

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII
MARCH 4, 2019
ADDENDUM 4
TO
REQUEST FOR PROPOSALS
SOLICITATION NO. RFP-19-003-SW
PURCHASING CARD PROGRAM
FOR THE STATE OF HAWAII

The following changes are hereby made:

1. Change **RFP Administrative Information**
See Attachment 1
2. Change **OFFER CHECKLIST**
See Attachment 2
3. Change **1.4 SCHEDULE AND SIGNIFICANT DATES**

Event	Date
Solicitation Release:	January 16, 2019
Pre-Proposal Conference:	January 24, 2019, 9:00 a.m. HST
Question Submittal Deadline:	February 8, 2019, 2:30 p.m. HST
Answers to Questions:	February 15, 2019 , <u>March 1, 2019</u> , 2:30 p.m. HST
Closing Date and Time:	March 1, 2019 , <u>March 22, 2019</u> , 2:30 p.m. HST
Estimated Date for Demonstrations:	March 4-15, 2019 <u>March 25-April 5, 2019</u>
Evaluations:	March 18-29, 2019 <u>April 15-26, 2019</u>
Anticipated Award Date:	April 24, 2019 <u>May 15, 2019</u>

The schedule represents the State's best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (HST). If a component of this schedule is delayed, the rest of the schedule may be shifted accordingly.

4. Change **5.2.2 EVALUATION CRITERIA 1: TECHNICAL SCOPE OF WORK**

The Offeror shall explain how it meets or exceeds the requirements of each of the State's goals and objective. The scope shall be submitted in size 12 Arial font or equivalent, not to exceed ~~12~~ 18 pages. A mirrored response of the RFP with no descriptive clarification or substantive statements to validate responses will be considered high risk and will receive a degraded point score.

5. Change **5.3.2.3 TRAINING REQUIREMENTS**

The Offeror shall provide an in-depth description of its training program regarding the transition and implementation of its program and ongoing training for cardholders. Description shall not exceed ~~3~~ 5 pages and shall be submitted in size 12 font Arial or equivalent.

Bonnie A. Kahaku

BONNIE KAHAKUI
Procurement Officer

RFP Administrative Information

RFP Title:	Purchasing Card Program for the State of Hawaii
RFP Project Description:	The State of Hawaii is seeking a contractor to provide a purchasing card program for the State of Hawaii and all participating jurisdictions
State Contract Administrator: (See Section 1.3)	Agency Name – State Procurement Office Agency Address – 1151 Punchbowl Street, Rm 416 City, State, Zip - Honolulu, HI 96813 Buyer Name – Shannon Ota Buyer email – shannon.j.ota@hawaii.gov Buyer Phone – (808) 586-0563
Submit proposals electronically via Hawaii Electronic Program System (HlePRO) (See Section 2.3)	Electronic Submission
Pre-proposal Conference Via Webinar:	January 24, 2019, 9:00 a.m. Hawaii Standard Time (HST) https://spo.adobeconnect.com/rktz3klboeen/
Deadline to Receive Questions: (See Section 1.4, Schedule and Significant Dates)	February 8, 2019, 2:30 p.m. Hawaii Standard Time (HST)
Questions & Answers: (See Section 1.4, Schedule and Significant Dates)	All questions, including those about Terms and Conditions, must be submitted through HlePRO. Questions must be submitted by the question deadline date.
State’s Response to Questions: (See Section 1.4, Schedule and Significant Dates)	February 15, 2019, <u>March 1, 2019</u> , 2:30 p.m. Hawaii Standard Time (HST)
RFP Closing Date: (See Section 1.4, Schedule and Significant Dates)	March 1, 2019 <u>March 22, 2019</u>
RFP Closing Time: (See Section 1.4, Schedule and Significant Dates)	2:30 p.m. Hawaii Standard Time (HST)
Initial Term of Contract and Renewals: (See Section 1.5)	The initial term of the Contract shall be two (2) years with the option, upon mutual written agreement, for three (3) additional renewal periods of two (2) years or parts thereof. Upon mutual agreement, the contract may be extended or amended.
TAKE NOTE OF THE MINIMUM .75% (.0075) TRANSACTION FEE TO HAWAII INFORMATION CONSORTIUM, LLC (HIC) BASED ON QUARTERLY TRANSACTIONS AND LIMITED TO THE FIRST YEAR. (DETAILED IN SECTION 2.3 ELECTRONIC SUBMISSION AND SECTION 3.6 PAYMENT TO HAWAII INFORMATION CONFORTIUM, LLC.)	

OFFER CHECKLIST

Offeror must address ALL sections and attachments and provide the information and documentation as required in the table below

No.	Description	Reference in RFP	Completed
1	Offer Checklist – submittal of checklist with all items checked “completed.”	Offer Checklist	<input type="checkbox"/>
2	Completed and signed Offer Form OF-1; NOTE: Ensure that company name submitted in HlePRO matches the company name on the OF-1	Attachment A, Offer Form OF-1 Section 7.7 Proposal Preparation	<input type="checkbox"/>
3	Proposal Table of Contents		<input type="checkbox"/>
4	Acknowledgement & Acceptance of Minimum Requirements	Attachment B, OF-2 Section 5.2.1 Minimum Requirements	<input type="checkbox"/>
5	Technical Submittal (Not to exceed 12 <u>18</u> pages)	Section 5.2.2 – Evaluation Criteria 1; Technical Scope of Work	<input type="checkbox"/>
6	Management Plan Submittal (TOTAL Not to exceed 16 pages, excluding resumes and auditors report)	Section 5.3.2 – Evaluation Criteria 2; Management Plan	<input type="checkbox"/>
	A. Organizational Experience, Size and Qualifications (Not to exceed 8 pages, excluding auditors report)	Section 5.3.2.1 – Evaluation Criteria, 2; Management Plan	<input type="checkbox"/>
	• Organizational Experience, Size and Qualifications	Section 5.3.2.1(A) – Organizational Experience, Size and Qualifications	<input type="checkbox"/>
	• Organizational Size/Structure	Section 5.3.2.1(B) – Organizational Size/Structure in Relationship to Scope of Work	<input type="checkbox"/>
	• Auditor’s Opinion Report	Section 5.3.2.1(c)- Auditor’s Opinion Report	<input type="checkbox"/>
	B. Transition/Implementation	Section 5.3.2.2	<input type="checkbox"/>
	• Transition/Implementation Plan (Not to exceed 5 pages, excluding resume count)	Transition/Implementation	<input type="checkbox"/>
	• Resumes (Not to exceed 2 pages per resume)	Section 5.3.2.2(f) – Transitional/Implementation	<input type="checkbox"/>
	C. Training Requirements (Not to exceed 3 <u>5</u> pages)	Section 5.3.2.3 – Training Requirements	<input type="checkbox"/>
7	Rebates/Incentives (Not to exceed 3 pages)	Section 5.4.1-5.4.2 – Evaluation Criteria 3; Rebates/Incentives	<input type="checkbox"/>
8	Past Performance	Section 5.5 – Evaluation Criteria 4; Past Performance	<input type="checkbox"/>
	A. Performance Summary (Not to exceed 3 pages)	Attachment C, Offer Form OF-3	<input type="checkbox"/>
	B. Submittal of at least three (3) references; at least one (1) must be from a government agency.	References, Section 5.5.3	<input type="checkbox"/>
9	Cost & Fees	Section 5.6.1 – Evaluation Criteria 5; Cost & Fees	<input type="checkbox"/>
	C. List of all costs/charges for the pCard program and its associated fees.		<input type="checkbox"/>
10	Confidential, Protected, or Proprietary Information	Section 7.11, Confidentiality	<input type="checkbox"/>

Authorized Offeror Signature