STATE OF HAWAII

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

HONOLULU, HAWAII

March 9, 2016

ADDENDUM 3

TO

REQUEST FOR PROPOSALS

NO. RFP-ERP16001

ENTERPRISE PAYROLL AND TIME AND ATTENDANCE SOLUTION (EPS) SOLUTION FOR THE STATE OF HAWAII

The following changes are made to the RFP:

1. Appendix B: Attachment 1. 2 leftover revision comments were removed
2. Appendix A: Offeror checklist

Currently reads

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| --- | --- |
| Attachment 6: Financial Statements Compliance | “Appendix A, Section 6.1.1.4” |

Should read

|  |  |
| --- | --- |
| Attachment 6: Financial Statements Compliance | “Appendix A, Section 6.1.1.9.4” |

1. Main RFP Document Page 34, Section 16.1.1 has been revised

**Currently reads**

16.1.1 “If an Offeror in good faith considers a portion of an Offer, or correspondence with the State, to contain confidential information, it shall follow the procedures set forth below in this **Section 17** and corresponding directions in the Appendices. Costs included or required to be included in an Offer cannot be confidential and will not be withheld from public access.”

**Should Read**

16.1.1 “If an Offeror in good faith considers a portion of an Offer, or correspondence with the State, to contain confidential information, it shall follow the procedures set forth ~~below~~ in this **Section ~~17~~** and corresponding directions in the Appendices. Costs included or required to be included in an Offer cannot be confidential and will not be withheld from public access.”

1. Offerors Library

A folder for “FORMS” has been added to the Offerors library and 2 forms have been included;

Form-7

Employee Designation of Beneficiary SAFORM D-90

1. Appendix A – Offeror Response Form

Appendix A Section 1.0 Offer Transmittal Letter has been revised to add Item 6. Which reads:

1. “RFP Exceptions - A statement that the Offeror understands and shall comply with all RFP Requirements, provisions, terms and conditions (including “Exhibit 4, General Provisions for Goods and Services dated July 2013,” “Exhibit 5, State Attorney General (AG) General Conditions” and “Exhibit 6, Selected Supplemental and General Conditions”). The State will entertain exceptions to the RFP, except to the extent provisions are required by law. Offerors must submit with their proposals any exceptions that they wish to discuss; however, many clauses are required by Hawaii state law particularly “Exhibit 4, General Provisions for Goods and Services dated July 2013,” and “Exhibit 5, State Attorney General (AG) General Conditions” and cannot be changed. Offeror exceptions must be set forth in “Attachment 14: RFP Exceptions.” The Offeror shall use the RFP Exceptions form provided in “Appendix B, Offeror Response Form Attachments*.”* Proposed language changes not submitted in the format described in “Appendix B: Offeror Response Form Attachments” shall not be considered and may be returned without review.  Due to the nature of this procurement and the proposed time schedule, the State is not inclined to consider exceptions other than those that may significantly benefit the State due to their impact on cost or schedule.  Note that the Offeror is instructed to base its Cost Proposal in Appendix L, Cost Workbook, on the terms in the RFP, not terms as proposed by the Offeror. The Cost Proposal shall be the only location where cost information is provided. In no event is an Offeror to submit its own standard contract terms and conditions as a response to this RFP.”
2. Appendix B – Offeror Response Form Attachments

Appendix B Section 4.0 RFP Exceptions Form has been added.

1. The attached document “State Responses to Offerors Questions” provides the State’s Responses to the Written Questions received by the 3/2/2016 Deadline for Submission of Written Questions from Prospective Offerors regarding the RFP and regarding the Offeror’s Library.
2. Appendix L – Cost WorkBook

Tab 8 Offerors Assumptions has been revised to alter the wording on columns D and E so that it now reads

|  |  |
| --- | --- |
| **Rationale, including Cost Impact if Assumption is not valid** | **Exact Proposed Alternative or Additional Language to Insert into Agreement (Highlight in Yellow)** |

March 9, 2016

Douglas Murdock