STATE OF HAWAII

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

HONOLULU, HAWAII

March 30, 2016

ADDENDUM 6

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. Section 11.2 Currently Reads

## Submission by Flashdrive

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 one hardcopy of the offer to the State POC by the deadline in Table 3, or as it may be amended. The hardcopy Offer 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.

Now Reads

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The flashdrives and the paper copy shall be submitted to the following address:

Office of the Comptroller

Hawaii Department of Accounting & General Services

1151 Punchbowl Street, Room 400

Honolulu, HI 96813

The package containing the flashdrives and hardcopies shall be clearly marked on the exterior, as follows:

OFFER FOR RFP-ERP16001

ENTERPRISE PAYROLL SOLUTION, EPS

[Offeror Name]

This is the last addendum prior to the submission deadline.

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Douglas Murdock

Procurement Officer