

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

April 27, 2025

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D26-087

TO

PROVIDE INNOVATIVE FURNITURE
FOR THE HAWAII STATE DEPARTMENT OF EDUCATION

The Hawaii State Department of Education (STATE) hereby issues this addendum to the above-entitled Request for Proposals (RFP).

The STATE responses to the written questions received are hereby provided:

- Q1: Can the STATE provide Offerors the Microsoft Word version of Attachments B-I?
A1: Reference the RFP Attachments B through I, a Microsoft Word version of this form may be requested from the RFP Point of Contact listed in Section 1 of this RFP solicitation document.
- Q2: May Offerors please request any floor plans associated with this project and a scope of work for Categories 1-3 pertaining to furniture, fixtures and equipment items only? We are unable to locate these items in the RFP and don't see any specific products called out. Is there a list of products the STATE is looking for?
A2: Reference RFP Section 1.18.1 Vendor List and Section 3 Scope of Work; Project and Offeror Requirements 3.1 Categories.
- Q3: Is Greenguard and ANSI and BIFMA required on all items Offerors submit? Meaning, Offerors cannot submit any items that don't meet either Greenguard or ANSI and BIFMA?
A3: Reference RFP Section 3.2.3 Environment, Section 3.2.4 American National Standards (ANSI) Institute Business and Institutional Furniture Manufacturer's Association Standards (BIFMA), and Section 4.12.1 Equipment and/or Service Details and Descriptions.

- Q4: Can shipping be a separate line item on quotes and orders? Should we list typical freight methodology in the proposal? Can installation services also be a separate line item?
- A4: Reference RFP Section 4.12.2 Prices. Price proposal shall be all-inclusive. The option to include or delineate specific costs are at the discretion of the Offeror, provided all costs are disclosed. Delineated (if any) freight charges should be disclosed on Offer Form OF-1: Category 1 – Innovative Furniture. Delineated (if any) installation charges should be identified on Offer Form OF-2: Category 2 – Ancillary Services. It would be helpful to include any details in the comments column for clarity.
- Q5: Are product specification sheets required for all items Offerors are proposing? We have a catalog with thousands of items and that would be time-consuming and cumbersome to review for the STATE and for us to assemble. Please detail what is required for this.
- A5: Proposals, including offer sheets, meeting the requirements of the RFP shall be reviewed and scored according to RFP Section 5.2 Evaluation Criteria. As such, the offer sheets submitted shall not be a sampling of products. However, listing a full manufacturer's line is acceptable provided a) all line items are innovative furniture products and b) the items can be clearly identified and described by unit (each, bundle, set, etcetera). Offerors should bear in mind that the information submitted on Attachment F Offeror Menu of Services and Pricing, will be provided and viewed by interested schools and offices and careful consideration should be given as to presentation for this reason.
- Q6: Can the STATE confirm that the Point of Contact must be permanently based in Hawaii? We are located on the mainland, but work with Hawaii based installers.
- A6: Reference RFP Section 3.5.6 and Section 4.11.1 Primary Point-of-Contact.
- Q7: Can the Discount Percentage be based on an Offeror's website catalog, rather than the List Price?
- A7: Reference RFP Section 4.12.3 Minimum Discount Percent.
- Q8: Can the STATE provide more information about the Warranty Label requirement? Please confirm this requirement applies.
- A8: Reference RFP Section 3.2.5 Warranty Label.
- Q9: The RFP states a mandatory 0.75% transaction fee payable to Tyler Hawaii, not to exceed \$5,000 (and for vendor lists, the cap applies to the first year only, calculated quarterly). Please confirm: does the fee apply to all purchases made against the vendor list even if the school requests quotes directly via IFQ, or only to transactions processed through HlePRO?
- A9: The fee applies to all transactions under this vendor list, reference RFP Section 1.7.3. Also reference Appendix 1 Contract Minimum and Special Conditions Section 11 Invoicing, Section 12 Sales Report, and Section 13 Payment.