JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

HAKIM OUANSAFI
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
KA MOKU'ĀINA O HAWAI'I
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:

26:CPO/090

March 11, 2026

TO: Interested Parties

FROM: Rick T. Sogawa
Procurement Officer

SUBJECT: Addendum No. 12 to Request for Proposals No. FMO-31-2025, Banking Services for the Hawaii Public Housing Authority

This Addendum No. 12 is to: 1) provide responses to written questions received up until January 9, 2026; 2) issue the minutes of the Pre-Proposal Video Conference conducted on January 7, 2026; and 3) amend the RFP:

Part I – Witten Questions and Responses:

1. "To ensure our proposal aligns with your objectives, could you share the primary drivers behind issuing this RFP?"

   Response: The purpose of this RFP is to procure banking services to meet the depository and cash management services to effectively manage and comply with HUD-program funds and non-HUD-related account funds, to include but not limited to, depository services, electronic fund transfers, collateralization of deposits reporting requirements for the HPHA.

2. "Are there any specific challenges experienced with the current banking services the HPHA intends to have resolved through the RFP process?"

   Response: There are no challenges being experienced with the current banking services at this time.

3. "Are there any specific functions or service levels within the current banking services that are particularly vital to the HPHA?"

   Response: Specific functions include security protocols, online banking, ACH processing, Positive pay, Debit block, check orders

4. "Can we password protect the USB drive used for the electronic PDF copy?"

   Response: Yes.

5. "Is a payable invoice for services a requirement, or can it be settled via the account analysis process monthly?"

   Response: See Amendment No. 1 of Part II below.

6. "In regard to billing, is the requirement to produce a fixed, total cost bid amount that may be prorated on a monthly basis or is it acceptable to provide line item pricing that would allow for the total cost to vary by volume?"

   Response: See Amendment No. 1 of Part II below.

7. "What is the total number of HUD and non-HUD accounts in scope of this RFP?"

   Response: 40 HUD accounts and 6 Non-HUD accounts.

8. "Please provide account analysis statements and current transaction activity statements for all related accounts."

   Response: See Independent Auditor Reports available at https://hpha.hawaii.gov/about-the-hpha/plans-reports.

9. "Please provide a current view of the related banking services in place for the accounts including online banking, ACH or wire origination, fraud mitigation, remote deposit and lockbox services, or any others that are in scope of the RFP."

   Response: Current banking services include:

   - Account reconciliation services
   - ACH
   - Coupon Lockbox
   - Debit Block
   - Depository accounts
   - EDI reporting

- Online banking
- Positive pay
- Investment sweep accounts
- Zero Balance accounts

10. "Please provide guidance and estimated average monthly activity levels for transaction counts such as checks paid, deposits, wire transfers, cash handling, electronic payments, and other volume details that may be reported on an account analysis statement or otherwise."

Response:

Service	Estimated average monthly activity	Description
OD-NEGATIVE COLLECTED BALANCE	2,496	Interest charge assessed when uncollected funds are used or account is negative
BRANCH DEPOSIT	298	Standard deposit over the counter at a branch
VAULT DEPOSIT	0	Night Drop deposit or armored carrier deposit at Central Vault
BRANCH DEPOSIT	262	Coupon Deposits made by tenants
CHECKS PAID	1,798	Checks drawn on an account
STOP PAYMENT	23	Stop payment placed on a check after you have issued it
DEPOSITED ON-US ITEMS	42	deposited checks drawn on ASB
DEPOSITED OTHER-HI TIEMS	16	deposited checks drawn on other Hawaii banks
DEPOSITED NON-HI ITEMS	16	deposited checks drawn on banks outside of Hawaii
REGULATORY FEE PER $1,000	108,165,101	Calculated on Ledger balance at .0009%
ACCOUNT MAINTENANCE	41	Account maintenance fee assessed to each Analyzed account
ACH DEBIT BLOCKING	38	Service that blocks unauthorized debits from posting to the account
ACH DEBIT BLOCK W/ 2 FILERS	1	Service that blocks unauthorized debits from posting to the account
ACH DEBIT BLOCK W/ 3 FILERS	1	Service that blocks unauthorized debits from posting to the account

Service	Estimated average monthly activity	Description
SWEEP MAINTENANCE	2	Fee for the Collateralized Sweep
PUBLIC FUNDS CSTR (WAIVE)	1	Fee currently waived on your Collateralized Short Term Reserve Account
ZBA-CONCENTRATION MAINTENANCE	1	Fee for the Lead account in a ZBA Relationship
ZBA SUB ACCOUNT	3	Fee for the Sub accounts in a ZBA Relationship
Total ACH Files sent	7	Number of NACHA Pass Thru ACH Files originated
Online Monthly Maintenance	1	Basic Online service with ACH origination Module
Online Positive Pay Items	1,524	Per item charge for each check in your Positive Pay files
Online Positive Pay Maintenance	1	Bundled flat charge for all accounts on Positive Pay, standard charge is $15 per account
CURR/COIN DEPOSITED PER $1000	147	Fee charged for cash deposited at $0.70 per $1000
EDI REPORT FEE	2	Translated Addenda reports for incoming ACH transactions
DEPOSIT RECON PER ITEM	262	Per deposit fee for the checks deposited to the rental account by tenants
FULL RECON MAINT FEE	1	Monthly Fee for one account on Full Recon
PARITAL RECON MAINTENANCE FEE	1	Deposit Recon monthly fee for the Rental account
A/R TRANSMISSION OUTPUT	1	Fee for transmission of the Recon reports

11. "Please provide guidance for the estimated average balances that may be maintained within the bank accounts assuming a mix of checking, savings, and/or time deposits (CDs)."

Response: The average balance maintained is over $115 million.

12. "Is the HUD requirement to have all funds within the HPHA account relationship under interest bearing accounts?"

    Response: Yes, HUD guidance and 2 CFR Part 200 (Uniform Guidance) require that federal grant funds be maintained in interest-bearing accounts, subject to cash management and depository agreements.

13. "Please provide details of the current account structures."

    Response: Each account operates independently. However, all are linked to the parent analyzed account.

14. "Wage and Labor Law Compliance page 7 of the RFP, §D:
    To certify our compliance with section 103-55 HRS, what are the current wages for public officers and employees that perform similar work?"

    Response: Please refer to the Department of Human Resource Development's website link under sub-section D., Wage and Labor Law Compliance, page 8 of the RFP.

15. "General Instructions page 28 of the RFP, last paragraph:
    Would HPHA prefer that attachments be directly with the applicable sections, or if they should be compiled in an exhibit section at the end?"

    Response: See Section 3, sub-section III. Proposal Application, pages 29 – 32 of the RFP.

16. "Are there any finance, accounting, or banking processes that HPHA would like to improve?"

    Response: None at this time.

17. "Can HPHA provide an overview and description of its bank accounts?"

    Response: The HPHA maintains over 46 accounts, the majority of which are interest-bearing checking accounts.

18. "Can HPHA please provide a recent account analysis statement?"

    Response: See Independent Auditor Reports available at https://hpha.hawaii.gov/about-the-hpha/plans-reports

19. "If HPHA has deposit accounts that are not represented in the account analysis statement (i.e., non-analyzed accounts), can HPHA provide the following information for those accounts?"

    1. Average monthly balances for July – December 2025
    2. Current interest rate (if applicable)

    Response: No, HPHA does not have any non-analyzed accounts.

20. "Are there aspects of HPHA's current banking relationship that are not included in this RFP?"

    Response: No.

21. "What is HPHA's ERP or property management software?"

    Response: The HPHA is currently using the Emphasys Elite property management software.

22. "Under the scope of services, a file transmission system is referenced. Does HPHA have any existing integrations or interfaces between HPHA's property management software and the bank (i.e., ACH, positive pay, reconciliation)?"

    Response: No, there are no integrated systems or interfaces with the Emphasys Elite property management software.

23. "Can HPHA provide a breakdown of the current practices for collecting rent? Please provide volumes (estimates are OK) for each method.
    1. Check deposits (including money orders) – are checks deposited at the bank, through a bank-provided check scanner, through a software-provided check scanner, and / or sent to a lockbox. If deposited through a check scanner, are deposits processed centrally or at each property?"

       Response: Payments made by check are deposited directly at the bank. These payments are processed through the bank's check scanning system.

    2. ACH collection – initiated through the bank or property management software?"

       Response: ACH rent collection is facilitated through two services: External interface software – initiated directly by tenants. Bank software – pre-approved by tenants and initiated by HPHA staff.

3. Cash – deposited through walk-in payment offering (i.e., accepted at a grocery store), deposited at the bank, or armored car?

   Response: Payments of cash are deposited directly at the bank.

4. Online payments or merchant processing

   Response: We do not do online payments for HPHA expenses or merchant processing.

24. "Can HPHA provide a breakdown of the current practices for payables? Please provide volumes (estimates are OK) for each method."
    1. ACH Origination (file transmitted to bank)
       1. Accounts Payable

          Response: Completed in house; estimated 2-5 files per month

       2. Payroll

          Response: N/A

       3. Other

          Response - N/A

    2. Checks issued
       1. Accounts Payable

          Response: Completed in house – estimated 1,500 – 3000 per month

       2. Payroll

          Response: N/A

       3. Other

          Response: N/A

    3. Outgoing wires

       Response: As needed, HPHA does not normally send or receive wire transfers.

4. Purchasing card

Response: N/A

25. "What is HPHA's reconciliation process? How frequently does HPHA reconcile its accounts?"

Response: Our lockbox and ACH accounts are reconciled on a daily basis, while all other accounts are reconciled monthly.

26. "Can HPHA describe its standard account opening process and the typical volume of new account openings per month?"

Response: The HPHA does not typically open new accounts. Any new account openings require approval from both the Board and Management. Additionally, all banks hosting our accounts must execute a General Depository Agreement (GDA). Under the GDA, funds covered by the agreement must generally be held in interest-bearing accounts at institutions insured by the FDIC or NCUSIF.

When account balances exceed the insured limits, the funds must be fully and continuously collateralized with Treasury-approved investments to ensure protection and compliance.

27. "Does HPHA regularly transact at physical branches? If so, what types of transactions?"

Response: Yes, HPHA regularly conducts transactions at physical branches. All transactions at these locations are deposits only.

28. "Fraud prevention tools are referenced in the Scope of Services. What fraud prevention tools does HPHA currently have in place?"

Response: Positive pay: A fraud deterrent service where you upload check or ACH payment lists; ASB alerts you to exceptions for review before clearing

Account Monitoring Alerts (transaction and security alerts)

Online & Mobile Security tools: the use of tokens, two step authentication, IP address confirmations, encrypted and secure online banking

ACH block: Blocks unauthorized automated clearing house (ACH) debits or allows only pre-authorized transactions.

Large transaction notifications (returns and deposits)

Part II – Amendments to the RFP:

1. Section 1, sub-section IV.B.4. Payment, page 26 is hereby amended as follows:

"4. Payment

The HPHA shall compensate the Successful Offeror in accordance with the accepted proposal **via account analysis**. ~~Personnel costs for services rendered shall be at the accepted hourly rates. The hourly rates shall be the all-inclusive cost to HPHA, including all applicable taxes, for satisfactory delivery of the services as specified in the Contract.~~

~~The HPHA agrees to pay reasonable expenses incurred by the Successful Offeror to fulfill its obligations to the HPHA. Reimbursement shall be based on actual costs incurred and is limited to the specified rates above. The Successful Offeror shall be responsible for costs exceeding the allowable reimbursable rates should the actual cost exceed the rates listed above. Reimbursable expenditures shall be paid through other means such as State purchase order or pCard.~~

Compensation shall be in accordance with and subject to the following:

a. The HPHA shall have 30 calendar days after receipt of a proper invoice and satisfactory delivery of goods or performance of the services to make payment. Upon receipt of the invoice, the HPHA shall date stamp the invoice, and use this receipt date to calculate that 30-day payment period. For the purposes of this paragraph, the Contractor's invoice date shall not be considered.

For this reason, the HPHA will reject any proposals submitted with a condition requiring payment within a shorter period. Further, the HPHA will reject any offers submitted with a condition requiring interest payments greater than that allowed by section 103-10, HRS, as amended.

b. The Successful Offeror shall submit an original **account analysis and** itemized statement ~~for services rendered~~ on a monthly basis to:

Hawaii Public Housing Authority
Fiscal Management Office
1002 North School Street
P.O. Box 17907
Honolulu, HI 96817

3. ~~The statement for the month of June shall be submitted to the HPHA by the 20th of June for work performed for the period from June 1st to June 15th for payment processing to comply with the HPHA's fiscal year-end close out processes. For services performed for the period from June 16th to June 30th, the statement shall be submitted to the HPHA not later than July 15th.~~

c. All statement**s** shall reference the Contract number assigned to this Contract. Payment shall be made in accordance with section 103-10, HRS, upon certification by the Contract Administrator or his/her designee that the Successful Offeror has satisfactorily provided the goods/services specified.

d. Payment shall be made on actual services rendered ~~and expenditures incurred~~ by the Successful Offeror.

e. For final payment, the Successful Offeror must submit a valid tax clearance certificate. An original tax clearance certificate shall be dated not over two (2) months old from the last approval date with an original green certified copy stamp. A valid HCE Certificate of Vendor Compliance in lieu of the tax clearance certificate is acceptable."

2. Section 3, sub-section III.G. Price Proposal, page 32 is amended as follows:.

"G. The Contract price structure reflects a not to exceed purchase arrangement in which the HPHA pays the Successful Offeror a fee for services. The price proposal shall also include the interest rate to be earned on all HPHA deposit accounts **and the monthly earnings credit**.

The price proposal shall consist of the all-inclusive fees to perform the services specified and the interest rate to be earned on all HPHA deposit accounts **and the monthly earnings credit for** the Initial 12-Month Period, Option Years 2, 3, 4 and 5."

3. Section 4, sub-section I, Proposal Evaluation, page 34 is amended as follows:

D. Service Delivery	30 points
1) Extent to which the Offeror clearly describes its ability and approach in achieving the service requirements. 2) Extent to which the Offeror clearly demonstrates how its approach is most advantageous in terms of meeting the goals and objectives of the HPHA.	
E. Financial	5 points
1) Extent to which the Offeror's fee**s**, **interest rate and earnings credit** are reasonable.	
Total	100 points

All other terms and conditions of the RFP shall remain in full force and effect. If you have any questions, please call Rick Sogawa, RFP Coordinator, at (808) 832-6038. Thank you.

Pre-Proposal Conference Minutes
RFP No. FMO-31-2025
Banking Services for the Hawaii Public Housing Authority

January 7, 2026
10:00 am HST

I. Welcome / Introduction / Purpose

Rick Sogawa – RFP Coordinator

The purpose of this Pre-Proposal Conference is to highlight the RFP requirements. Offerors are responsible for the full content of the RFP. Submission of a proposal shall be regarded as the offeror's assurance that he/she is willing and able to comply with all aspects/requirements of the RFP. No new information will not be introduced at this time. All new/additional information will be distributed in the form of an addendum.

Questions may be asked during this conference and verbal responses may be provided. Verbal responses are not to be construed as changes to the RFP unless written responses are issued as an addendum to the RFP. Question of a substantive nature will be asked to be submitted in in writing and a written response will be provided via an addendum to the RFP so that the information is shared with other interested offerors to be fair and transparent.

Attendance at this conference is not required to submit a proposal.

II. Section 1 – Administrative Overview

A. The designated RFP Coordinator is the main point of contact for this solicitation. The designated RFP Coordinator is:

Mr. Rick Sogawa
Telephone: (808) 832-6038
Email: rick.t.sogawa@hawaii.gov

The office responsible for administering the contract and monitoring the services performed under the Contract is the Fiscal Management Office. The designated Contract Administrator Mr. Bennett Liu.

B. Procurement Timeline

Date	Activity
1/7/2026	Pre-Proposal Video Conference
1/9/2026	Deadline to Submit Written Questions

1/14/2026	Written Responses to be issued by the HPHA as an addendum to the RFP
	All questions received on or prior to the deadline will be provided a response. Questions may be submitted after the deadline but the HPHA is not obligated to provide a response. A response may provided to provide clarification or as additional information to this RFP.
1/22/2026; 4:00pm HST	Proposal Submittal Deadline
January / February 2026	Proposal Evaluation Notice of Award Contract Execution
February 15, 2026 or Upon Issuance of Notice to Proceed	Start of Services

The HPHA reserves the right to amend or revise the timetable without prior written notice.

C. Submission of Sealed Proposals

Proposals must be sealed and hand delivered or mailed to the HPHA located at 1002 North School Street, Bldg. E, Honolulu, Hawaii 96817 no later than 4:00 p.m. HST, Thursday, January 22, 2026.

Electronic mail submissions will not be accepted.

D. Wage and Labor Law Compliance

1. Wage certification required prior to entering into a Contract in excess of $25,000 to certify compliance with section 103-55, Hawaii Revised Statutes (HRS), wages, hours, and working conditions of employees performing services under the resulting contract. See Attachment 3 – Wage Certificate.

2. Notify employees under the contract the provisions of section 103-55, HRS and current wage rates for public employees performing similar work.

3. Pay wages not less than wages paid to public officers and employees for similar work; current wage rates are published on the Department of Human Resources Development website provided on page 5 of the RFP.

E. Protests

1. Actual/prospective offeror may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures.

2. Protests must be submitted in writing within 5 business days after the posting of an award.

3. Notice of Protests shall be mailed by USPS or hand delivered to Hakim Ouansafi, Executive Director and Rick Sogawa, Procurement Officer.

III. Section 2 – Scope of Services

A. Qualifying Requirements

1. Offeror's experience:

   a) Min. 5 years experience in working with State and or Federal government;
   b) Be a State of Hawaii chartered or federally chartered financial institution;
   c) Be insured by the Federal Deposit Insurance Corporation (FDIC); and
   d) Experienced in providing similar services to other governmental entities.

2. Comply with chapter 103D, HRS, Cost Principles for purchase of goods and services.

3. No outstanding debt owed to the HPHA, exceptions may be granted by the HPHA.

4. Registered to do business in the State of Hawaii.

5. Certificate of Eligibility for Award

   a. Demonstrate vendor compliance to include Tax Clearance Certificate with the IRS and Hawaii State Department of Taxation; Certificate of Compliance with the Department of Labor and Industrial Relations, Certificate of Good Standing issued by the Department of Commerce and Consumer Affairs.

   b. May demonstrate compliance using the Hawaii Compliance Express (HCE):

1) Requires a $12 annual subscription fee.

2) Provides real-time vender compliance status for contract award and final payment purposes.

3) Highly encourage that interested offerors register with the HCE as soon as possible as compliance is required for award, may take time to reflect compliance status after paperwork is submitted.

4) Link to HCE provided on page 13 of the RFP.

6. Permanent office required where business is conducted and accessible in person or via telephone calls during normal Hawaii State government business hours from 7:45am to 4:30pm HST. See Attachment-12 for Hawaii State holidays. An answering service is not acceptable.

7. Indemnification Clause

    a. Successful Offeror is required to defend, indemnify, and hold harmless the State of Hawaii, the HPHA, it's elected and appointed officials, officers, and employees, from and against all liabilities arising out of or resulting from the acts or omissions of the Successful Offer or the Successful Offeror's officers, employees, agents or subcontractors.

    b. Not negotiable.

8. Insurance Requirements

    a. Commercial General Liability with Personal Injury Liability: $1 mil per occurrence for bodily injury and personal property damage and $2 mil general aggregate; Personal injury liability limit of $1 mil per occurrence.

    b. Auto Liability covering all owned, non-owned and hired autos: $1 mil bodily injury per person, $1 mil per accident and $1 mil property damage per accident; OR $2 mil combined single limit.

    c. Workers Compensation: limits as required by applicable State laws. Coverages shall apply to all employees of the Successful Offeror and to all employees of subcontractors in case subcontractors fail to provide adequate similar protection for all its employees.

    d. May use an umbrella policy in addition to the mandatory insurance policies to satisfy the minimum coverage limits provided that the HPHA approves, and the umbrella policy follows the underlying coverage forms.

    e. Certification of Liability Insurance required prior to contract execution and shall include:

        1) Additional Insured to name the State of Hawaii, HPHA as additional insured to the policies, except for Professional Liability and Workers Compensation insurance.

2) Waiver of Subrogation in favor of the State of Hawaii to include General Liability, Auto Liability, and Workers Compensation policies.

f. Insurance coverage shall be kept in effect for the entire term of the contract.

B. Section 3 of the U.S. Housing Act of 1968

1. To the greatest extent possible, ensure that employment and other economic opportunities generated by this Contract be directed to low- and very-long income persons, particularly persons who are recipients of HUD assistance for housing.

2. With all things being equal, commit to a hiring preference for low- and very-low persons, which includes advertising the vacancies to this population.

3. Specific requirements may include:

a. Posting vacancy/recruitment announcements at our public housing offices.

b. Sample recruitment announcements and reports may be provided to the Successful Offeror.

C. Type of Contract

1. Formal written contract based on competitive sealed proposals. See Attachments 4 – 11 for Sample contract.

2. Subcontracting or assignments are not allowed without the prior written approval of the HPHA.

3. Single contract to be awarded:

a. Initial contract term: 12-months effective 2/15/2026 or upon issuance of a Notice to Proceed.

b. Up to 48 months of extension options to be exercised at the sole discretion of the HPHA.

D. Management Requirements

1. Provide banking services to meet the depository and cash management needs for HUD-related and non-HUD-related accounts held by the HPHA to include the following:
   a) Depository services for all HUD and non-HUD program funds;
   b) Account maintenance and reporting; at a minimum, must provide monthly account reconcilement reports, bank statements, account analysis statements, confirmations and other report related features;
   c) Electronic fund transfers (EFT/ACH), wire transfers; at a minimum, must have an electronic communication and file transmission system;
   d) Check processing and fraud prevention tools;
   e) Collateralization of deposits in compliance with state and federal laws;
   f) Customer service and dispute resolution procedures;
   g) Other services as needed to ensure proper management of HPHA funds; and
   h) Execute HUD Form 51999 – General Deposit Agreement. (See Attachment 16)

E. Personnel Requirements

1) Ensure personnel meet minimum qualifications
2) Maintain and implement a plan to ensure minimal disruption of services due to staff turnover or other personnel changes
3) Ensure confidentiality of all information, documents, or materials viewed, discussed or provided

F. Administrative Requirements

1. Administrative Policies

   a. Maintain written administrative policies addressing Drug Free Workplace, Sexual Harassment Awareness in the Workplace, Non-Violence in the Workplace, and Standards of Conduct

   b. Maintain evidence that all staff were adequately informed of the Admin Policies and obtain their agreement to comply with the policies

c. Shall be solely responsible for the conduct of its employees for compliance with the policies

2. Management Representative

a. Oversee all services
b. Respond to HPHA within 24 hours
c. Attend meetings as requested

G. Personnel Requirements

1. Ensure personnel meet minimum qualifications
2. Maintain and implement a plan to ensure minimal disruption of services due to staff turnover or other personnel changes
3. Ensure confidentiality of all information, documents, or materials viewed, discussed or provided

H. Compensation

1. Compensate at the accepted price in accordance with the price proposal

2. Any requirements for advance payment must conform to common business practice as determined by the HPHA and in accordance with section 45-57, Hawaii Revised Statutes

3. 30-day payment period after receipt of a proper invoice and satisfactory performance of services

4. All invoices shall reference the assigned contract number

5. Invoice for the month of June

a. Services for 1st half of June billed not later than 6/20
b. Services for 2nd half of June billed not later than 7/15

IV. Section 3 – Proposal Forms and Instructions

A. General Instructions

1. Outer envelope/package shall be sealed and clearly marked with RFP No. and title, offeror's name, address, phone number, address it to the RFP Coordinator.

2. Submit 1 original proposal marked "ORIGINAL," 3 copies of the proposal marked "COPY," and 1 electronic copy in PDF format on a USB drive.

3. Offeror's organization, RFP No., title/subtitle, and numerical outline on the top right-hand corner of each page.

4. Consecutive page numbering on all pages of the proposal.

5. Submission of a proposal shall be regarded as the offeror's assurance that he/she is willing and able to comply with all aspects of the RFP.

B. Proposal Application

1. Submit proposals in the prescribed format outlined in the RFP. See Attachment 13 – Proposal Submittal Checklist

2. Proposal must include the following sections, clearly labeled and assembled in the following order:

   a. Transmittal Letter (Attachment 14)
   b. Table of Contents
   c. Background
   d. Experience and Capability
   e. Past Performance
   f. Service Delivery

   g. Financial

      1) Price proposal (Attachment 16)
      2) Financial Related Material

   h. Other

      1) Certification and Representation of Offerors (Attachment 2)
      2) Wage Certificate (Attachment 3)
      3) Corporate Resolution
      4) Acknowledgement of Addenda as applicable (Attachment 15)

V. Section 4 – Proposal Evaluation and Award

A. Evaluation will be based solely on the evaluation criteria set forth in the RFP:

Evaluation Criteria	Points
Experience and Capability	30
Past Performance	20
Personnel: Project Organization and Staffing	15
Service Delivery	30
Financial	5
Total	100

B. Proposals shall be evaluated by a Committee appointed by the HPHA Executive Director.

C. Only information in the offeror's proposal will be considered for evaluation unless the HPHA seeks additional information during the evaluation process.

D. Proposals will be classified as acceptable, potentially acceptable, or unacceptable.

E. If numerous acceptable and potentially acceptable proposals are received, the Evaluation Committee may limit the priority list to 3 offerors who submitted the highest-ranked proposals.

F. Discussions may be conducted with priority listed offerors.

G. Method of Award

1. Award will be issued to the highest ranked offeror whose proposal conforms to the requirements of the RFP and demonstrates vendor compliance.

2. Offerors will receive an evaluation score sheet along with a notice of award, notice of non-award, or notice of rejection.

3. HPHA reserves the right to award a contract on the basis of the initial offers received without discussion.

VI. Section 5 – Attachments

A. Attachment 1 – Instructions to Offerors Non-Construction
B. Attachment 2 - Certifications and Representations of Offerors
C. Attachment 3 – Wage Certificate

D. Attachment 4 – Sample Contract for Goods and Services Based on Competitive Sealed Proposals
E. Attachment 5 – Sample Contract Scope of Services
F. Attachment 6 – Sample Contract Compensation and Payment Schedule
G. Attachment 7 – Sample Contract Time of Performance
H. Attachment 8 – Sample Contract Certificate of Exemption from Civil Service
I. Attachment 9 – Sample Contract Special Conditions
J. Attachment 10 – General Conditions, State
K. Attachment 11 – General Conditions, Federal
L. Attachment 12 - Hawaii State Government 2025 and 2026 Holiday Schedule
M. Attachments 13 – Proposal Submittal Checklist
N. Attachment 14 – Sample Transmittal Letter
O. Attachment 15 - Acknowledgement of Addenda
P. Attachment 16 – Sample HUD Form 51999 – General Deposit Agreement

VII. Reminder

- Written Questions Due: 1/9/2026
- Response to Written Questions: 1/14/2026
- Proposal Submittal Deadline: 1/22/2026, 4:00 pm