

STATE OF HAWAII
DEPARTMENT OF CORRECTIONS AND REHABILITATION
HONOLULU, HAWAII

Procurement Notice Date:
April 17, 2026

INVITATION FOR BIDS NO.

DCR 26-CVCC-34

FOR

**DATABASE MAINTENANCE AND SUPPORT FOR CRIME VICTIM COMPENSATION
COMMISSION (CVCC)**

will be received up to 4:30 p.m. (HST)

on

May 11, 2026

BY THE DEPARTMENT OF CORRECTIONS AND REHABILITATION, ADMINISTRATIVE
SERVICES OFFICE—PROCUREMENT AND CONTRACTS.

ONLY SUBMISSIONS THROUGH HIEPRO SHALL BE ACCEPTED.

QUESTIONS CONCERNING THIS SOLICITATION SHOULD BE SUBMITTED THROUGH
HIEPRO BY THE SCHEDULED DEADLINE.

Tommy Johnson, Director
Department of Corrections and Rehabilitation

PROCUREMENT TIMELINE

Invitation for Bids Posting.....	April 17, 2026
Vendor Questions Due... ..	April 23, 2:30 P.M. via HlePRO
Responses to Questions via Addendum	April 30, 2026
Bid Due Date.....	<u>May 11, 2026, 4:30 P.M.</u> <u>HST</u> via HlePRO
Award.....	June 1, 2026 (approximate)
Contract Start Date.....	July 1, 2026, or the Start Date on Notice to Proceed

OFFER SUBMITTAL CHECKLIST
(Upload and Attach with your HlePRO Bid)

1. Offer Form Pages, OF-1 through OF-4 _____

2. Upload and Attach all “Evidence and Supporting Documents” as requested on Offer Form Page OF-3. _____

3. Proof of Insurance Coverages (Attach Certificates of Liability Insurance) in the coverage amounts list on Specification page SP-3. _____

4. Hawaii Compliance Express (HCE) compliant Certificate of Vendor Compliance (OR Individual Paper Certificates of Compliance) _____

Failure to submit the above referenced forms with your bid submittal may result in the rejection of your offer.

OFFER SUBMITTAL INSTRUCTIONS

Offeror’s submittals will only be accepted via HlePRO by the bid submittal due date, with all the attachments listed above.

DEPARTMENT OF CORRECTIONS AND REHABILITATION
Invitation for Bids no. DCR 26-CVCC-34
DATABASE MAINTENANCE AND SUPPORT FOR CRIME VICTIM
COMPENSATION COMMISSION (CVCC)

Procurement Officer
Department of Corrections and Rehabilitation
State of Hawaii
1177 Alakea Street
Honolulu, Hawaii 96813

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions Form AG-008 Rev.(10/17/2013), by reference made a part hereof and available upon request; 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) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned represents: **(Check one only)**

3. A **Hawaii business** incorporated or organized under the laws of the State of Hawaii; **OR**
4. A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, and if applicable, registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.

State of incorporation: _____

Offeror is:

- Sole Proprietor Partnership Corporation Joint Venture
 Other _____

Federal I.D. No.: _____

Hawaii General Excise Tax License I.D. No.: _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Respectfully submitted:

Date: _____ (x) _____

Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____

Name and Title (Please Type or Print)

E-mail Address: _____

* _____

Exact Legal Name of Company (Offeror)

*If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

The following offer is hereby submitted for the Department of Corrections and Rehabilitation, as specified herein.

Offeror is advised that quoted unit bid prices are all-inclusive (must include all taxes such as the Federal, Hawaii General Excise Tax (HIGET), all fees, labor, etc.); and that no other charges will be honored. This submitted price will be the established pricing for the contract extension periods, if any, and no price adjustments will be allowed.

A. UNIT PRICING

<u>Bid Item no.</u>	<u>Description</u>	<u>Quantity</u>	<u>Annual Amount</u>
Item 1	Database Maintenance and Support For CVCC.....	x.....\$ _____ per Month.....x 12 Months.....=	\$ _____ (Total Annual Amount) (Please enter this amount into Line Item on HlePRO)

Offeror _____
COMPANY NAME

C. OFFEROR'S POINT OF CONTACT:

Shall be responsible for all communications, coordination, status and delivery updates to the Department's contract administrator:

Name: _____

Email: _____

Telephone: _____

D. SPECIFICATION REQUIREMENTS:

“Place X in
Column Below”

*Do not state “Available
Upon Request.”

	REQUIREMENTS	YES	NO	ATTACH EVIDENCE AND SUPPORTING DOCUMENTS.*
1.	Mandatory three (3) years of experience with web application development using Microsoft Technology Stack, i.e. Net Framework, Asp.net, SQL Server, etc.			(Attach and upload your verifiable history of experience, etc.)
2.	Mandatory three (3) years of recent experience (within the past five years) working with criminal justice data systems relating to both victim services and offender services (e.g. victim compensation, victim restitution, judiciary services, corrections, parole services, etc.).			(Clearly provide this information attached and uploaded with your HlePRO offer. Unclear information may deem the offer non-responsive.)
3.	Please provide additional pricing breakdown information (such as a quote, etc.) regarding your proposed pricing on Offer Form OF-2, in order to confirm what your unit pricing includes. The Department reserves the right to request additional clarification during the evaluation process.			(Attach and upload information confirming that your pricing is all-inclusive of fees, and pricing will include all services that are requested in the scope of services)

Offeror _____
COMPANY NAME

E. REFERENCES TO CONFIRM THE FOLLOWING BIDDER QUALIFICATIONS:

- Three (3) years of experience with web application development using Microsoft Technology Stack, i.e. .Net Framework, Asp.net, SQLServer, etc.
- Three (3) years of recent experience (within the past five years) working with criminal justice data systems relating to both victim services and offender services (e.g. victim compensation, victim restitution, judiciary services, corrections, parole services, etc.).
- **Do not state "Available upon request." This will deem the offer non-responsive.**

(1) Client Name: _____

Contract Person: _____

Telephone Number: _____ Facsimile Number: _____

Email Address: _____

Description of Services Provided: _____

Contract Period of Services Provided: _____

(2) Client Name: _____

Contract Person: _____

Telephone Number: _____ Facsimile Number: _____

Email Address: _____

Description of Services Provided: _____

Contract Period of Services Provided: _____

(3) Client Name: _____

Contract Person: _____

Telephone Number: _____ Facsimile Number: _____

Email Address: _____

Description of Services Provided: _____

Contract Period of Services Provided: _____

Offeror _____

COMPANY NAME

SPECIFICATIONS

1. SCOPE OF WORK

The selected Offeror shall:

- Provide application maintenance and database support for CVCC’s “Compensation and Restitution Management System” (CVCC-CRMS). The system is a custom web-based application using Microsoft IIS 10.0 and SQL Server 2019 running on Windows Server 2019.
- System maintenance and support must include assistance with resolving technical issues with the web server, database server, report server and must include the following:
 - Perform database backups and verify successful backups
 - Perform index maintenance / index defragmentation
 - Update database statistics
 - Log file maintenance
 - Check database integrity on schedule
 - Database recovery and repair on demand
 - Fix system bugs (things that are not working as intended)
 - Implement modifications and enhancements to the database and web application
 - Keep the database and server on current releases or supported software
- On-site services are not required. Services may be provided remotely.

2. MINIMUM QUALIFICATIONS

- Three (3) years of experience with web application development using Microsoft Technology Stack, i.e. .Net Framework, Asp.net, SQLServer, etc.
- Three (3) years of recent experience (within the past five years) working with criminal justice data systems relating to both victim services and offender services (e.g. victim compensation, victim restitution, judiciary services, corrections, parole services, etc.).

3. TERM OF CONTRACT

The contract shall be for a one (1) year period.

OPTIONS TO EXTEND: The resultant contract may be extended for three (3) additional twelve-month periods or portion thereof, upon prior written agreement, and subject to availability of funds.

4. AUTOMATIC DISQUALIFICATION

Proposals that fail to meet any of the **mandatory requirements** outlined in this solicitation will be automatically disqualified and will not be evaluated. Mandatory requirements include, but are not limited to:

- Submission of all required documents as requested by the Department
- Adherence to minimum qualifications
- Compliance with all scope of work specifications

5. INVOICING / PAYMENT

After acceptance by the Department, the Offeror may submit their invoice attention to:

Department of Corrections and Rehabilitation
Crime Victim Compensation Commission
Attn: Amanda Sawa
1164 Bishop Street, Suite 1530
Honolulu, Hawaii 96813

Invoices may be submitted on a quarterly basis, or annual basis, upon mutual agreement with the DCR contract administrator, after contract award.

Section 103-10, HRS, provides that the State shall have thirty (30) calendar days after satisfactorily delivery of goods and receipt of invoice to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period. Further, the State will reject any offer submitted with a condition requiring interest payments greater than that allowed by Section 103-10, HRS, as amended.

The State will not recognize any requirement established by the Contractor and communicated to the State after award of the contract, which requires payment within a shorter period or interest payment not in conformance with statute.

No payment, whether partial or final, shall be construed to be an acceptance of a defective or unacceptable product.

6. CONTRACT ADMINISTRATOR

For the overall purposes of this contract, Pamela Ferguson-Brey, or her authorized representative is designated the Contract Administrator.

7. METHOD OF AWARD

Award, if any, shall be to the qualified responsive and responsible Offeror submitting the lowest Total Annual Amount Bid on Offer Form page OF-2, and meeting bid specifications. Offerors must meet all items on Offer Forms to be considered for award.

The solicitation may be cancelled or the offers may be rejected, in whole or in part, when it is in the best interest of the Department of Correction and Rehabilitation, as provided in Sections 3-122-95 through 3-122-97, Hawaii Administrative Rules (HAR).

8. LIABILITY INSURANCE

The following minimum insurance coverage(s) and limit(s) shall be provided by the Contractor, including its subcontractor(s) where appropriate:

Coverage	Limits
Commercial General Liability (occurrence form)	\$1,000,000 per occurrence \$2,000,000 annual aggregate
Cyber Insurance (occurrence form)	\$1,000,000 per occurrence \$2,000,000 annual aggregate

Each insurance policy required by this contract shall contain the following clauses:

1. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."
2. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

Upon award, the Contractor will be requested to provide to the DCR the Additional Insured and Primary/Non-contributory Insurance Coverage endorsements for the applicable insurance policies, with the State of Hawaii Department of Corrections and Rehabilitation added as additional insured.

9. LIQUIDATED DAMAGES

Refer to Section 9 of the AG’s General Conditions <http://spo.hawaii.gov/wp-content/uploads/2014/02/103D-General-Conditions.pdf>. Liquidated damages for non-performance of the specified services shall be actual cost incurred due to Contractor’s non-performance for each and every calendar day the Contractor fails to perform in whole or in part, any of his obligations specified hereunder.

10. CONFIDENTIALITY OF INFORMATION

All data in the State’s CVCC-CRMS database is deemed confidential. Due to the confidential and critical nature of the State’s data, Contractor shall ensure that appropriate safeguards to protect the confidentiality of the State’s data are in place and maintained at all times. Offerors are required to comply with the AG’s General Conditions, Paragraph 42, as personally identifiable and other sensitive information are involved. The Contractor

shall be required to sign a confidentiality agreement with the DCR.

Any information, data, or report given to, or prepared, or assembled by the Contractor that the Department requests to be kept confidential, shall not be made available to any individual or organization without the approval of the Department Contract Administrator.