SLH 2015) and employer reporting requirements, testing methodology, work plan and approach.
 - B. Make sample selections, based on the ERS defined sampling methodology and guidelines from employer data, for each employer selected for review.
 - C. Prepare document request lists.
 - D. Perform testing procedures as outlined in the work plan and testing methodology defined by ERS.
 - E. Report testing results to designated ERS compliance team representative(s).
 - F. Provide a list of items that ERS needs to follow-up on with employers.
 - G. Participate in periodic meetings with ERS compliance team representatives to discuss status, compliance issues, etc.
 - H. Follow-up on potential exceptions and report all exceptions to ERS compliance team.
 - I. Assist the ERS determine whether employer agencies are in compliance with Employer Reporting Requirements and the Criteria for Compliance with Section 88-103.7, HRS (Act 87, SLH 2015) as defined in the compliance work plan.

2. The Awardee will also be required to:
 - A. Gain a basic understanding of the Pension Administration System (computer system), work report transmission system and other applicable systems/applications as it relates to personnel and payroll reporting requirements.

 - B. Provide to the ERS a bi-monthly status report of employer testing completed and overall progress made on annual testing. For purposes of this report, completed is defined as all requirement selections tested for a given employer.

 - C. Establish and maintain quality control procedures to ensure that contractor accurately performs testing in accordance with applicable sections of the laws, administrative rules, ERS policies and procedures, and compliance work plans.

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2.2.4 Facilities Provided By The ERS

ERS will provide office space facilitation at the ERS office at City Financial Tower for up to a total of five (5) contractor staff. The ERS may provide additional space depending on availability of space. The Awardee may be responsible for equipment and furnishings for the space and any additional space requirements such as phone lines and data connections. Contractor staff work hours is on standard business days, Monday – Friday 7:30 AM to 4:30 PM. The contractor will be required to provide their own internet access and their own vehicle parking for the engagement.

SECTION 3 PROPOSAL FORMAT & CONTENTS

3.1 Introduction

The offeror shall prepare and provide a full written proposal that will fully describe the qualifications, core characteristics availability of the offeror to provide and perform the services specified under this RFP. Offer to provide a price quote for compensation for supporting the ERS under this RFP engagement. Price quote is to be final, firm and fixed and support the schedule requirements herein.

The Offeror's compiled proposal document is to be (1) document, provided in PDF format and uploaded into HIePRO within the response section of this RFP. The proposal section to contain bookmarks of each Section, similar to a hardcopy binder presentation to ensure clear and easy reading by the review committee.

Offeror proposal to include but not be limited to the following:

Cover letter:

Offeror Forms, OF-1 through OF-3, which are attached to the RFP in HIePRO.

Signed ERS Confidentiality agreement.

Offeror's skill sets:

- Background and Expertise
- Project Team resumes and certifications.
- Financial Stability statements.
- Availability.

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3.2 Confidential or Proprietary Information

Offeror shall clearly identify any portions of their proposal that may contain trade secrets or other proprietary data, information that may be confidential or restricted. This information is to be clearly marked as such at the bottom of each confidential page of

the proposal and to be readily separable from the body of the document to facilitate public inspection of non-confidential portions of an Offeror's proposal. The entire proposal cannot be considered confidential and the cost of services, fee section of the proposal is not considered confidential per State requirements.

All request for public inspection is subject to the requirements of Chapter 92F, Hawaii Revised Statutes and subject to Need to Know verification by Procurement.

3.3 Cover Letter

The RFP response to include a cover letter addressed to the Procurement Officer. The letter, which will be considered is an integral part of the Proposal and contain the following but not be limited to the following:

Offeror's Vital Information

The cover letter shall include the offeror's name, address, telephone/fax numbers, and e-mail address.

Include the name and contact information responsible for this solicitation.

Terms and Conditions of RFP

A statement that the offeror fully understands, accepts and will comply with all terms and conditions contained in the RFP.

The offeror to include written acknowledgement of receipt of any and all amendments or addenda made to this RFP.

Legal Entity

A statement indicating that the offeror is an individual, a partnership, a limited liability company or a corporation. If the offeror is a corporation, a partnership, a limited liability company or other legal entity, include a statement indicating the jurisdiction where the offeror is organized.

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Employees Background check:

A Statement, certifying that the Awardee's employees which shall be engaged in this contract has undergone a state regulated FCRA compliant background check. Per the requirements of the State of Hawaii, Attorney General's office eCrim and are acceptable to be accessed to and work in a State Government facility.

<https://ecrim.ehawaii.gov/ahewa/login.do;jsessionid=6C390C0C1F077BADD985591E107E8B42.hcjd capp>).

Authorized Signature

The cover letter must be signed by an individual or individuals authorized to legally bind the offeror. If the offeror is a corporation, evidence in the form of a certified copy of a corporate resolution or certified copy of articles of incorporation or bylaws shall be submitted showing the individual's authority to bind the corporation. If the offeror is a partnership, the proposal must be signed by all the partners or evidence in the form of a certified copy of the partnership agreement shall be submitted showing the individual's authority to bind the partnership. Similar evidence must be submitted for an individual signing the proposal letter on behalf of any other kind of entity.

Federal Tax ID No.

The cover letter shall include the offeror's federal tax identification number.

Hawaii General Excise Tax ID No.

A Hawaii General Excise Tax (GET) ID must be provided or a representation that a Hawaii General Excise Tax ID will be obtained prior to commencement of the work.

Current Licenses and Registration

A statement that the offeror maintains the current licenses necessary to provide the services as specified in the RFP specification. An offeror to provide copies of the offeror's license(s) and certificates in the proposal.

Subcontracting of Services

A statement by the offeror indicating that the work described in the RFP will not be subcontracted or assigned without the prior written approval of the ERS.

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Non-discrimination

A statement of affirmative action that the offeror does not discriminate in employment and practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, handicap or disability.

Minimum Qualifications

Affirm that the offeror meets each of the minimum qualifications and state where supporting evidence is in your proposal.

Terms and Conditions of Contract

Offeror the Offeror has read, understands, accepts and are to provide and perform per the specifications noted in the sample contract.

3.4 Background and Expertise

The offeror to describe their minimum of three (3) years of professional experience providing Compliance Accounting & Audit services for Government clients of similar size, scale and complexity as ERS within the past five (5) years.

3.5 Project Team

Describe the team assigned to work on this project. Include the resumes of each team member, describing their education, training, qualifications, skill sets and provide a copy of their certifications in the Offerors proposal, which are applicable to the work to be provided and performed under the requirements of this specification.

3.6 Availability

The offeror should describe offeror's availability to perform the required services in the time specified.

3.7 References

Offeror to provide a listing of their references who can substantiate and document their successful professional performance of work with a similar government agency of the size, scale and complexity of the ERS.

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3.8 Financial Viability

Offer to provide statements of their financial viability to provide and perform per the specifications noted in this RFP.

3.8 Proposed Fees:

Offeror to annotate Offeror Form OF-2 cost of services and Total Sum Amount is to Be final, firm and fixed to provide and perform per the specifications of this RFP. The value placed in the block 3 of the OF-2 offer form for cost of services, the Offeror to also input this same value into HlePRO Price Quote section, as their Final, Firm and Fixed Cost to provide and perform under the specifications of this RFP.

ERS may offer to the Awardee and optional (1) one year term extension, which the Offeror shall state the Offeror's price quote for the optional year in Section Block 4 of OF-2 if extension is offered by the ERS. .

The quantity of support and service hours are noted below and shall be quoted on the Offeror Form OF-2.

Review Period	Hours
September 15, 2024 - June 30, 2025	1500
July 1, 2025 – December 31,, 2026	3,500
July 1, 2026 – December 31, 2027	3,500

¹First year of testing only includes a reduced testing period, the remaining years assume testing over a 12-month evaluation period.

Offerors to refer to RFP Section 4.4 for Evaluation Criteria.

SECTION 4 PROPOSAL EVALUATION

4.1 Introduction

The evaluation of proposals received in response to this RFP will be conducted comprehensively, fairly, and impartially.

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4.2 Evaluation Organization

The Procurement Selection Committee will review and evaluate all proposals submitted by the deadline as specified in this RFP.

4.3 Phase 1 – Evaluation of Mandatory Requirements

The evaluation of the mandatory requirements shall be on a "pass/no pass" basis. The purpose of this phase is to determine whether an offeror's proposal is sufficiently responsive to the RFP to permit a complete evaluation. Each proposal will be reviewed for responsiveness per the specifications noted in this RFP. Failure to meet the mandatory requirements ("no pass") will be grounds for deeming the proposal nonresponsive to the RFP and rejection of the proposal. Only those proposals meeting the RFP specifications herein shall be advanced to the "pass": category for award candidacy consideration.

4.4 Phase 2 – Evaluation of Proposals

During this phase, the ERS shall conduct final evaluations on the offerors' proposals, per the specification requirements noted in the RFP. .

4.5 Evaluation Criteria

The order, priority and points to be applied to each evaluation criteria are:

Criteria	Points
Demonstrated experience in providing similar services to governmental agencies	30
Professional qualifications and expertise	25
Stability and relevant experience of the team proposed for the ERS	20
Availability	15
Fees	10
Total	100

*Formula for determining allocation of points for fee:
allocated points = (\$ amount of the lowest fee proposal x 10.0) / \$ amount of the fee proposal being evaluated, per Section 3.8 Proposed Fees.

4.6 Phase 3 – Award

The Award schedule shall be supported per the schedule requirements of the Procurement Timetable in Section 1.6 of this RFP.