

UNIVERSITY OF HAWAI'I	<b>AMENDMENT OF SOLICITATION</b>	PAGE 1 of 1
1. AMENDMENT NO.  1	3. REQUEST FOR PROPOSALS (RFP) NO. <u>26-5356</u> Dated <u>APR 2026</u>  To Provide Employee Assistance Program on a Requirements Basis University of Hawaii, Honolulu, Hawaii.	
2. EFFECTIVE DATE  April 28, 2026		
4. ISSUED BY Director, Office of Procurement Management 1400 Lower Campus Road, Room 15 Honolulu Hawai'i 96822 BUYER: <u>D. Teixeira-Tantay</u>	5. CONTRACTOR (NAME AND ADDRESS)  N/A	
6. The RFP referenced above is amended as set forth in block 7. The hour and date for receipt of offers <input checked="" type="checkbox"/> is extended <input type="checkbox"/> is not extended. This amendment is attached to HlePRO solicitation P26002329 for distribution and acknowledgement purposes.		

CONTINUED ON PAGES 2-3

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## 7. DESCRIPTION OF AMENDMENT

The following change is hereby made and incorporated as part of HlePRO Solicitation No. P26002329 (RFP No. 26-5356):

- A. Delete the TABLE OF CONTENTS in its entirety and replace with the attached revised TABLE OF CONTENTS.
- B. Delete NOTICE TO OFFERORS, paragraph one, in its entirety and replace with the following:

“The University of Hawai‘i RFP No. 26-5356, to obtain the services of a CONTRACTOR to provide and implement a comprehensive financial budgeting, planning and management software solution, University of Hawai‘i at Hilo, Hilo, Hawai‘i. is issued and will be awarded through the State of Hawai‘i’s electronic procurement system (HlePRO). **All proposal responses must be submitted electronically through HlePRO no later than 2:30 p.m., May 16, 2026.** Proposal received after the due date and time or received in a form other than electronically through HlePRO will not be considered. From the date of issuance of this RFP until award, all communications shall be directed exclusively through HlePRO. Any attempt by an Offeror to contact University personnel outside of this process may result in disqualification.”

- C. Delete Section 1 ADMINISTRATIVE OVERVIEW, 1.4 SCHEDULE OF KEY DATES in its entirety and replace with the following:

### “1.4 SCHEDULE OF KEY DATES

The schedule of key dates set forth herein represents the University's best estimate of the schedule that will be followed. Any of the dates listed below may be changed at any time at the sole discretion of the Director, Office of Procurement Management:

RFP Advertised and Issued	<u>April 13, 2026</u>
Closing Date for Submission of Questions	<u>April 20, 2026</u>
University Response to Offeror's Questions	<u>May 4, 2026 @ 4:30 PM HST</u>
Closing Date for Receipt of Proposals	<u>May 22, 2026 @ 2:30 PM HST</u>
Proposal Review Period	<u>May 23 – June 1, 2026</u>
Contractor Selection and Award	<u>June 8, 2026</u>
Contract Start Date (Tentative)	<u>June 15, 2026</u>

- D. Delete Section 2, SCOPE OF WORK, 2.4 MINIMUM QUALIFICATIONS OF OFFEROR, paragraph one, in its entirety and replace with the following:

“This RFP seeks to provide a comprehensive financial budgeting, planning and management software solution. Accordingly, the prospective Offeror must conform to the following minimum qualifications and provide the required information to be considered for award. Offeror shall complete Appendix E, Offeror Minimum Qualifications, to establish that all minimum qualifications have been met.”

- E. Delete Section 3, PROPOSAL REQUIREMENTS, 3.7 MINIMUM QUALIFICATIONS (Appendix F), in its entirety and replace with the following:

### “3.7 MINIMUM QUALIFICATIONS (Appendix E)

The Offeror Minimum Qualifications shown in Appendix E and referred to in Section 2.4 shall be submitted together with all of the required documents and information to establish that all minimum qualifications have been met, and address the specific requirements as follows:

- A. A minimum of five (5) years of continuous experience in providing financial budgeting, planning and management software solutions for higher education institutions.

- B. Demonstrated experience integrating financial planning or budgeting solutions with enterprise resource planning and/or human resources systems in higher education or comparably complex environments. Experience with KFS and/or Oracle PeopleSoft is preferred.
  - C. Evidence of compliance with secure data transfer protocols, user authentication and data encryption, and applicable data privacy regulations.
  - D. Examples of ease of use for both financial staff and non-financial budget “end users”.
- F. Delete Section 5 SPECIAL PROVISIONS, 5.18 Data OWNERSHIP AND SECURITY, in its entirety and replace with the following:

“5.18 DATA OWNERSHIP AND SECURITY

All University data remains the sole property of the University. Contractor shall comply with all applicable federal and state data privacy laws.

Contractor shall:

- Use data only for contract performance
- Not sell, analyze, or reuse data
- Not disclose data without written authorization

Contractor shall maintain:

- Industry-standard security program
- Encryption and access controls
- Subcontractor flow-down protections

Data Breach

- Notify within 24 hours
- Fully cooperate with investigation and remediation

End of Contract

- Return all data in usable format OR
- Certify destruction”

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE DOCUMENT REFERENCED IN BLOCK 3 UNLESS HERETOFORE AMENDED, REMAIN UNCHANGED.

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