



**STATE OF HAWAII**  
**OFFICE OF HAWAIIAN AFFAIRS**  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817

July 30, 2024

TO: Interested Parties

FROM: Karina Macklin  
Procurement Agent

SUBJECT: Request for Proposals ("RFP") No. RE 2024-013, Addendum No. 2  
KIPUKA GIS APPLICATION & WEBSITE UPDATES

This Addendum No. 2 is to notify all interested Offerors of the following amendments to the Scope Of Services and the Proposal Evaluation & Award Sections:

Item II.A.5. of the Scope of Services Section which appears on page 19 of the RFP No. RE 2024-013 states as follows:

5. Business Office

The Offeror will have at a minimum, a telephone number and electronic mail address from which it conducts business and be accessible by telephone from 8:00 a.m. to 5:00 p.m. HST, for meetings, teleconferences, video conferences, concerns or requests that need immediate attention.

Item II.A.5. of the Scope of Services Section which appears on page 19 of the RFP No. RE 2024-013 is hereby amended to state as follows:

5. Business Office

The Offeror will operate through a Hawai'i office that will have at a minimum, a telephone number and electronic mail address from which it conducts business and be accessible by telephone from 8:00 a.m. to 5:00 p.m. HST, for meetings, teleconferences, video conferences, concerns or requests that need immediate attention. An answering service is not acceptable. An office location, telephone number and electronic mail address will be identified in the Offerors' proposal.

Item I. of the Proposal Evaluation & Award Section which appears on pages 36 and 37 of the RFP No. RE 2024-013 states as follows:

I. Proposal Evaluation

An RFP evaluation committee, approved by the OHA’s Chief Procurement Officer or designee, will evaluate all responsive and responsible proposals. The evaluation of such proposals will be based solely on the evaluation criteria set out in this RFP. The evaluation committee’s primary responsibility will be to review the technical aspects of the proposal submitted. The price proposal review will be conducted by the evaluation committee chairperson. The review criteria will be as follows:

Evaluation Categories	Possible Points
<b>1. Experience and Capability:</b>	
Up to 25 points will be awarded based on the degree to which the Offeror clearly and concisely demonstrates that it has the experience, necessary skills, abilities, knowledge of, and participated and successfully completed similar projects on Oahu.	25 points
<b>2. Service Delivery:</b>	
Up to 25 points will be awarded based on the degree to which the interested Offeror clearly and concisely demonstrates its approach to the scope of work, cost effectiveness, reliability, and timely delivery.	25 points
<b>3. Price Proposal:</b>	
Up to 20 points will be awarded to the Offeror proposing the lowest price will be assigned the maximum points. Each proposal that has a higher cost factor than the lowest will be assigned a lower rating.	20 points
<b>4. Expertise and Staffing:</b>	
Up to 25 points will be awarded based on the degree to which the Offeror clearly and concisely demonstrates that it has the qualified personnel, expertise, capacity, and time to perform the requested services.	25 points
<b>6. Commitment to Section 2:</b>	
Up to 5 points will be awarded based on the degree to which the Offeror clearly and concisely demonstrates their approach to	5 points

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furthering the OHA’s commitment to the Section 2. Item II.A.10. requirement, Using Best Effort to Fulfill Minority/Women Business Participation.

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**TOTAL POSSIBLE POINTS**

**100 Points**

Each proposal will be classified initially as acceptable, potentially acceptable, or unacceptable. If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may rank the proposals and limit the priority list to three (3) responsive and responsible Offerors who submitted the highest-ranked proposals. If there are less than three (3) acceptable or potentially acceptable proposals, the OHA will not be required to hold discussion with these Offerors who submitted unacceptable proposals.

Item I. of the Proposal Evaluation & Award Section which appears on pages 36 and 37 of the RFP No. RE 2024-013 is hereby amended to state as follows:

I. Proposal Evaluation

An RFP evaluation committee, approved by the OHA’s Chief Procurement Officer or designee, will evaluate all responsive and responsible proposals. The evaluation of such proposals will be based solely on the evaluation criteria set out in this RFP. The evaluation committee’s primary responsibility will be to review the technical aspects of the proposal submitted. The price proposal review will be conducted by the evaluation committee chairperson. The review criteria will be as follows:

<b>Evaluation Categories</b>	<b>Possible Points</b>
<b>1. Experience and Capability:</b>	
Up to 25 points will be awarded based on the degree to which the Offeror clearly and concisely demonstrates that it has the experience, necessary skills, abilities, knowledge of, and participated and successfully completed similar projects on Oahu.	25 points
<b>2. Service Delivery:</b>	
Up to 20 points will be awarded based on the degree to which the interested Offeror clearly and concisely demonstrates its approach to the scope of work, cost effectiveness, reliability, and timely delivery.	20 points
<b>3. Price Proposal:</b>	
Up to 20 points will be awarded to the Offeror proposing the lowest price will be assigned the maximum points. Each	20 points

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proposal that has a higher cost factor than the lowest will be assigned a lower rating.

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**4. Expertise and Staffing:**

Up to 20 points will be awarded based on the degree to which the Offeror clearly and concisely demonstrates that it has the qualified personnel, expertise, capacity, and time to perform the requested services.

20 points

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**5. Location and Representation:**

Up to 5 points will be awarded based on the Offeror having an established office and representation in Hawai'i for the purposes of in-person meetings and any on-site work to complete the scope of services.

5 points

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**6. Financial Capability:**

Up to 5 points will be awarded based on the Offeror's proposal which clearly and concisely demonstrates that it has the financial capacity to complete the scope of work in this RFP in a timely and orderly manner.

5 points

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**7. Commitment to Section 2:**

Up to 5 points will be awarded based on the degree to which the Offeror clearly and concisely demonstrates their approach to furthering the OHA's commitment to the Section 2. Item II.A.10. requirement, Using Best Effort to Fulfill Minority/Women Business Participation.

5 points

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**TOTAL POSSIBLE POINTS**

**100 Points**

Each proposal will be classified initially as acceptable, potentially acceptable, or unacceptable. If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may rank the proposals and limit the priority list to three (3) responsive and responsible Offerors who submitted the highest-ranked proposals. If there are less than three (3) acceptable or potentially acceptable proposals, the OHA will not be required to hold discussion with these Offerors who submitted unacceptable proposals.

Item IV.A. of the Proposal Evaluation & Award Section which appears on page 38 of the RFP No. RE 2024-013 states as follows:

- A. The technical proposal will be evaluated to determine if the Offeror possesses the capability to successfully perform the requirements of the solicitation. The proposal criteria are:
  - 1. Experience and Capability;
  - 2. Personnel and Staffing;
  - 3. Service Delivery;
  - 4. Financial Capacity and Pricing;
  - 5. Commitment to Section 2/Other Requirements.

Item IV.A. of the Proposal Evaluation & Award Section which appears on page 38 of the RFP No. RE 2024-013 is hereby amended to state as follows:

- A. The technical proposal will be evaluated to determine if the Offeror possesses the capability to successfully perform the requirements of the solicitation. The proposal criteria are:
  - 1. Experience and Capability;
  - 2. Service Delivery;
  - 3. Price Proposal
  - 4. Expertise and Staffing;
  - 5. Location and Representation;
  - 6. Financial Capability;
  - 7. Commitment to Section 2/Other Requirements.