STATE OF HAWAII

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

HONOLULU, HAWAII

March 18, 2016

ADDENDUM 4

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 A: Offeror checklist

Currently reads

| Offer Pages (to be completed by Offeror) | Section/Attachment | RFP Reference |
| --- | --- | --- |
|  |  |  |
|  | Section 1.0: Offer Transmittal Letter | “Exhibit 1, Section 2.1.1” and “Appendix A, Section 1.0” |
|  | Section 2.0 Offer Form OF-1 | “Exhibit 1, Section 2.1.2” and “Appendix A, Section 2.0” |
|  | Section 3.0: Executive Summary | “Exhibit 1, Section 2.1.3” and “Appendix A, Section 3.0” |
|  | Section 4.0: Administrative Requirements Response | “Exhibit 1, Section 2.1.4” and “Appendix A, Section 4.0” |
|  | Section 5.0: Offeror Qualifications | “Exhibit 1, Section 2.1.5” and “Appendix A, Section 5.0” |
|  | Section 6.0: Business Solution | “Exhibit 1, Section 2.1.6” and “Appendix A, Section 6.0” |
|  | Section 7.0: Certification | “Exhibit 1, Section 2.1.7” and “Appendix A, Section 7.0” |
|  | Section 8.0: Confidential Information | “Exhibit 1, Section 2.1.8” and “Appendix A, Section 8.0” |
|  | Section 9.0: Cost | “Exhibit 1, Section 2.1.9” and “Appendix A, Section 9.0” |
|  | Section 10.0: Offer Checklist | “Exhibit 1, Section 2.1.10” and “Appendix A, Section 10.0” |
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|  |  |  |
|  | Attachment 1: Offeror and Subcontractor Financials | “Appendix A, Section 1.0” |
|  | Attachment 2: Offeror References | “Appendix A, Section 5.2” |
|  | Attachment 3: Subcontractor References | “Appendix A, Section 5.2” |
|  | Attachment 4: Offeror Staff Resumes | “Appendix A, Section 5.4.5” |
|  | Attachment 5: Subcontractor Staff References | “Appendix A, Section 5.4.6” |
|  | Attachment 6: Financial Statements Compliance | “Appendix A, Section 6.1.1.4” |
|  | Attachment 7-1: Payroll and Time & Attendance Requirements | “Appendix A, Section 6.1.2” |
|  | Attachment 7-2: Optional Payroll and Time & Attendance Requirements | “Appendix A, Section 6.1.2” |
|  | Attachment 8: Responses to Technical Requirements | “Appendix A, Section 6.2.2” |
|  | Attachment 9: Responses to Implementation Services Requirements | “Appendix A, Section 6.3.2” |
|  | Attachment 10-1: Detailed Work Plan | “Appendix A, Section 6.3.1.1” |
|  | Attachment 10-2: Deployment Plan | “Appendix A, Section 6.4.1.2” |
|  | Attachment 10-3: Data Conversion Plan | “Appendix A, Section 6.4.1.2” |
|  | Attachment 10-4: Master Test Plan | “Appendix A, Section 6.4.1.2” |
|  | Attachment 10-5: Training Plan | “Appendix A, Section6.4.1.2” |
|  | Attachment 10-6: Organizational Change Management Plan | “Appendix A, Section 6.4.1.2” |
|  | Attachment 11: Responses to Ongoing Services Requirements | “Appendix A, Section 6.4.2” |
|  | Attachment 12: Responses to Service Level Agreement Requirements | “Appendix A, Section 6.5.1” |
|  | Attachment 13: Cost Proposal | “Appendix A, Section 9.0” |
|  | Attachment 14: RFP Exceptions | “Appendix A, Section 1.0” |
|  | Attachment 15 - 21 as assigned by Offeror | “Appendix A, Section 10.0” |

Should Read

| Offer Pages (to be completed by Offeror) | Section/Attachment | RFP Reference |
| --- | --- | --- |
|  |  |  |
|  | Section 1.0: Offer Transmittal Letter | “Exhibit 1, Section 2.1.1” and “Appendix A, Section 1.0” |
|  | Section 2.0 Offer Form OF-1 | “Exhibit 1, Section 2.1.2” and “Appendix A, Section 2.0” |
|  | Section 3.0: Executive Summary | “Exhibit 1, Section 2.1.3” and “Appendix A, Section 3.0” |
|  | Section 4.0: Administrative Requirements Response | “Exhibit 1, Section 2.1.5” and “Appendix A, Section 4.0” |
|  | Section 5.0: Offeror Qualifications | “Exhibit 1, Section 2.1.6” and “Appendix A, Section 5.0” |
|  | Section 6.0: Business Solution | “Exhibit 1, Section 2.1.7” and “Appendix A, Section 6.0” |
|  | Section 7.0: Certification | “Exhibit 1, Section 2.1.8” and “Appendix A, Section 7.0” |
|  | Section 8.0: Confidential Information | “Exhibit 1, Section 2.1.9” and “Appendix A, Section 8.0” |
|  | Section 9.0: Cost | “Exhibit 1, Section 2.1.10” and “Appendix A, Section 9.0” |
|  | Section 10.0: Offer Checklist | “Exhibit 1, Section 2.1.11” and “Appendix A, Section 10.0” |
|  |  |  |
|  |  |  |
|  | Attachment 1: Offeror Financials | “Appendix A, Section 1.0” |
|  | Attachment 2: Offeror References | “Appendix A, Section 5.2” |
|  | Attachment 3: Subcontractor References | “Appendix A, Section 5.2” |
|  | Attachment 4: Offeror Staff Resumes | “Appendix A, Section 5.4.5” |
|  | Attachment 5: Subcontractor Staff References | “Appendix A, Section 5.4.6” |
|  | Attachment 6: Financial Statements Compliance | “Appendix A, Section 6.1.1.9.4” |
|  | Attachment 7-1: Payroll and Time & Attendance Requirements | “Appendix A, Section 6.1.2” |
|  | Attachment 7-2: Optional Payroll and Time & Attendance Requirements | “Appendix A, Section 6.1.2” |
|  | Attachment 8: Responses to Technical Requirements | “Appendix A, Section 6.2.2” |
|  | Attachment 9: Responses to Implementation Services Requirements | “Appendix A, Section 6.3..1.1” |
|  | Attachment 10-1: Detailed Work Plan | “Appendix A, Section 6.3.1.2” |
|  | Attachment 10-2: Deployment Plan | “Appendix A, Section 6.3.1.3” |
|  | Attachment 10-3: Data Conversion Plan | “Appendix A, Section 6.3.1.3” |
|  | Attachment 10-4: Master Test Plan | “Appendix A, Section 6.3.1.3” |
|  | Attachment 10-5: Training Plan | “Appendix A, Section 6.3.1.3” |
|  | Attachment 10-6: Organizational Change Management Plan | “Appendix A, Section 6.3.1.3” |
|  | Attachment 11: Responses to Ongoing Services Requirements | “Appendix A, Section 6.4.2” |
|  | Attachment 12: Responses to Service Level Agreement Requirements | “Appendix A, Section 6.5.1” |
|  | Attachment 13: Cost Proposal | “Appendix A, Section 9.0” |
|  | Attachment 14: RFP Exceptions | “Appendix A, Section 1.0” |
|  | Attachment 15: HCE Compliance Document (Optional) | “Appendix A, Section 1.0” |
|  | Attachment 16 - 22 as assigned by Offeror | “Appendix A, Section 10.0” |

1. RFP Main Document Section 13.8.6.1

Currently Reads

Cost Points Conversion

After applying the Preference for Hawaii Software Development Business for each applicable Offer, in converting cost to points, the Lowest Total Cost Offer will automatically receive the maximum number of points allocated to cost, which is 200 points. The point allocations for cost on the other Offers will be determined through the method set out in the following formula: [Lowest Total Cost x 200 points (maximum)] divided by [Offeror’s Proposed Total Cost] = Cost Points Awarded.

Has been revised to read

Cost Points Conversion

After applying the Preference for Hawaii Software Development Business for each applicable Offer, in converting cost to points, the Lowest Total Cost Offer will automatically receive the maximum number of points allocated to cost, which is 80 points. The point allocations for cost on the other Offers will be determined through the method set out in the following formula: [Lowest Total Cost x 80 points (maximum)] divided by [Offeror’s Proposed Total Cost] = Cost Points Awarded.

1. Submission by Flashdrive

Main RFP Document Section 11.2 has been revised to include 7 hardcopies of the Offer to be returned in addition to the two flash drives.

Currently Reads

Each Offer must be submitted in electronic form via flashdrive to the State POC by the deadline in Table 3, or as it may be amended. To ensure the State is in receipt of the complete Offer, each Offeror shall submit their Offer on two separate flashdrives. This will result in two identical flashdrives being submitted. Documents submitted on each flashdrive shall be segregated into 2 main file folders; PDF documents and non-PDF documents(Word, Excel documents), with subfolders in each main folder representing each element requested in Appendix A: Offerors Request Form, Offerors Checklist. As noted, an Offer must be a complete plan for providing an EPS, including Ongoing Services that meets the RFP Requirements. It shall include any supplemental tasks or services the Offeror has identified as necessary to meet the RFP Requirements. An Offer submitted to the State POC shall be considered the original copy of the Offeror’s Offer. An Offer received on or after the deadline in Table 3 via an email account, or by fax, postal delivery or hard copy will not be considered for an award and the Offeror will be dismissed from the RFP Process. An Offeror’s submission of an Offer constitutes an incontrovertible representation by the Offeror of its compliance with all RFP Requirements and applicable Law.

Revised to Read

Each Offer must be submitted in electronic form via flashdrive to the State POC by the deadline in Table 3, or as it may be amended. Each Offeror must also submit at least seven (7) hardcopies of the offer to the State POC by the deadline in Table 3, or as it may be amended. The hardcopy Offers should be bound with tabbed sections as identified in Appendix A: Offerors Checklist. To ensure the State is in receipt of the complete Offer, each Offeror shall submit their Offer on two separate flashdrives. This will result in two identical flashdrives being submitted. Documents submitted on each flashdrive shall be segregated into 2 main file folders; PDF documents and non-PDF documents(Word, Excel documents), with subfolders in each main folder representing each element requested in Appendix A: Offerors Request Form, Offerors Checklist. As noted, an Offer must be a complete plan for providing an EPS, including Ongoing Services that meets the RFP Requirements. It shall include any supplemental tasks or services the Offeror has identified as necessary to meet the RFP Requirements. An Offer submitted to the State POC shall be considered the original copy of the Offeror’s Offer. An Offer received on or after the deadline in Table 3 via an email account, or by fax, postal delivery or hard copy will not be considered for an award and the Offeror will be dismissed from the RFP Process. An Offeror’s submission of an Offer constitutes an incontrovertible representation by the Offeror of its compliance with all RFP Requirements and applicable Law.

1. RFP Main Document Table 3 Significant Due Dates

The table has been revised to indicate proposals are due by 4:00 p.m HST

Currently reads

|  |  |
| --- | --- |
| Deadline for Submission of Offers | Monday, April 4 2016 |

Revised to read

|  |  |
| --- | --- |
| Deadline for Submission of Offers | Monday, April 4 2016 (4:00 PM HST) |

1. Appendix A, Section 1.0 Offerors Transmittal Letter, item 4 – regarding financials has been revised to clarify the requirements for Offerors and subcontractors.

Currently reads

4. Offeror and Subcontractor Financials - A listing of the financial statements provided for the previous three (3) years. The Offer shall include the following:

Included in “Attachment 1: Offeror and Subcontractor Financials” of the Offer, Offeror’s and subcontractor(s)’ financials shall be the audited financial statements and related disclosure of the Offeror and each subcontractor (if any) for the previous three (3) years. As with trade secrets or other proprietary data, an Offeror may request in writing that the financial information be kept confidential. Otherwise, contents of all Offers shall be made public as stated in “Section 8: Confidential Information” after issuance of the Notice of Award. Also, included in “Attachment 1: Offeror and Subcontractor Financials” shall be the Dun & Bradstreet report and financial institution information that documents the financial status of the Offeror and each subcontractor (if any).

Revised to read

4. Offeror and Subcontractor Financials - A listing of the financial statements provided for the previous three (3) years. The Offer shall include the following:

Included in “Attachment 1: Offeror Financials”, Offeror’s financials shall be in the form of the following:

* audited financial statements and related disclosure of the Offeror for the previous three (3) years;
* Dun & Bradstreet report and financial institution information that documents the financial status of the Offeror.

If subcontractor(s) will be performing more than 50 percent of the total dollar value of the resultant contract, then the same documentation are to be included for the subcontractor(s).

As with trade secrets or other proprietary data, an Offeror may request in writing that the financial information be kept confidential. Otherwise, contents of all Offers shall be made public as stated in “Section 8: Confidential Information” after issuance of the Notice of Award.

1. Appendix A Offerors Checklist has been revised

Currently reads

|  |  |  |
| --- | --- | --- |
|  | Attachment 1: Offeror and Subcontractor Financials | “Appendix A, Section 1.0” |

Revised to read

|  |  |  |
| --- | --- | --- |
|  | Attachment 1: Offeror Financials | “Appendix A, Section 1.0” |

1. Main RFP Document has been revised to remove the following as they are now covered in Exhibit 6
   * 1. Section 12.0: Letter of Credit

Requirements and Instructions for completing the Letter of Credit Response are detailed in “**Appendix A, Offeror Response Form, Section 11.0 Letter of Credit**.” To aid the Offeror in completing the response, an Offer checklist has been included, which shall be completed as part of the Offer.

* + 1. Section 13.0: Parental Guaranty

Requirements and Instructions for completing the Letter of Credit Response are detailed in “**Appendix A, Offeror Response Form, Section 12.0 Parental Guaranty**.” To aid the Offeror in completing the response, an Offer checklist has been included, which shall be completed as part of the Offer.

1. Exhibit 1, Page 2 2.13 Section 3.0 Proof of Compliance has been revised

Currently reads

Documentation from HCE demonstrating compliance with Hawaii’s laws for doing business in the State.

Now reads

Documentation from HCE demonstrating compliance with Hawaii’s laws for doing business in the State is required prior to notice of award. It is recommended, but not required, that the Offeror include documentation from HCE demonstrating compliance with Hawaii’s laws for doing business in the State to be included with the offer.

1. Added section 18.3.5 Bidder Compliance - Paper Documents
2. Format changes to ”Appendix C-1 Payroll and Time and Attendance Requirements” to remove data validation on column J in Tabs 5,6,7. Text can now be entered into column J.
3. State Answers to Follow Up Questions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **RFP Reference** | **Prospective Offeror Question** | **State Answer** | **Follow-Up Question** | **Response** |
| 1 | Main RFP Document, Page 23, Section 11.8, Second Paragraph | May a single vendor serve as subcontractor in more than one Offer? | Yes; however a single vendor may not serve as subcontractor on one or more offers and prime contractor on another. A vendor appearing in multiple offers as subcontractor and prime contractor would cause all the offers in question to be disqualified. | A vendor is about to complete an acquisition of another vendor’s services that would allow it to become an offeror and prime contractor if selected. May the two vendors collaborate jointly on the offer, anticipating that the acquisition will complete before the State awards a contract? | The vendors may collaborate jointly, however one vendor must assume the role of prime, and the other a subcontractor. |
| 2 | Appendix A, Page 1, Section 1.0, Subsection 4, Second Paragraph | First Sentence: If an Offeror or Subcontractor is a small non-public business that is not required to have audited financial statements and related disclosure, may the Offeror or Subcontractor submit their federal tax returns for the previous three years in lieu of submitting audited financials and related disclosure? | Submission of federal tax returns in lieu of our requirement of audited financial statements may cause a vendor to be disqualified as nonresponsive or placed at a competitive disadvantage. | Could the State please expand on its answer to differentiate between an Offeror and its Subcontractor?  Specifically, if a financially strong Offeror submits its audited financial statements and related disclosure for the previous 3 years but has a financially strong Subcontractor who does not have audited financial statements but provides their federal and State of Hawaii corporate income tax returns for the previous 3 years, would this cause the Offeror to be disqualified as nonresponsive?  Would this cause the Offeror to be placed at a competitive disadvantage? | The scenario described would not cause an Offeror to be considered non-responsive. Addendum 4 clarifies the requirements for financial information as limited to the Offeror, i.e. prime contractor. Please refer to Appendix A, Section 1.0, Offer Transmittal Letter, Item 4. |
| 101 | Exhibit 1, page 2 | There is a discrepancy on the required sections of the response.  The Proof of Compliance is not noted on the Appendix A instructions to correspond to the requirements of the Main RFP Document.  Please advise on the format. | Proof of compliance with Hawaii Compliance Express is required prior to notice of award. Proof of compliance with Hawaii Compliance Express is recommended, but not required prior to making an offer. |  |  |

March 18, 2016

Douglas Murdock