Department of the Attorney General
Hawaii Criminal Justice Data Center

RELEASE DATE: November 9, 2026

STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL
Hawaii Criminal Justice Data Center

REQUEST FOR PROPOSALS No. RFP-HCJDC-26-001

Hawaii Criminal Justice Data Center Systems Development and Support Services

OFFERS DUE NO LATER THAN 4:00 PM (HST)

WEDNESDAY, December 9, 2026

SUBMIT VIA THE STATE OF HAWAII ELECTRONIC PROCUREMENT SYSTEM (HIePRO) AT http://hiepro.ehawaii.gov/.

QUESTIONS RELATING TO THIS REQUEST FOR PROPOSALS (RFP), ISSUES RELATING TO THE ACCESSIBILITY OF THIS RFP, AND REQUESTS FOR ACCOMMODATIONS FOR PERSONS WITH DISABILITIES IN CONNECTION TO THIS RFP SHALL BE COMMUNICATED THROUGH HIePRO

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SECTION ONE

INTRODUCTION, TERMS AND ACRONYMS, KEY DATES

1.1 INTRODUCTION

The Hawaii Department of the Attorney General, Hawaii Criminal Justice Data Center (HCJDC) seeks to acquire development and support services for the systems maintained by HCJDC. These systems include:

A. CJIS-Hawaii - The statewide repository for Hawaii adult criminal history information.
B. Green Box - The statewide integrated booking system.
C. Lights Out Transaction Controller (LOTC) – The statewide system for processing fingerprint-based transactions for positive identification.
D. Hawaii Integrated Justice Information Sharing (HIJIS) – The statewide system which facilitates sharing of information between key agencies.

1.2 ELECTRONIC PROCUREMENT

The State has established HIePRO to electronically solicit and receive proposals for procurement. Offerors interested in responding to this solicitation must be registered on HIePRO in order to participate in the procurement. Registration information is available online at https://hiepro.ehawaii.gov/vendor.html.

1.3 CANCELLATION

This Request for Proposals (RFP) may be canceled and any or all proposals rejected in whole or in part, without liability to the State, when it is determined to be in the best interest of the State. The State shall not be liable for any costs, expenses, loss of profits, or damages whatsoever, incurred by the Offeror in the event that this RFP is canceled or a proposal is rejected.

1.4 TERMS AND ACRONYMS USED THROUGHOUT THE SOLICITATION

ANSI/NIST	=	American National Standards Institute/ National Institute of Standards and Technology
AFIS	=	Automated Fingerprint Identification System
AG	=	Attorney General
BAFO	=	Best and Final Offer
Contractor	=	The selected Offeror under contract to provide services described in the RFP
CPO	=	Chief Procurement Officer
EBTS	=	Electronic Encryption Standards
FBI	=	Federal Bureau of Investigation
GET	=	General Excise Tax
GP	=	General Provisions

HAR	=	Hawaii Administrative Rules
HCJDC	=	Hawaii Criminal Justice Data Center
HIJIS	=	Hawaii Integrated Justice Information Sharing
HRS	=	Hawaii Revised Statutes
LOTC	=	Lights Out Transaction Controller
Offeror	=	Any individual, partnership, firm, corporation, joint venture, or representative or agent thereof, submitting an offer in response to this solicitation
Procurement Officer	=	The contracting officer for the State of Hawaii, Department of the Attorney General, Hawaii Criminal Justice Data Center
Proposal	=	An offer submitted in response to a solicitation
RFP	=	Request for Proposals
RMS	=	Records Management System
State	=	State of Hawaii, including its departments, agencies, and political subdivisions

1.5 RFP SCHEDULE AND SIGNIFICANT DATES

The RFP Schedule and Significant Dates indicated below represent HCJDC's best estimate of the schedule that will be followed for this procurement. All times indicated are Hawaii Standard Time (HST). If a component of this schedule is delayed, the rest of the schedule may be shifted by the same number of days. Any change to the RFP Schedule and Significant Dates will be reflected in an addendum. The approximate schedule is as follows:

Release of RFP	November 9, 2026
Due date to submit questions	November 16, 2026
State's response to questions	November 20, 2026
Proposals DUE	December 9, 2026
Proposal evaluations	December 10-16, 2026
Priority Listed Offerors' Best and Final Offer due (if necessary)	December 23, 2026
Anticipated Notice of award	January 4, 2027
Anticipated Contract start date	February 1, 2027

1.6 QUESTIONS AND ANSWERS PRIOR TO OPENING OF PROPOSALS

Questions must be received by HCJDC via HIePRO on or before the deadline specified in Section 1.5 *RFP Schedule and Significant Dates*, or as amended. Questions must state the page number, section, and line or sentence to which the question relates.

HCJDC will respond to written questions by the date indicated in Section 1.5 *RFP Schedule and Significant Dates*, or as amended. HCJDC shall not be responsible for delays or non-receipt of responses by the prospective Offeror(s).

Responses to Offerors' written questions shall be issued as an addendum to the RFP and become part of the RFP, as appropriate.

1.7 PRIORITY LIST OFFERORS

After review of the proposals, a priority list of responsible Offerors submitting acceptable and potentially acceptable proposals may be generated. The priority list may be limited to a minimum of three responsible Offerors who submitted the highest-ranked proposals.

Discussions may be held with priority-listed offerors who may be asked to make a best and final offer submitted through HIePRO. Best and final offers will be due to HCJDC by the date indicated in Section 1.5 *RFP Schedule and Significant Dates*, or as amended. HCJDC shall not be responsible for delays or non-receipt of responses by the prospective Offeror(s).

SECTION TWO

BACKGROUND AND SCOPE OF WORK

2.1 OVERVIEW AND HISTORY

HCJDC is a division of the Department of the Attorney General with program responsibilities and staff that has grown significantly in recent years. The following reflects the increasing number of program areas and systems for which HCJDC provides support and services to the State's criminal justice agencies, non-criminal justice agencies, and the general public:

- The statewide central repository of adult criminal history information (CJIS-Hawaii).
- The statewide Automated Biometric Identification System (ABIS), which includes fingerprint, palm print, and facial recognition data that is electronically reported to the Federal Bureau of Investigation (FBI).
- The Hawaii Sex Offender Registry.
- The state-wide integrated booking system (Green Box).
- The Lights Out Transaction Controller (LOTC) system which processes transactions for fingerprint-based positive identification.
- The Hawaii Integrated Justice Information Sharing (HIJIS) program.
- Fingerprint-based criminal history record checks for authorized non-criminal justice agencies and entities in the State.

CJIS-Hawaii is the State's criminal history repository system and has been operational since November 2002. With more than 4,500 active users, CJIS-Hawaii is heavily used by all criminal justice agencies in the State and must be available on a 24 hours per day x 7 days a week basis.

Green Box is the State's integrated booking system that contains booking information from Hawaii law enforcement agencies. The primary functions of Green Box are to make booking information available for downloading to livescan fingerprint capture devices, to transfer information to HCJDC systems, and communicate with law enforcement records management systems. Green Box also provides a mechanism to directly enter the booking information of a booking agency. Green Box is utilized on a 24 hours per day x 7 days a week basis.

LOTC is the main component of the "Lights Out" identification process. LOTC directs the processing of transactions through ABIS, CJIS-Hawaii, and Green Box. LOTC also communicates identification results to HIJIS.

HIJIS provides criminal justice and non-criminal justice agencies the ability to share information across the whole of the justice and public safety enterprise, facilitate information exchange with key agencies, and leverage national information sharing standards and best practices. Partnering agencies to HIJIS span to State and federal agencies and the four counties.

2.2 SCOPE OF WORK

The Offeror will provide development and support services for CJIS-Hawaii, Green Box, LOTC, and HIJIS applications. This includes administrative support, design, development, testing, and implementation.

2.2.1 CJIS-Hawaii

The following is a description of the tasks required by the Offeror:

A. Provide mentoring and support services to HCJDC staff in the development and deployment of programs to enhance CJIS-Hawaii.

B. Provide mentoring and support services to HCJDC staff for implementation of federal mandates to the CJIS-Hawaii system to transmit data messages using the NIEM XML format.

C. Provide mentoring and support services to HCJDC staff in the analysis and troubleshooting of issues identified by staff and users.

D. Provide analysis and recommendations to HCJDC staff on enhancements to CJIS-Hawaii, including upgrades of the environment and development applications.

2.2.2 Green Box

The following is a description of the tasks required by the Offeror:

A. Provide mentoring and support services to HCJDC staff in the development and deployment of programs to enhance Green Box.

B. Provide mentoring and support services to HCJDC staff in the analysis and troubleshooting of issues identified by staff and users.

C. Provide analysis and recommendations to HCJDC staff on enhancements to Green Box, including multi-factor authentication.

D. Provide mentoring and support services to HCJDC staff in the upgrade of environment and development applications.

2.2.3 Lights Out Transaction Controller

The following is a description of the tasks required by the Offeror:

A. Provide mentoring and support services to HCJDC staff in the development and deployment of programs to enhance LOTC, including workflow changes.

B. Provide mentoring and support services to HCJDC staff in the analysis and troubleshooting of issues identified by staff and users.

C. Provide analysis and recommendations to HCJDC staff on enhancements to LOTC.

D. Provide mentoring and support services to HCJDC staff in the upgrade of environment and development applications.

2.2.4 Hawaii Integrated Justice Information Sharing

The following is a description of the tasks required by the Offeror:

A. Provide mentoring and support services to HCJDC staff in the development and deployment of programs to enhance HIJIS.

B. Provide mentoring and support services to HCJDC staff in the analysis and troubleshooting of issues identified by staff and users.

2.2.5 Other Services

A. Security
Work that involves ensuring the confidentiality, integrity, and availability of systems, networks, and data meeting all state and federal security policies.

B. Systems Analysis
Work that involves applying analytical processes to the planning, design, and implementation of new and improved information systems to meet business requirements of customer organizations.

C. Application Software
Work that involves the design, documentation, development, modification, testing, installation, implementation, and support of new or existing software applications.

D. Operating Systems
Work that involves the planning, installation, configuration, testing, implementation, and management of the data systems environment in support of HCJDC's IT architecture and business needs.

E. Network Services
Work that involves the planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, operational support maintenance, and management of networked systems used for the transmission of information in voice, data, and video formats.

F. Data Management
Work that involves the planning, development, implementation, and administration of systems for the acquisition, sharing, storage, retrieval of data and data backup.

G. Systems Administration
Work that involves planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.

H. Customer Support
Work that involves the planning and delivery of customer support services, including installation, configuration, troubleshooting, customer assistance, and training. This may include the development of training materials (including on-line, video, or other media), user documentation, and technical documentation.

I. Project Management

Work that involves the planning, executing, and coordination of technology initiatives to ensure projects finish on time, stay within budget, and meet business goals.

2.2.6 Experience

It is highly desirable that the Offeror have significant prior experience in software, programming, and communication tools used by HCJDC.

A. Working knowledge of the following system software, programming, and communication tools is recommended:
- .NET framework 4.8 and above
- C#, VB.NET, ASP.NET
- Structured Query Language (SQL)
- Hypertext Markup Language (HTML)
- Cascading Style Sheets (CSS), Bootstrap, Tailwind CSS
- Extensible Markup Language (XML)
- Javascript Object Notation (JSON)
- Internet Information Servers (IIS)
- REST API
- Microsoft SQL Server 2022 and above
- MySQL Enterprise Server 8.4 and above
- Microsoft Visual Studio development tool 2014 and above
- Microsoft Message Queuing Services (MSMQ)
- Microsoft Exchange
- Simple Main Transfer Protocol/Multipurpose Internet Main Extensions (SMTP/MIME)
- Extensible Markup Language (XML), CJIS XML, Global Justice XML Data Model (GJXDM), National Information Exchange Model (NIEM)
- Extensible Stylesheet Language (XSL)
- National Institute of Standards and Technology (NIST)
- Web services
- File Transfer Protocol/Secure File Transfer Protocol (FTP/SFTP)
- Electronic Biometric Transmission Specification (EBTS)
- RHEL Linux
- IBM WebSphere Traditional Application Server 9.0.5.7 and above
- IBM DB2 Database 11.5 and above
- Erwin Data Modeler
- Subversion
- TortoiseSVN
- Rational Functional Tester (RFT)
- HTTP, HTTPS, IIOP, SOAP
- Unified Modeling Language (UML)
- Java 8 and above

- Python 3
- JavaScript and Typescript
- React/Next JS
- JQuery
- XPath and XQuery
- C/C++
- Servlet 3.0 and above
- Java Persistence API (JPA)
- Java Server Faces (JSF)
- Java Message Service (JMS)
- Java Transaction API (JTA)
- JAR, EAR, WAR packaging
- Bean-managed / container-managed persistence
- Java API for XML web services (JAX-WS 2.0)
- WSDL 1.1, AXIS
- Eclipse version 2019-09 R (4.13.0)
- GitHub
- Global Justice Reference Architecture (JRA)
- Service Oriented Architecture (SOA)
- Secure content management (e.g. LDAP, SAML, active directory, authentication, authorization, confidentiality, non-repudiation and reliable delivery, WS-ReliableMessaging standards, database persistence of messages in transit for failure recovery, JRA Web Services Service Integration Profile (WS-SIP), Message Transmission Optimization Mechanism (MTOM), etc.)
- Encryption standards (e.g. DES3, PGP, WPA2, etc.)
- Security services (e.g. intrusion prevention, secure messaging, wireless security, firewall, system security management, directory services, network access control, federated identity, keystores, truststores etc.)
- Spring Boot
- Jasper Reports 5.6.0BASH Shell Scripting
- CPI OpenFox FoxTalk or other Message Switch communications

B. Working knowledge of the following is recommended, but not required:
   - Automated Biometric Identification System (ABIS)
   - Livescan fingerprint capture device
   - CJIS-Hawaii or other criminal history repository systems
   - Hawaii criminal justice process or other criminal justice processes

2.3 SUITABILITY

All Offerors selected for further consideration in the RFP process will be subject to a suitability check consisting of a state and federal background check. The need for suitability is to safeguard HCJDC records, data, systems, and premises, and thereby protect the public trust and national security interest.

2.4 PREFERENCES

Experience with Hawaii's criminal justice process is preferred. It is also preferred that the Offeror has Hawaii-based staff.

2.5 TERM OF CONTRACT

The successful Offeror shall be required to enter into a formal written contract to commence work on this RFP. The initial contract term will be one (1) year with an option to extend the term of the contract for up to four (4) one-year extensions or portions thereof to be exercised in the State's sole discretion upon notification to the Contractor in writing at least sixty (60) days prior to the expiration of the contract. The contract price or commission paid to the Contractor for any contract extension periods shall remain the same as the initial contract term.

2.6 CONTRACT ADMINISTRATOR

For the purpose of this contract, Wendy Char, Systems Application Supervisor or authorized representative, is designated the Contract Administrator.

SECTION THREE

PROPOSAL FORMAT AND CONTENT

3.1 OFFEROR'S AUTHORITY TO SUBMIT AN OFFER

HCJDC will not participate in determinations regarding an Offeror's authority to sell a product or service. If there is a question or doubt regarding an Offeror's right or ability to obtain and sell a product or service, the Offeror shall resolve that question prior to submitting an offer.

3.2 REQUIRED REVIEW

3.2.1 Before submitting a proposal, each Offeror must thoroughly and carefully examine this RFP, any attachment, addendum, and other relevant document, to ensure Offeror understands the requirements of the RFP. Offeror must also become familiar with state, local, and federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work required.

3.2.2 Should Offeror find defects and questionable or objectionable provisions in this RFP, Offeror shall notify HCJDC in writing prior to the deadline for written questions as stated in this RFP, Section 1.5, *RFP Schedule and Significant Dates*, as amended, and may propose alternative wording or phrasing for HCJDC's review and consideration. This will allow the issuance of any necessary corrections or amendments to this RFP by addendum, and mitigate reliance on a defective solicitation and exposure of proposal(s) upon which an award could not be made.

3.3 PROPOSAL PREPARATION COSTS

Any and all costs incurred by the Offeror in preparing or submitting a proposal shall be the Offeror's sole responsibility whether or not any award results from this RFP. HCJDC shall not reimburse Offerors for any such costs.

3.4 TAX LIABILITY

3.4.1 Work to be performed pursuant to this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. Offeror is advised that if awarded a contract, Offeror shall be liable for the Hawaii GET.

3.4.2 Offeror shall submit its current Federal I.D. No. and Hawaii General Excise Tax License I.D. number in the space provided on Offer Form, page OF-1, thereby attesting that the Offeror is doing business in the State and that Offeror will pay such taxes on all sales made to the State.

3.5 PROPERTY OF STATE

All proposals become the property of the State of Hawaii.

3.6 CONFIDENTIAL INFORMATION

3.6.1 All material given to or made available to the Offeror by virtue of this RFP, which is identified as proprietary or confidential information, shall be safeguarded by the Offeror and shall not be disclosed to any individual or organization without the prior written approval of HCJDC.

3.6.2 All confidential, protected, or proprietary information must be clearly identified and submitted in a separate section of the proposal. Price is not considered confidential and shall not be withheld from public disclosure. Information identified as confidential is not automatically accepted as protected and will be subject to review by the State in accordance with HRS Chapter 92F.

3.7 EXCEPTIONS

Should Offeror take any exception to the terms, conditions, specifications, or other requirements listed in the RFP, the Offeror shall list such exceptions in the appropriate section of the Offeror's proposal. The Offeror shall reference the RFP where the exception is taken, a description of the exception taken, and the proposed alternative, if any. HCJDC reserves the right to refuse any exceptions.

No exceptions to the State of Hawaii General Conditions shall be considered.

3.8 PROPOSAL OBJECTIVES

3.8.1 One of the objectives of this RFP is to make proposal preparation easy and efficient, while giving Offerors ample opportunity to highlight their proposals.

3.8.2 Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate for the purpose. Emphasis will be on completeness, clarity, and content.

3.8.3 When an Offeror submits a proposal, the proposal shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the Offeror has identified as necessary to successfully complete the obligations outlined in this RFP.

3.8.4 The proposal shall describe in detail the Offeror's ability and availability of services to meet the goals and objectives of this RFP as stated in Section 2.2 SCOPE OF WORK.

3.8.5 Offeror shall submit a proposal that includes an overall strategy, timeline, and plan for the work proposed as well as expected results and possible shortfalls.

3.9 PROPOSAL FORMS

3.9.1 To be considered responsive, the Offeror's proposal shall respond to and include all items specified in this RFP and any subsequent addendum. Any proposal offering any other set of terms and conditions that conflict with the terms and conditions provided in this RFP or in any subsequent addendum may be rejected without further consideration.

3.9.2 Offer Form OF-1. Offer Form OF-1 is required to be completed using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable, in the appropriate space on Offer Form OF-1 (Section 6, Attachment 1).

The Offeror's authorized signature on the Offer Form OF-1 shall be an original wet signature or certified digital signature, which shall be required before an award, if any, can be made. The submission of the proposal shall indicate Offeror's intent to be bound.

3.9.3 Offer Form OF-2. Pricing shall be submitted on Offer Form OF-2 (Section 6, Attachment 2). The price shall include staff labor cost per hour, materials, supplies, any other costs, and all applicable taxes.

3.10 PROPOSAL CONTENTS

Offerors shall provide all of the information requested in this RFP in the order specified. Proposals should be organized into sections, following the exact format indicated below using all titles, subtitles, and numbering, with tabs separating each section described below. Each section should be addressed individually and pages numbered.

All proposals submitted, questions, communications, and submissions must be written in the English language. All prices shall be expressed, and all payments shall be made, in U.S. Dollars ($USD).

Proposals must include:

3.10.1 Transmittal Letter

The transmittal letter should state Offeror's interest in serving as the contractor for the services requested in this RFP. The transmittal letter is also to confirm that the Offeror shall comply with the requirements, provisions, terms, and conditions specified in this RFP and should include any information not covered by other documents submitted.

3.10.2 Offer Form OF-1

The Offeror shall submit a signed Offer Form OF-1 (Attachment 1) with the complete name and address of Offeror's firm and the name, mailing address, telephone number, and fax number of the person HCJDC should contact regarding the Offeror's proposal.

3.10.3 Proof of Vendor Compliance as stated in Section 5.4 *Responsibility of Offerors*.

3.10.4 Experience and Capabilities

a. The number of years Offeror has been in business and the number of years Offeror has performed services specified by this RFP.
b. A list of key personnel and associated resumes for those who will be dedicated to this project.
c. A list of applicable references from previous work done that may be contacted by the State as to the Offeror's past and current job performance. Offeror shall provide names, titles, organizations, telephone numbers, email, and postal addresses.

3.10.5. 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 stating the general scope of work to be performed by the subcontractor.

3.10.6 Offer Form OF-2

The Offeror shall submit Offer Form OF2 (Attachment 2) with pricing information. The price shall include staff labor cost per hour, materials, supplies, any other costs, and all applicable taxes.

3.10.7 Proposal Submission Checklist (Attachment 3)

3.10.8 Wage Certification (Attachment 4)

3.10.9 Offeror Information Sheet (Attachment 5)

3.10.10 Exceptions

Should Offeror take any exception to the terms, conditions, specifications, or other requirements listed in the RFP, the Offeror shall list such exceptions in the appropriate section of the Offeror’s proposal. The Offeror shall reference the RFP where the exception is taken, a description of the exception taken, and the proposed alternative, if any. HCJDC reserves the right to refuse any exceptions.

No exceptions to the State of Hawaii General Conditions shall be considered.

3.11 SUBMISSION OF PROPOSAL

The proposal shall be submitted electronically through HIePro. The electronically submitted proposal shall be considered the original. Any offer received outside of HIePro shall not be accepted or considered for the award. Any offer received after the due date and time shall be rejected. Offeror shall review all special instructions included in the HIePro solicitation. Offerors are responsible for ensuring that all necessary files are included in the response upon submission in HIePro by the due date and time.

Any proposal that does not meet the criteria of this RFP may be rejected at the sole option of HCJDC.

3.12 PRICE PROTECTION

The Offeror agrees that all of the prices, terms, warranties, and benefits contained in the Offeror's proposal are comparable to or better than the equivalent terms being offered by the Offeror to other customers using a similar scope and volume of services. If the Offeror is awarded a contract and if the Offeror, during the term of the contract, enters into arrangements with any other customer providing greater benefits or more favorable terms, the contract shall thereupon be deemed amended to provide the same to HCJDC.

3.13 BEST AND FINAL OFFER (BAFO)

If HCJDC determines a BAFO is necessary, HCJDC shall request BAFOs from the priority-listed Offerors. Any BAFO received after the deadline shall not be considered. Should a priority-listed Offeror not submit a BAFO, the Offeror's previous submission will be considered its BAFO.

3.14 MODIFICATION PRIOR TO SUBMITTAL DEADLINE OR WITHDRAWAL OF OFFERS

The Offeror may modify or withdraw a proposal before the proposal due date and time. Any change, addition, or deletion of attachment(s) of a proposal may be made prior to the deadline for submittal of offers.

3.15 MISTAKES IN PROPOSALS

Mistakes in proposals shall be governed by HRS Chapter 103D and its associated Hawaii Administrative Rules.

SECTION FOUR

EVALUATION CRITERIA

Evaluation criteria and the associated points are listed below. The award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criteria listed in this section.

The total number of points used to score a proposal will be 100.

Evaluation Criteria and Points:

4.1 Ability to meet the needs of the Hawaii Criminal Justice Data Center (30 points)

- **(1)** Ability to design and develop software services, including database design and documentation (8 points)
- **(2)** Ability to provide technical guidance and support in such areas as hardware and networking (5 points)
- **(3)** Ability to meet security requirements (5 points)
- **(4)** Knowledge and ability to manage projects, including good communication, leadership, organization, and planning skills (5 points)
- **(5)** Analytical skills to address complex activities and issues, including the ability to troubleshoot, evaluate options, and implement solutions (7 points)

4.2 Experience and Capabilities (20 points)

- **(1)** Analytical and technical expertise in the areas of software development, network infrastructure, and security (7 points)
- **(2)** References and client listings (6 points)
- **(3)** Experience with defining goals, timelines, and resource levels for projects involving application design, system upgrades and enhancements, and testing and implementation of new software (7 points)

4.3 Knowledge, Skills and Abilities (30 points)

- **(1)** Analytical and technical expertise in the areas of software development, network infrastructure, and security (5 points)
- **(2)** Knowledge of tasks to successfully plan and complete projects involving application design, system upgrades and enhancements, and testing and implementation of new software (5 points)
- **(3)** Ability to develop and conduct training (5 points)
- **(4)** Ability to set priorities and manage multiple projects with shifting priorities and tight deadlines (5 points)
- **(5)** Organizational abilities and ability to work independently (5 points)
- **(6)** Knowledge of state and federal confidentiality and security policies (3 points)
- **(7)** Knowledge of state and federal criminal justice processes (2 points)

4.4 Pricing (20 points):

(1) The proposal with the lowest cost factor shall receive the highest available rating.

(2) The points allocated to proposals with higher cost factors shall be determined by multiplying the lowest cost factor received by the maximum points available for price (20 points), then dividing that product by the higher cost factor.

For example, suppose two Offerors submit proposals. Offeror 1 estimates a cost factor of $100,000 per year. Offeror 2 estimates a cost factor of $125,000 per year. Out of the possible 20 points for pricing, Offeror 1 will receive 20 points as the proposal with the lowest cost factor. The formula for calculating the pricing points for Offeror 2 will be: ($100,000 x 20) / $125,000. Thus, Offeror 2 will receive 16 points for pricing.

SECTION FIVE

CONTRACTOR SELECTION AND CONTRACT AWARD

5.1 EVALUATION OF PROPOSALS

An evaluation committee of at least three qualified State employees approved by the Procurement Officer, shall evaluate the proposals. The evaluation will be based solely on the evaluation criteria set out in Section Four of this RFP.

Prior to holding any discussion, a priority list may be generated consisting of offers determined to be acceptable or potentially acceptable.

If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may limit the priority list to the three highest ranked, responsible Offerors.

5.2 PRIORITY LISTED OFFERORS' PRESENTATIONS

HCJDC may invite priority listed Offerors to present their proposals to the evaluation committee to ensure a thorough, mutual understanding of the proposal. HCJDC in its sole discretion shall schedule the time and location for presentations, generally within the timeframe indicated in *RFP Schedule and Significant Dates.* HCJDC may also conduct discussions with priority listed Offerors to clarify issues regarding the proposals before requesting Best and Final Offers.

5.3 AWARD OF CONTRACT

Award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criteria set forth in the RFP.

5.4 RESPONSIBILITY OF OFFERORS

Offeror is advised that in order to be awarded a contract under this solicitation, Offeror will be required to furnish proof of compliance with the following:

1. Chapter 237, General Excise Tax Law;
2. Chapter 383, Hawaii Employment Security Law;
3. Chapter 386, Worker's Compensation Law;
4. Chapter 392, Temporary Disability Insurance;
5. Chapter 393, Prepaid Health Care Act; and
6. §103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

Hawaii Compliance Express. As an alternative means of furnishing proof of compliance, Offerors may use Hawaii Compliance Express (HCE), an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily demonstrate compliance with applicable laws. HCE is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service; Department of

Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Offerors who elect to register with HCE may register with HCE prior to submitting an offer at https://vendors.ehawaii.gov. The annual registration fee is $12.00 and the Certificate of Vendor Compliance is accepted for the execution of contract and final payment.

5.5 PROPOSAL AS PART OF THE CONTRACT

This RFP and all or part of the successful proposal may be incorporated into the contract.

5.6 PUBLIC EXAMINATION OF PROPOSALS

Upon posting of the award, all submitted proposals shall be subject to public inspection in accordance with HAR §3-122-58.

5.7 DEBRIEFING

Pursuant to HAR §3-122-60, a non-selected Offeror may request a debriefing to understand the basis for award. A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The Procurement Officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

5.8 PROTEST PROCEDURES

Pursuant to HRS §103D-701 and HAR §3-126-3, an actual or prospective Offeror who is aggrieved in connection with the solicitation or award of a contract may submit a protest. Any protest shall be submitted in writing to the Procurement Officer, Hawaii Criminal Justice Data Center, 465 S. King Street, Room 102, Honolulu, Hawaii 96813.

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of proposals. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award or if a debriefing was requested, within five (5) working days after the completion of a debriefing.

5.9 APPROVALS

Any contract resulting from this RFP may be subject to the approval of the Department of the Attorney General, and to all further approvals, including the approval of the Governor, as required by statute, regulation, rule, order, or other directive.

5.10 CONTRACT EXECUTION

The Offeror receiving the award shall enter into a formal written contract. No performance or payment bond is required for the contract.

No work is to be undertaken by the Offeror prior to the contract start date. The State of Hawaii is not liable for any work, contract costs, expenses, loss of profits, or any damages whatsoever incurred by the Offeror prior to the contract start date.

5.11 INSURANCE

5.11.1 Prior to the contract start date, the Offeror shall procure and maintain at its sole expense insurance coverage acceptable to the State in full force and effect throughout the term of the contract. The Offeror shall provide proof of insurance for the following minimum insurance coverage(s) and limit(s) in order to be awarded a contract:

1. Commercial General Liability Insurance

   Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities or contractual liability by the Offeror, its employees, and subcontractors. This insurance shall include the following coverage: bodily injury and property damage coverage with a minimum of $1,000,000 per occurrence; personal and advertising injury of $1,000,000 per occurrence; broadcasters' liability insurance of $1,000,000 per occurrence; and with an aggregated limit of $2,000,000. The commercial general liability policy shall be written on an occurrence basis and the policy shall provide legal defense costs and expenses in addition to the coverage stated above. The Offeror shall be responsible for payment of any deductible applicable to this policy.

2. Automobile Liability Insurance

   Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of $1,000,000 for bodily injury for each person, $1,000,000 for bodily injury for each accident, and $1,000,000 for property damage for each accident.

3. Appropriate levels of per occurrence insurance coverage for workers' compensation and any other insurance coverage required by federal or state law.

4. Error & Omissions Insurance.

5.11.2 The Offeror awarded the contract shall deposit with HCJDC, on or before the effective date of the contract, certificate(s) of insurance necessary, and shall keep such insurance in effect during the entire term of the contract. Upon request by HCJDC, a copy of the policy or policies shall be submitted to HCJDC.

5.11.3 The Offeror awarded the contract shall immediately provide written notice to HCJDC should any of the insurance policies evidenced on its certificate of insurance be cancelled, limited in scope, or not renewed up expiration.

5.11.4 The certificates of insurance 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.”

5.11.5 Failure of the Offeror awarded the contract to provide and keep in force the required insurance shall constitute a material default under the contract, entitling HCJDC to exercise any or all of the remedies provided in the contract (including without limitation terminating the contract). The procuring of any required policy or policies of insurance shall not be construed to limit the Offeror’s liability hereunder, or to fulfill the indemnification provisions of the contract. Notwithstanding said policy or policies of insurance, the Offeror shall be responsible for the full and total amount of any damage, injury, or loss caused by the Offeror in the provision of services under the contract.

5.12 OFFER ACCEPTANCE PERIOD

HCJDC's acceptance of an offer, if any, will be made within sixty (60) calendar days after proposals are evaluated. Price or commission quotes by the Offeror shall remain firm for a sixty (60) day period.

5.13 CERTIFICATION OF OFFEROR CONCERNING WAGES, HOURS AND WORKING CONDITIONS OF EMPLOYEES SUPPLYING SERVICES

Offerors shall comply with section 103-55, Hawaii Revised Statutes, and complete and submit the attached Wage Certification form (Attachment 4).

SECTION SIX
ATTACHMENTS AND EXHIBITS

Attachment 1: OFFER FORM, OF-1
Attachment 2: OFFER FORM, OF-2
Attachment 3: PROPOSAL SUBMISSION CHECKLIST
Attachment 4: WAGE CERTIFICATION
Attachment 5: OFFEROR INFORMATION SHEET
Attachment 6: STATE OF HAWAII GENERAL CONDITIONS

OFFER FORM OF-1

HCJDC Systems Development and Support Services
STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL RFP-HCJDC-26-xxx

HCJDC System Contract Administrator
Hawaii Criminal Justice Data Center
Department of the Attorney General
State of Hawaii
Honolulu, Hawaii 96813

Dear Contract Administrator:

The undersigned has carefully read and understands the terms and conditions specified in RFP-HCJDC-26-xxx; and hereby submits the following offer. 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.

Offeror is:
☐ Sole Proprietor ☐ Partnership ☐ *Corporation ☐ Joint Venture
☐ Other (specify): _____
*State of incorporation: _____

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

Federal 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.: _____

_____
Name and Title (Please Type or Print)

Fax No.: _____

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:

_____

OFFER FORM
OF-2

The fee schedule for services proposed shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the service specified in the RFP. Contractor shall invoice monthly based on actual hours worked.

Job Role	Hourly Rate	Proposed Monthly Hrs	Yearly Hours	Total
1.				
2.				
3.				
4.				

_____

Offeror Name of Company

Proposal Submission Checklist

Offeror(s) are required to include within their proposal the items listed below and place a check next to each item to indicate each item's inclusion within the proposal.

1. Transmittal Letter ☐
2. Offer Form OF-1 ☐
3. Proof of Vendor Compliance ☐
4. Experience and Capabilities ☐
   a. Number of Years in Business and Number of Years Services Performed ☐
   b. List of Key Personnel with Resumes ☐
   c. List of References ☐
5. Subcontractor information ☐
6. Pricing, Offer Form OF-2 ☐
7. Proposal Submission Checklist ☐
8. Wage Certification ☐
9. Offeror Information Sheet ☐
10. Exceptions ☐

Wage Certification

Subject: **HCJDC Systems Development and Support Services – RFP No. HCJDC-26-xxx**

Pursuant to Section 103-55, Hawaii Revised Statutes, I hereby certify that if awarded a contract in excess of $25,000, the services to be performed will be performed under the following conditions.

1. Wages. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work.

2. Compliance with labor laws. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that failure at any time during the term of the contract to comply with the requirements of this certification shall result in the termination of the contract unless the noncompliance is corrected within a reasonable period of time as determined by the procurement officer.

Offeror: _____

Signature: _____

Title: _____

Date: _____

Offeror Information Sheet

1a. Office address _____

Contact Person_____ Telephone No. _____

Email _____

1b. Billing address _____

Contact Person_____ Telephone No. _____

Email _____

2. Provide below information regarding subcontractor, if any, to be used for this

RFP: Subcontractor Name: _____

Address: _____

Contact Person:_____ Telephone No.:_____

Type of work to be performed by Subcontractor and License No. (if applicable):

_____

3. Insurance coverage is carried by:

Commercial General Liability Insurance: _____

Hawaii Motor Vehicle Insurance: _____

4. Listed below are the names and address of three references for which the Offeror has provided or is currently providing services similar to the services specified in the RFP:

Company	Address	Contact Person	Telephone

a. _____

b. _____

c. _____

Offeror_____ (Company Name)