

UNIVERSITY OF HAWAI'I	<b>AMENDMENT OF SOLICITATION</b>	PAGE 1 of 1
1. AMENDMENT NO.  2	3. REQUEST FOR PROPOSALS (RFP) NO. <u>26-5356</u> Dated <u>MAY 2026</u>  To Provide a Comprehensive Financial Budgeting, Planning and Management Software Solution	
2. EFFECTIVE DATE  May 12, 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  is extended  is not extended. This amendment is attached to HlePRO solicitation P26002329 for distribution and acknowledgement purposes.

**7. DESCRIPTION OF AMENDMENT**

The following changes are 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 it with the attached revised TABLE OF CONTENTS.

B. 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, Minimum Qualifications, to establish that all minimum qualifications have been met.”

C. Delete Section 3, PROPOSAL REQUIREMENTS, 3.6 EXPERIENCE & QUALIFICATIONS (Appendix E), in its entirety and replace with the following:

“3.6 EXPERIENCE & QUALIFICATIONS / REFERENCES (Appendix F)

Offeror shall provide THREE (3) references from higher education institutions comparable to the University in size and project scope that have utilized the Offeror’s comprehensive cloud-based financial budgeting, planning and management software solution.

The Offeror shall provide the institution name, address, contact person, title, phone number, email address, and institution size.

The University may contact references to evaluate the Offeror’s experience, qualifications, and past performance.”

D. 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 required supporting documentation to establish that the minimum qualifications have been met.”

E. For purposes of proposal submission, the following appendix structure shall control:

Appendix E – Minimum Qualifications

Appendix F – Experience & Qualifications / References

F. References required under Sections 2.6 and 3.6 shall be submitted in Appendix F.

G. This Amendment supersedes any conflicting Appendix references contained in the original RFP or Amendment No. 1.

H. Delete the description appearing in Block 3 of Amendment No. 1 in its entirety and replace with the following:

“To Provide a Comprehensive Financial Budgeting, Planning and Management Software Solution”

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

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

TABLE OF CONTENTS

RFP No 26-5356 to obtain the services of a CONTRACTOR to provide a comprehensive financial budgeting, planning and management software solution, University of Hawai'i at Hilo, Hilo, Hawai'i.

NOTICE TO OFFERORS ..... 3

SECTION 1 ..... 4

    ADMINISTRATIVE OVERVIEW ..... 4

SECTION 2 ..... 9

    SCOPE OF WORK ..... 9

SECTION 3 ..... 16

    PROPOSAL REQUIREMENTS ..... 16

SECTION 4 ..... 22

    CRITERIA TO EVALUATE PROPOSALS ..... 22

SECTION 5 ..... 24

    SPECIAL PROVISIONS ..... 24

APPENDIX A ..... 30

    PROPOSAL LETTER ..... 30

APPENDIX B ..... 31

    BUSINESS CLASSIFICATION ..... 31

APPENDIX C ..... 33

    PRICE NARRATIVE ..... 34

APPENDIX D ..... 35

    TECHNICAL PROPOSAL ..... 35

APPENDIX E ..... 36

    MINIMUM QUALIFICATION ..... 36

APPENDIX F ..... 37

    EXPERIENCE & QUALIFICATIONS / REFERENCES ..... 37

APPENDIX G ..... 38

    COST PROPOSAL ..... 38

APPENDIX H ..... 39

    COMPLIANCE MATRIX ..... 39

**IT IS THE RESPONSIBILITY OF ALL OFFERORS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR RFP PACKAGE.**