

## ATTACHMENT 1: PROPOSAL APPLICATION CHECKLIST

Applicant Name \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below.

#	Item	Format or Instructions Provided	Place an "X" for items included
1.	Proposal Application Checklist	Attachment 1, Section 3.10.1, RFP	
2.	Offer Form, Page OF-1.	Attachment 2, Section 3.10.2, RFP	
3.	Professional Qualifications For	Attachment 3, Section 3.10.3, RFP	
4.	Letter of Interest as it relates to the Evaluation criteria (Experience, Knowledge, & Ability to meet the needs of the Agency)	Section Three (3), RFP	
5.	Current Vitae with copy/proof of license and/or certifications	Section Three (3), RFP	
6.	<b>COMPLIANCE DOCUMENTATION (one of the two options below):</b>		
	<b>OPTION #1:</b> Hawaii Compliance Express (HCE) "CERTIFICATE OF VENDOR COMPLIANCE" that shows Compliant Status (for Hawaii DOT, IRS, Hawaii Department of Commerce & Consumer Affairs (if applicable), and Hawaii Department of Labor & Industrial Relations.)	Section Three (3), RFP	
	<b>OPTION #2:</b> If you choose not to register for and/or furnish a Hawaii Compliance Express Certificate of Vendor Compliance, you must go to each of the Agencies below and provide the paper copies of:		
a)	State of Hawaii Department of Taxation of TAX CLEARANCE APPLICATION (FORM A-6) <a href="http://files.hawaii.gov/tax/forms/2013/a6.pdf">http://files.hawaii.gov/tax/forms/2013/a6.pdf</a>	Section Three (3), RFP	
b)	State of Hawaii Department of Labor & Industrial Relations APPLICATION FOR CERTIFICATE OF COMPLIANCE (FORM LIR #27) <a href="http://labor.hawaii.gov/ui/files/2012/12/LIR27.pdf">http://labor.hawaii.gov/ui/files/2012/12/LIR27.pdf</a>	Section Three (3), RFP	
c)	State of Hawaii Department of Commerce and Consumer Affairs CERTIFICATE OF GOOD STANDING (FORM COGS) if applicable	Section Three (3), RFP	

**Applicant should submit ONE original packet + TWO (2 copies) to the purchasing agency.**

**ATTACHMENT 2: OFFER FORM (OF-1)**  
**Information Technology Support Services**

RFP# HMS-238-IT-20-25

Vikki Nakamura  
Disability Determination Branch  
Department of Human Services/Division of Vocational Rehabilitation  
State of Hawaii  
Honolulu, Hawaii 96813

Dear Procurement Officer:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. 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 \_\_\_\_\_  
\*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.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Name and Title (Please Type or Print)

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.

### ATTACHMENT 3: Checklist of Professional Services

Indicate the specific Professional Service specialty for which you have experience and wish to be considered for:

- ☐ **Policy and Planning** Attach a list of policy and planning services your firm can provide (e.g., IT strategic plans, IT governance, defining current/future business environments, conducting IT audits and/or verification and validation, etc.).
- ☐ **Security** Attach a list of security protocols, encryption standards, and security services your firm has experience with such as (e.g., intrusion prevention, secure messaging, wireless security, firewall, system security management, network access control, secure content management, etc.).
- ☐ **Systems Analysis** Attach a list of application areas and development environments to which your firm has experience including experience with needs analysis, requirements gathering, process reengineering, feasibility studies, and other systems analysis.
- ☐ **Applications Software** Attach a list of application areas and application development environments, and associated technologies your firm has expertise in, including application performance management software tools, experience implementing vendor-developed packaged software, and integrating vendor-supplied software with other applications.
- ☐ **Operating Systems** Attach a list of server implementation and support services your firm has experience with (e.g., server configuration, testing, server consolidation, hardware/ software platform migration, server operational support, etc.). Also list the hardware and operating systems your firm has expertise in, including managed services.
- ☐ **Network Services.** Attach a list of the IT network services your firm has experience with (e.g. design/engineering of physical network infrastructure, networking system implementation, network monitoring and troubleshooting, network forensics, etc.). List the tools your firm has available.
- ☐ **Data Management** Attach a list of database platforms your firm has expertise in.
- May specify the types of database related services your firm has expertise in (e.g., data architecture, database design, database administration, data warehouse, business intelligence/decision support, etc.).
  - May specify experience in areas of database design, database administration, longitudinal data systems, business intelligence, geographic information systems (GIS), data storage management, data transfer, data synchronization, big data solutions, and the use of application tools and best practices to optimize data accuracy.
- ☐ **Systems Administration** Attach a list of both server and client hardware and software systems/platforms your firm can configure and support. Support includes planning and coordinating installation, testing, operation, troubleshooting, maintenance, etc.
- ☐ **Customer Support** Attach a list of customer and user support services your firm provides for training and/or supporting users with custom or packaged applications and/or desktop platform technical support (e.g., on-line training material, training plans, user documentation, technical documentation, content development, help desk, etc.). Also attach a list of “development-support” services your firm provides to assist application development in the following areas, application programming, application server migration, server OS migration and product selection assistance.

**ATTACHMENT 4: OVERVIEW OF THE RFP PROCESS**

1. The RFP is issued pursuant to Subchapter 6 of HAR Chapter 3-122, implementing HRS §103D-303.
2. The procurement process begins with the issuance of the RFP and the formal response to any written questions or inquiries regarding the RFP. Changes to the RFP will be made only by Addendum.
3. Proposals shall be received on HePS. The register of proposals and Offerors' proposals shall be open to public inspection after posting of the award.
  - a. All proposals and other material submitted by Offerors become the property of the State and may be returned only at the State's option.
4. The Procurement Officer, or an evaluation committee approved by the Procurement Officer, shall evaluate the proposals in accordance with the evaluation criteria in Section Four.
5. Proposals may be accepted on evaluation without discussion. However, if deemed necessary, prior to entering into discussions, a "priority list" of responsible Offerors submitting acceptable and potentially acceptable proposals shall be generated. The priority list may be limited to a minimum of three responsible Offerors who submitted the highest-ranked proposals. The objective of these discussions is to clarify issues regarding the Offeror's proposal before the BAFO is tendered.
6. If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended by an addendum to incorporate such clarification or change. Addenda to the RFP shall be distributed only to priority listed Offerors who submit acceptable or potentially acceptable proposals.
7. Following any discussions, Priority Listed Offerors will be invited to submit their BAFO, if required. The Procurement Officer or an evaluation committee reserves the right to have additional rounds of discussions with the top three (3) Priority Listed Offerors prior to the submission of the BAFO.
8. The date and time for Offerors to submit their BAFO, if any, is indicated in Section 1.4, RFP Schedule and Significant Dates. If Offeror does not submit a notice of withdrawal or a BAFO, the Offeror's immediate previous offer shall be construed as its BAFO.
9. After receipt and evaluation of the BAFOs in accordance with the evaluation criteria in Section Four, the Procurement Officer or an evaluation committee will make its recommendation. The Procurement Officer will award the contract to the Offeror whose proposal is determined to be the most advantageous to the State taking into consideration price and the evaluation factors set forth in Section Four.
10. The contents of any proposal shall not be disclosed during the review, evaluation, or discussion. Once award notice is posted, all proposals, successful and unsuccessful, become available for public inspection. Those sections that the Offeror and the State agree are confidential and/or proprietary should be identified by the Offerors and shall be excluded from access.
11. The Procurement Officer or an evaluation committee reserves the right to determine what is in the best interest of the State for purposes of reviewing and evaluating proposals submitted in response to the RFP. The Procurement Officer or an evaluation committee will conduct a comprehensive, fair and impartial evaluation of proposals received in response to the RFP.
12. The RFP, any addenda issued, and the successful Offeror's proposal shall become a part of the contract. All proposals shall become the property of the State of Hawaii.