

STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII

August 9, 2024

ADDENDUM 3

TO

REQUEST FOR PROPOSALS (RFP) NO. 25001  
ENERGY SAVINGS PERFORMANCE CONTRACTING

The following changes are made to the RFP No. 25001:

1. Amend Section 24.5 Required Format and Content

All Proposals shall be submitted in the following format. Detailed information on submitting each of these sections is contained in later sections of this RFP. Proposal shall be submitted in size 11 Arial font or equivalent. All files submitted as a PDF shall be OCR (Optical Character Recognition) enabled.

1. Cover Page. References the RFP solicitation number and offeror name.
2. Table of Contents. A Table of Contents must be included with each proposal. All major parts of the proposal shall be identified by referencing page numbers.
3. Offeror Checklist. Complete and submit all items noted on the Offer Checklist.
4. Mandatory Minimum Proposal Requirements
5. Subcontractor

If subcontractor(s) will be used, append a statement to the transmittal letter from each subcontractor, signed by an individual authorized to legally bind the subcontractor and stating:

- a. The general scope of work to be performed by the subcontractor;
  - b. The subcontractor's willingness to perform for the indicated.
6. Offer Form (OF). The offeror shall complete OF1.
  7. Executive Summary. The executive summary [not to exceed one (1) page] is to briefly describe the Offeror's Proposal. This summary should highlight the major features of the Proposal. The response should demonstrate the Offeror's understanding of and ability to meet

the Administrative and Technical Requirements of the RFP. The State should be able to determine the essence of the Proposal by reading the executive summary. This summary will not be evaluated for points, but rather is a high-level explanation of the entire proposal.

#### 8. Evaluation Criteria Submittals

This section shall be sub-divided by the evaluation criteria and include the narrative and any other requirements.

- Category 1: Overview of Approach to ESPC
- Category 2: Market Sector Involvement
- Category 3: Project Summary Table
- Category 4: Project References
- Category 5: History and Focus of Company
- Category 6: Financial Soundness and Stability of Company
- Category 7: Industry Accreditations
- Category 8: General Scope of Services
- Category 9: Technical Support
- Category 10: Management Approach
- Category 11: Cost and Pricing Approach

#### ~~9. Subcontractor~~

~~If subcontractor(s) will be used, append a statement to the transmittal letter from each subcontractor, signed by an individual authorized to legally bind the subcontractor and stating:~~

- ~~c. The general scope of work to be performed by the subcontractor;~~
- ~~d. The subcontractor's willingness to perform for the indicated.~~

#### 10. Confidential, Protected, or Proprietary Information

All confidential, protected, or proprietary information must be included in this section of the proposal response. Do not incorporate protected information throughout the Proposal. Rather, provide a reference in the proposal response directing the State to the specific area of this protected Information section. If Offeror believes that any portion of its proposal, offer, specification, protest, or correspondence contains information that should be withheld as confidential, then the Procurement Officer should be so advised in writing and shall be furnished with justification for confidential status. Price is not considered confidential and shall not be withheld. Information included in the Confidential, Protected or Proprietary Information section of an Offeror's proposal is not automatically accepted as protected. All information identified in the section will be subject to review by the State in accordance with the procedures prescribed by the State's open records statute, freedom of information act, or similar law.

All redacted files shall use the same file name except it shall include

“REDACTED” at the end of the file name.

Example: Category 1: Market Sector Involvement - REDACTED

If offeror has no confidential, protected, or proprietary Information, then offeror shall state on a separate page.

Note: All personally identifiable information (PII) shall be redacted such as direct phone numbers and email address.

Redaction by the State. If the State determines, pursuant to HRS §92F-13, that any information or material in an Offer, any written question or submission by a Prospective Offeror, an Offeror or a Contractor, any response to any question or submission from a Prospective Offeror, Offeror or Contractor, and/or any Contract document is not required to be disclosed, then the State shall segregate, or redact, or otherwise cause any such information or material to not be made available as public information.



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for Donna Tsuruda-Kashiwabara  
Procurement Officer