

**Template T-1**  
**Cover Letter and Executive Summary**  
**Response Template**

**IFB No: SSD-CCWIS-24-07A**

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## 1.0 Submission Cover Sheet

The FODQA bidder must include the following Cover Letter provided and, an individual authorized to legally bind the FODQA bidder must sign the Cover Letter in ink and include it in the Bid copy labeled "Original Bid."

**Instructions:** Provide the following information regarding the person responsible for the completion of the FODQA bidder response. This person should also be the person DHS will contact for questions and/or clarifications.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_  
\_\_\_\_\_

Subject to acceptance by DHS, the FODQA bidder acknowledges that by submitting a response AND signing in the space indicated below, the FODQA bidder is submitting a formal bid to meet the requirements and intent of the IFB. In addition, should a Contract result from this IFB with said bidder, the FODQA bidder shall be contractually obligated to comply with all items in this IFB. While the FODQA bidder is directed to list exceptions on appropriate templates, all such exceptions shall be subject to DHS' acceptance and/or further negotiation. If no exceptions are noted, none will apply. The FODQA bidder agrees that it will not take exception to any item agreed to by this signature. Failure to sign the Submission Cover Sheet or signing it with a false statement shall void the submitted response and any resulting Contract(s).

\_\_\_\_\_/\_\_\_\_\_  
**Original signature** of individual authorized to legally bind the Company / Date

Name (typed or printed):

Title: \_\_\_\_\_

Company name: \_\_\_\_\_

Physical address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

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By signature hereon, the FODQA bidder certifies that:

1. All statements and information prepared and submitted in response to this IFB are current, complete, and accurate.
2. The bid meets all the requirements of this IFB and the stated intentions of the Project.
3. The FODQA bidder will comply with all Federal and State laws, rules, and regulations that are in force currently or anytime during the term of a resulting Contract.

4. The company or companies represented here is/are authorized dealer(s) in good standing of the products / services included in this response.
5. The FODQA bidder and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any Federal, State or local governmental entity and that the FODQA bidder is in compliance with State of Hawaii statutes and rules relating to procurement, and that the FODQA bidder is not listed on the Federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for Federal procurement are listed at <http://www.epls.gov>.

## 2.0 State of Hawaii – Form OF-1

STATE OF HAWAII  
IFB No: SSD-CCWIS-24-07A  
Field Office Data Quality Assessment & Preparation for CCWIS Activities Services for  
Comprehensive Child Welfare Information System

Procurement Officer  
State Procurement Office  
State of Hawaii  
Honolulu, Hawaii 96813

Dear Procurement Officer:

The procurement conducted for the specified goods and/or services are pursuant to Hawaii Revised Statutes (HRS) Chapter 103D and its Hawaii Administrative Rules (HAR). The undersigned has carefully read and understands the terms and conditions specified in the Specifications, Special Provisions, General Provisions, dated 4/2013, as amended, and the AG General Conditions, Form AG-008, dated 12/2017 attached hereto; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) Bidder is declaring that offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) Bidder is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

- Sole Proprietor     Partnership     \*Corporation     Joint Venture  
 Other \_\_\_\_\_  
\*State of incorporation: \_\_\_\_\_

Hawaii General Excise Tax License I.D. No. \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_

Payment address  
(other than street address below): \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Business address (street \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

Respectfully submitted:

(x)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Authorized (Original) Signature

\_\_\_\_\_  
Telephone No.:

\_\_\_\_\_  
Name and Title (Please Type or Print)

\*\*

\_\_\_\_\_  
Fax No.:

\_\_\_\_\_  
Exact Legal Name of Company (Bidder)

\_\_\_\_\_  
E-mail Address:

\*\*If Bidder is a “dba” or a “division” of a corporation, furnish the “dba” or “division” name of the corporation:

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### 3.0 Submission Cover Letter

The FODQA bidder must also provide the following information as part of the Submission Cover Letter:

- A statement regarding the FODQA bidder’s legal structure, federal tax identification number, and principal place of business and attach applicable W-9 forms (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- A list of the people who prepared the FODQA bidder’s bid, including their titles
- A list of all subcontractors, if any, that the FODQA bidder will use on the Project, if DHS selects to contract with the FODQA bidder
  - For each proposed subcontractor, the FODQA bidder must attach a letter from the subcontractor, signed by an individual authorized to legally bind the subcontractor, with the following included in the letter:
    - The subcontractor’s legal status, tax identification number, and principal place of business address
    - The name, phone number, fax number, email address, and mailing address of a person who is authorized to legally bind the subcontractor to contractual obligations
    - A description of the work the subcontractor will do
    - A commitment by the subcontractor to do the work if the FODQA bidder is selected
    - A statement that the subcontractor has read and understood the IFB and will comply with the requirements of the IFB
    - A statement that the subcontractor will maintain any permits, licenses and certifications required to perform its portion of the work

**Instructions:** Provide a Cover Letter that includes the information required above.

<Response>

## 4.0 Table of Contents

**Instructions:** Provide a Table of Contents for the Bid. This should include all parts of the Bid, including response forms and attachments, and should be identified by volume and page number. The structure of the Bid should match the structure of the Response Templates. The Table of Contents should identify all sections, figures, charts, graphs, etc.

<Response>

## 5.0 Bidder Contact Information

**Instructions:** Complete the following information regarding the FODQA bidder's headquarters and primary contact for any questions pertaining to the FODQA bidder's responses to this IFB. Do not change any of the completed cells. Any changes to the completed cells could lead to the disqualification of the bid.

**Table 1. Bidder Contact Information**

COMPANY HEADQUARTERS INFORMATION:			
Company Name:			
Address:			
City, State & Zip Code:			
Company Type (Check One):	<input type="checkbox"/> Private	<input type="checkbox"/> Public	
Company Size:	(Total Number of Employees)		
Annual Revenue:			
PRIMARY CONTACT INFORMATION:			
Name:		Title:	
Address:			
City, State & Zip Code:			
Phone:		Fax:	
E-mail:			
REGIONAL OR LOCAL OFFICE INFORMATION:			
Company Name:			
Region Name:			
Address:			
City, State & Zip Code:			
Primary Contact:			
Phone:		Fax:	
E-mail:			

## 5.1 Subcontractor Contact Information (If applicable)

**Instructions:** Complete the following information regarding the subcontractor's contact information. If more than one subcontractor is proposed, add more Tables as necessary. Do not change any of the completed cells. Any changes to the completed cells could lead to the disqualification of the bid.

**Table 2. Subcontractor Contact Information**

COMPANY INFORMATION:			
Company Name:			
Address:			
City, State & Zip Code:			
Company Type (Check One):	<input type="checkbox"/> Private	<input type="checkbox"/> Public	
Company Size:	(Total Number of Employees)		
Annual Revenue:			
PRIMARY CONTACT INFORMATION:			
Name:		Title:	
Address:			
City, State & Zip Code:			
Phone:		Fax:	
E-mail:			

## 6.0 Minimum Mandatory Qualifications

The FODQA bidder must provide clear, compelling justification that it meets all of the Minimum Mandatory Qualifications. The FODQA bidder is encouraged to provide ample references to information contained in the bid that supports its attestation. Bidders that fail to provide clear, sufficient evidence that they meet the Minimum Mandatory Qualifications may be subject to disqualification. DHS may ask for additional clarifications relating to the Minimum Mandatory Qualifications prior to determination of compliance.

**Instructions:** Complete the following information regarding the FODQA bidder’s ability to meet the Minimum Mandatory Qualifications. Provide specific references to Bid locations that support the FODQA bidder’s assertions that it meets the Minimum Mandatory Qualifications. Do not change any of the completed cells. Any changes to the completed cells could lead to the disqualification of the bid.

**Table 3. Minimum Mandatory Qualifications**

#	QUALIFICATION ITEM	DOES THE BIDDER MEET QUALIFICATION ITEM?		REFERENCE TO BIDDER RESPONSE SECTION
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
1	IV.C.1 The FODQA Bidder (Prime only) must have at least fifteen (15) years’ experience in hardcopy and electronic case management systems for a Child Welfare (CW) Agency in a Title IVE, State, Tribe or other US territory..	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2	IV.C.2 Every FODQA Vendor Key Personnel (III.E.2 Table 5) submitted must meet minimum qualifications and the required staffing level for duration indicated.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
3	IV.C.3 The FODQA Bidder (Prime only) must disclose annual revenue details using Template T-2 – Bidder Experience.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	