

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

JUNE 5, 2014

ADDENDUM 4

TO

REQUEST FOR PROPOSALS

NO. RFP-13-020-SW

CONSULTING SERVICES TO DEVELOP UNIFORM CHART OF
ACCOUNTS (UCOA)

The following change is made to the RFP:

1. Change Section 2.2.3 Project Tasks and Activities, Task 2, as follows:

Task 2: Complete an initial assessment of the State's current COA structure and other accounting structures utilized by departments.

- Work with the State to review, analyze and understand the financial reporting process including, but not limited to all data that is ultimately rolled up for utilization in the CAFR, SEFA, departmental reporting, the annual budget and the annual audit process.
- Interview departments, divisions, agencies and any other State personnel identified in Task 1 to assess their specific requirements related to COA, identify those functions that are currently being utilized, identify those functions/criteria that are not currently available, feasible or functional, but would be desired in their operations. In order to minimize impact on State staffing resources and ensure the most efficient approach, the number of interview groups/entities in Task 2 should be limited to a maximum of 50. An interview group/entity can be a "department, division (e.g., DOT-airports), or group of departments." An interview group/entity may require more than one session. Offerors shall propose its best approach to minimize the impact on State staffing resources and ensure the most efficient approach. The State will evaluate an Offeror based on its proposed approach. The State will provide current COA data from FAMIS and FMS in electronic format.
- Prepare an "inventory" of the various versions of COA that exist within the State's various financial structures/entities/departments. Perform a comparison between the COAs (e.g., develop crosswalk).


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