STATE OF HAWAI'I

Holidays to be observed in 2025 and 2026

2025 HAWAI'I STATE HOLIDAYS

(Hawai'i Rev. Statutes, Sec. 8-1)	Day Observed in 2025	Official Date Designated in Statute/Constitution
New Year's Day	Jan. 01 Wednesday	The first day in January
Dr. Martin Luther King, Jr. Day	Jan. 20 Monday	The third Monday in January
Presidents' Day	Feb. 17 Monday	The third Monday in February
Prince Jonah Kūhiō Kalaniana'ole Day	Mar. 26 Wednesday	The twenty-sixth day in March
Good Friday	April 18 Friday	The Friday preceding Easter Sunday
Memorial Day	May 26 Monday	The last Monday in May
King Kamehameha I Day	June 11 Wednesday	The eleventh day in June
Independence Day	July 4 Friday	The fourth day in July
Statehood Day	Aug. 15 Friday	The third Friday in August
Labor Day	Sept. 1 Monday	The first Monday in September
Veterans' Day	Nov. 11 Tuesday	The eleventh day in November
Thanksgiving	Nov. 27 Thursday	The fourth Thursday in November
Christmas	Dec. 25 Thursday	The twenty-fifth day in December

2026 HAWAI'I STATE HOLIDAYS

(Hawai'i Rev. Statutes, Sec. 8-1)	Day Observed in 2026	Official Date Designated in Statute/Constitution
New Year's Day	Jan. 01 Thursday	The first day in January
Dr. Martin Luther King, Jr. Day	Jan. 19 Monday	The third Monday in January
Presidents' Day	Feb. 16 Monday	The third Monday in February
Prince Jonah Kūhiō Kalaniana'ole Day	Mar. 26 Thursday	The twenty-sixth day in March
Good Friday	April 3 Friday	The Friday preceding Easter Sunday
Memorial Day	May 25 Monday	The last Monday in May
King Kamehameha I Day	June 11 Thursday	The eleventh day in June
Independence Day	July 3 Friday	The fourth day in July
Statehood Day	Aug. 21 Friday	The third Friday in August
Labor Day	Sept. 7 Monday	The first Monday in September
General Election Day	Nov. 3 Tuesday	The first Tuesday in Nov. following the first Monday of even numbered years. *(Hawai'i State Constitution, Article 2 – Section 8)*
Veterans' Day	Nov. 11 Wednesday	The eleventh day in November
Thanksgiving	Nov. 26 Thursday	The fourth Thursday in November
Christmas	Dec. 25 Friday	The twenty-fifth day in December

FOOTNOTES: For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. Created by the Department of Human Resources Development 01/02/2024 subject to change.

www.dhrd.hawaii.gov

PROPOSAL SUBMITTAL CHECKLIST

RFP No. ITO-26-2025

Provision of Cloud-Based Public Housing Management Software Platform

The following checklist is provided as a reference for proposal submittal. The offeror shall be responsible for complying with all aspects of proposal submission requirements. The HPHA shall not be responsible for other pertinent RFP information not listed below:

- ☐ 1. Transmittal Letter (original signature required)
- ☐ 2. Table of Contents
- ☐ 3. Background
- ☐ 4. Experience and Capability
- ☐ 5. Past Performance
- ☐ 6. Service Delivery
- ☐ 6. Product Demonstration (to be scheduled by the HPHA)
- ☐ 7. Financial
  - ☐ 1) Price Proposal
  - ☐ 2) Financial Related Materials
- ☐ 8. Other
  - ☐ 1) Certification and Representations of Offerors (Form HUD 5369-C)
  - ☐ 2) Wage Certificate
  - ☐ 3) Corporate Resolution indicating authorized signer for proposal and contractual documents
  - ☐ 4) Acknowledgement of Addenda (as applicable)

☐ 3. Submit proposal in a sealed envelope or box identified with RFP No. ITO-26-2025, RFP title, offeror's legal name, business address, phone number, and address it to the attention of the RFP Coordinator.

RFP No. ITO-26-2025
Sample Transmittal Letter

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. G
Honolulu, Hawaii 96817

Dear RFP Coordinator:

The undersigned has carefully read and understands the terms and conditions specified in the Competitive Sealed Proposals and hereby submits the following proposal to perform the services specified.

That the undersigned further understands and agrees that by submitting this Competitive Sealed Proposals, 1) it is declaring its Proposal is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion, and 3) it hereby authorizes the Hawaii Public Housing Authority to verify information provided in this proposal.

Date:_____

Telephone No.:_____

Fax No.:_____

Remittance address, if different from business address:

_____

_____

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

Federal Tax I.D. No. or Social Security No.:

_____

Respectfully submitted,

_____
Authorized Signature (Original)

_____
Printed Name and Title

_____
Legal Name of Offeror

_____
Business Address

_____
City, State, Zip Code

Offeror is: ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture

State of Incorporation ☐ Hawaii ☐ *Other: _____

*If "other", is corporate seal available in Hawaii? ☐ Yes ☐ No

Offeror Name: _____

1. Offer shall list below business firms and/or government agencies to which he/she has provided similar or identical services to those required by the RFP.

Firm or Agency	Contact Person	Telephone No.

2. Insurance coverage to be provided by:

Insurance Type	Provider	Agent Name	Agent Phone No.
General Commercial Liability			
Automobile			
Workers Compensation			

3. Point of Contact for this proposal

   Name: _____

   Telephone Number: _____

   Email Address: _____

ACKNOWLEDGEMENT OF ADDENDA

RFP No. ITO-26-2025

Provision of Cloud-Based Public Housing Management Software Platform

The offeror has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number:_____ Date Received:_____

Addendum Number:_____ Date Received:_____

Addendum Number:_____ Date Received:_____

Addendum Number:_____ Date Received:_____

Addendum Number:_____ Date Received:_____

_____
(Offeror's Name)

_____
(Authorized Signature)

_____
(Print Authorized Signature Name)

Sample Price Proposal Format

Provision of Cloud-Based Public Housing Mangement Software Platform

RFP No. ITO-26-2025

A. All-inclusive annual license fee for each of the proposed modules:

Module	Annual License Fee					60-Month Total
	Initial 12-Month Period	Option Year 1	Option Year 2	Option Year 3	Option Year 4	
Section 8	$	$	$	$	$	$
Property Management	$	$	$	$	$	$
Maintenance Management and Work Order	$	$	$	$	$	$
Inspections	$	$	$	$	$	$
Waiting List	$	$	$	$	$	$
Accounting and Finance	$	$	$	$	$	$
Reporting Analytics	$	$	$	$	$	$
Web Portal to Apply for Waiting Lists	$	$	$	$	$	$
Web Portal for Tenants	$	$	$	$	$	$
Web Portal for Landlords	$	$	$	$	$	$
Total	$	$	$	$	$	$

B. Implementation cost for each module:

Module	Traing Services			Technical Support			Total
	Hourly Rate (a)	Qty (b)	Subtotal (c) = (a x b)	Hourly Rate (d)	Qty (e)	Subtotal (f) = (d x e)	(g) = (c + f)
Section 8	$		$	$		$	$
Property Management	$		$	$		$	$
Maintenance Management and Work Order	$		$	$		$	$
Inspections	$		$	$		$	$
Waiting List	$		$	$		$	$
Accounting and Finance	$		$	$		$	$
Reporting Analytics	$		$	$		$	$
Web Portal to Apply for Waiting Lists	$		$	$		$	$
Web Portal for Tenants	$		$	$		$	$
Web Portal for Landlords	$		$	$		$	$
Total	$		$	$		$	$

C. Ongoing support services

As-needed training and technical support services not covered under the annual license fee.

Term	Traing Services			Technical Support			Total
	Hourly Rate (g)	Estimated Quantity (h)	Subtotal (i) = (g x h)	Hourly Rate (j)	Estimated Quantity (k)	Subtotal (l) = (j x k)	(m) = (i + l)
Initial 12-Month Period	$		$	$		$	$
Option Year 1	$		$	$		$	$
Option Year 2	$		$	$		$	$
Option Year 3	$		$	$		$	$
Option Year 4	$		$	$		$	$
Total			$			$	$

**Total Price Proposal: $_____*

* Sum of: A. Total 60-Month License Fee for All Modules;
B. Total Implementation Cost for All Modules;
D. Total Estimated Cost Ongoing Support Services.