STATE OF HAWAII

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

HONOLULU, HAWAII

February 26, 2016

ADDENDUM 1

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. The .PDF file. Appendix H Interface Requirements has been replaced with

The .XLS file, Appendix H Interface Requirements

1. The .PDF file Main-rfp-document-payroll has been replaced with

The .PDF file Main-rfp-document-payroll Addenda 1.

* 1. Exhibit 6 has been entirely replaced
  2. The following language was added to Section 19

“However, the State will require the following:

Letter of Credit

Parental Guaranty

An Offeror who has been awarded the Contract must submit these documents in order to complete execution of the Contract.

EPS Performance Standards have been outlined and specified in the “**Appendix F: Service Level Agreement Requirements**.”

* 1. The following language has been eliminated from section 13.2.2. Sub section e) has been removed entirely

###### “e) Priority-Listed Offeror’s explanation of its position on the terms and conditions in “**Exhibit 4, General Provisions for Goods and Services dated July 2013**,”and “**Exhibit 5,** “**State Attorney General (AG) General Conditions**” and “**Exhibit 6, “Selected Supplemental Conditions”** and, in particular, an explanation of objections to the terms and conditions set forth in **Exhibits 4 and 5** and **6**, and an explanation of the alternative terms and conditions proposed by the Offeror and the pricing implications arising from them.”

###### The following language has been replaced in Section 4.3

###### “…select the EPS Contractor” has been replaced with

###### “…determine in writing who provides the best value to the State taking into consideration price and the evaluation criteria.”

###### The following language has been removed from section 13.1

###### “and within the requirements of **Section 12.2, Electronic Submission**.”

###### The first sentence of Section 13.1 now reads:

###### “The Evaluation Committee shall evaluate and consider for award all Offers received timely.”

* 1. The Reference to (Section 19.3) in Section 11.1.1 should be referencing (Section 18.3)

Section 11.1.1 now reads:

“The State requires Offerors to be in compliance with all Laws governing entities doing business in the State, at the time a contract award is made (Section 18.3). At the point of Offer submittal, Offerors shall demonstrate compliance by including proof in their Offer Responses (**Appendix A, Offeror Response Form**).”

* 1. The following language has been replaced in Section 14.8

“If the State selects one of the Offers/BAFO’s**,” now reads**

“When the State determines in writing one of the Offers/BAFO’s provides the best value to the State taking into consideration price and the evaluation criteria,”

* 1. The following reference to electronic submission in Exhibit 1 Section 1, 1.1.3 has been removed.

“Ink signatures are not required for electronic submission of an Offer but shall be required before a Notice of Award can be issued to the Offeror.”

The section now reads:

“Ink signatures are not required for submission of an Offer but shall be required before a Notice of Award can be issued to the Offeror.”

* + - 1. 3. The following revisions have been applied to Appendix A:In Section 9, Cost, the reference to time and materials (T&M) prices has been removed. The section now reads,

“Offerors shall propose all inclusive firm-fixed prices (FFP), hourly rates, and composite rates as required in this section.“

* + - 1. Section 11 and 12 have been removed.
    1. The following revisions have been applied to Appendix B:  
       1. Section 4.5, Letter of Credit, has been removed.
       2. Section 5.0, Parental Guaranty, has been removed.

February 26, 2016

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Douglas Murdock