

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
INFORMATION AND COMMUNICATION SERVICES DIVISION

HONOLULU, HAWAII

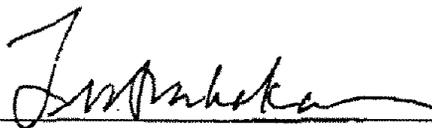
June 7, 1999
ADDENDUM 4

TO
RFP NO. ICS-FY-99-052

SERVICES TO DEVELOP AND IMPLEMENT A REPLACEMENT
LAND COURT AND REGULAR AUTOMATED TRACKING SYSTEM
FOR THE STATE OF HAWAII

The following changes are hereby made:

1. Replace page 8 (Final March 25, 1999). The following changes have been made to significant dates:
 - a. The timeframe listed for five Compliance Review is changed to June 1 – June 9, 1999;
 - b. The deadline for Notices of Compliance is changed to June 10, 1999;
2. Replace Pages 19 and 20 to add information in Section 2.15 Substantive Evaluation on scoring categories, maximums, and percentages.
3. Replace Appendix A, Sample Transmittal Letter to incorporate required statements contained in RFP Page 11, Section 2.9.2.a through 2.9.2.d.
4. Replace Appendix E, Proposal Compliance Review to delete item 12 (duplication), Part 3, Reference Review (part of Substantive Review), and delete item 28.d (now 24).
5. Replace Appendix G, Addendum Log.



Lester M. Nakamura, Administrator
Information and Communication Services Division

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2 PROPOSAL PREPARATION

2.3 SIGNIFICANT DATES

All time is shown as Hawaiian Standard Time, (HST)

Advertisement of RFP and Proposal Pick-up	April 5, 1999
Optional Site Visit	April 6 to May 18, 1999
Deadline for Written Inquiries; 10:00 a.m.	April 19, 1999
Deadline for Request to Utilize Another Methodology	April 19, 1999
Deadline for Letter of Intent; 10:00 a.m.	April 21, 1999
Response to Offerors' Written Inquiries	May 5, 1999
Deadline for a Additional Written Inquiries	May 7, 1999
Response to Offerors' Additional Written Inquiries	May 12, 1999
Deadline for a Next Additional Written Inquiries	May 14, 1999
Response to Offerors' Additional Written Inquiries	May 19, 1999
Proposal Due; 10:00 a.m.	May 28, 1999
Compliance Review for Proposals	June 1, to June 9, 1999
Notices of Compliance Qualification or Disqualification Mailed	June 10, 1999
Selection of Priority Listed Offerors	June 25, 1999
Discussions (if any) with Priority Listed Offerors	June 28, 1999 thru July 2, 1999
Best and Final Offer Due; 10:00 a.m.	July 14, 1999
Contractor Selection	July 23, 1999
Estimated Date of Contract Issuance	July 30, 1999
Estimated Start Date	August 2, 1999
Work Plan Presentation for PART 1	August 23, 1999
Work Plan Presentation for PART 2	August 24, 1999
Final Work Plan Submission for PART 1	August 30, 1999
Final Work Plan Submission for PART 2	August 31, 1999
Estimated Initial Contract Period for Part1 Tasks 1-6	July 30, 1999 to March 31, 2000
Estimated Completion Date all Phases	December 31, 2000
Estimated Completion: Post Implementation Support	December 31, 2004

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2 PROPOSAL PREPARATION

Be clearly marked:

"SEALED PROPOSAL TO REPLACE THE LAND COURT AND REGULAR
AUTOMATED TRACKING SYSTEM FOR THE DEPARTMENT OF LAND AND
NATURAL RESOURCES, BUREAU OF CONVEYANCES.
BEST & FINAL OFFER"

Indicate the name, address, telephone number and FAX number of the Offeror; and,
Be sealed.

2.13 EVALUATION COMMITTEE

Proposals submitted by the deadline specified in Section 2.3, SIGNIFICANT DATES in response to this RFP shall be evaluated by the PRC. Any member of the PRC who finds him or herself in a conflict of interest, as defined by the Rules of the Ethics Commission, shall be immediately replaced.

2.14 PROPOSAL COMPLIANCE REVIEW

The PRC shall perform an initial evaluation of each Proposal to determine whether it complies with and is responsive to the RFP instructions. At this stage, Proposals will be reviewed for timeliness of submission, completeness, and compliance with the requirements and qualifications specified in this RFP. The Executive Summary and the Offeror Background and Experience sections will be evaluated as part of the Compliance Review. The PRC will evaluate the price and its supporting documentation against realistic contemporary prices. The PRC will also be evaluating the price to confirm that the total of the individual proposal item prices matches the Total Proposal Price. In case of an error, in addition, the sum arrived at after adding the individual proposal items prices will govern. Offerors must include all required items for each PART proposed in order to qualify. The checklist of items is included in Appendix E, PROPOSAL COMPLIANCE REVIEW.

At this stage, the evaluation of the Proposals shall be on a "pass/no pass" basis. Those Proposals that do not comply with the requirements of the RFP will be rejected from further consideration. A Notice of Compliance Disqualification shall be sent to those Offerors whose Proposals are disqualified under this section by the date shown in Section 2.3, SIGNIFICANT DATES.

2.15 SUBSTANTIVE EVALUATION

Those Proposals that meet the requirements of the RFP during the Compliance Review shall then be evaluated according to the criteria listed below. Overall, the Proposal must demonstrate the Offeror's understanding of the issues and the ability to meet and satisfactorily produce all contractual requirements listed in the RFP for each PART proposed, including all contractual services. The price must be realistic given the work plan, and must illustrate an aggressive, competitive approach to maximizing the State's limited resources.

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2 PROPOSAL PREPARATION

Each member of the PRC will rank the Proposals by how advantageous they are to the State. The PRC members will then discuss the rankings and the rationale for the positioning at the evaluation meetings. When the discussions have been completed, the members will rank the Proposals independently. The individual PRC member's Proposal rankings will be averaged to determine if the Proposal is acceptable, potentially acceptable, or unacceptable. The three (3) Proposals with the highest average ranking will be designated as the Priority Listed Offerors.

The PRC will use the following general criteria for the substantive evaluation of the Proposals and as a basis for their ranking:

- Offeror background, long term system support, and reasonableness of the prices
- Creativity in the overall approach and in each task of the project
- Approach, comprehensiveness of, and logic in the workplan
- Ability of the Offeror to perform based upon demonstrated experience and performance on similar projects
- Organization, staffing, and qualifications of personnel assigned to the project

The Proposals will be scored and ranked by the PEC as follows

Category	Max. Points	Percent
EC-1 Project Approach, Work Plan, and Schedule	250	25%
EC-2 Project Organization and Staffing (Resumes and qualifications of personnel assigned to the project)	200	20%
EC-3 Background, Financials, Warranties	50	05%
EC-4 Price	150	15%
EC-5 Understanding Issues	150	15%
EC-6 Client References	150	15%
EC-7 Creativity in overall approach and approach to each task/phase	050	05%

2.16 NON-DISCLOSURE OF PROPOSALS

The contents of any proposal shall not be disclosed during the review, evaluation, discussion, or negotiation process. Once all parties have signed a contract, all proposals, successful and unsuccessful, become available for public inspection. Those sections that the Offeror and the State agree are confidential and/or proprietary shall be excluded from access. 300260

2 PROPOSAL PREPARATION

2.17 DISCUSSIONS

Discussions may be held with the Priority Listed Offerors. These discussions are intended to answer any questions the PRC may have regarding an Offeror's proposal.

The content and extent of each discussion will be determined by the PRC's evaluation of the deficiencies in each proposal. The PRC will not indicate to an Offeror a price that it must meet in order to obtain further consideration, nor will the PRC advise an Offeror of its price standing relative to another Offeror. However, the PRC may inform an Offeror that its price is considered too high or unrealistic.

The PRC will attempt to disclose all deficiencies noted in the proposal. These deficiencies may include: proposed personnel that the PRC considers unqualified, unrealistically low or high pricing, unrealistically low or high estimated efforts, and questionable technical or management approaches.

The PRC will not disclose technical, managerial, or pricing solutions to noted deficiencies. The intent of the discussion is not to initiate a pricing or service auction, but rather to give the Offeror the opportunity to make the PROPOSAL as advantageous to the State as possible.

The PRC shall establish procedures and schedules for conducting discussions and keep a record of the date, place, purpose, and those attending. Priority Listed Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposals.

If during the discussions it appears that there is a need for any substantial clarification or change of the RFP, the clarification or change shall be amended by an addendum. Such addenda to the RFP shall be distributed only to the Priority Listed Offerors. The Priority Listed Offerors shall be permitted to submit new proposals or amend those submitted. After Best & Final Offers are received, final evaluations will be conducted. The PRC will make the final recommendation to the Procurement Officer for selection of the contractor for an award.

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APPENDIX A

LETTERS

(Date)

Mr. Lester M. Nakamura, Administrator
Information and Communication Services Division
Department of Accounting and General Services
1151 Punchbowl Street, Room B10
Honolulu, HI 96813

Dear Mr. Nakamura:

SUBJECT: Proposal/Transmittal Letter

The undersigned has carefully read and understands RFP No. ICS-FY-99-052 and hereby proposes, if selected, to furnish and deliver all items stated in this Proposal.

Any questions which the Information and Communication Services Division of the State of Hawaii may have regarding this proposal should be directed to:

Name:

Title:

Company:

Address:

City:

Telephone No.:

Facsimile No.:

The undersigned further understands and agrees that:

1. The undersigned is a (legal form of business, proprietorship, partnership, corporation, etc.), which is or will be registered with the Business Registration Division of the State of Hawaii, Department of Commerce and Consumer Affairs, to do business in the State of Hawaii; and has or will obtain a State of Hawaii General Excise Tax License by the start of the work.
2. All addenda to this RFP have been received (state how many, if any have been received) and are understood.
3. All prices listed in the proposal are firm and shall remain so throughout the period during which the contract is issued and the work is performed.

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APPENDIX A

LETTERS

4. If the use of subcontractor(s) is proposed, a statement from each subcontractor is appended to the *Transmittal Letter* and signed by an individual authorized to legally bind the subcontractor. The statement should include: the general scope of work to be performed by the subcontractor, the subcontractor's willingness to perform the work indicated within a designated time, and the subcontractor's professional qualifications and financial statements as of June 30, 1995 or latest fiscal closing.
5. It is understood that the State of Hawaii reserves the right to reject any and all proposals and to waive any defects, when in the State's opinion, such rejection and waiver may be made in the best interest of the State.
6. By submitting this proposal, the undersigned is declaring that the proposal is not in violation of Section 84-15, Hawaii Revised Statutes, concerning prohibited State contracts and that the undersigned is certifying that this proposal was arrived at independently, without consultation, communication, or agreement with any other Offeror or competitor. No attempt was made or will be made by the undersigned to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
7. If awarded the Contract, any services performed must be performed in accordance with Section 103D, Hawaii Revised Statutes.
8. This proposal (contains) (does not contain any) assumptions and constraints which (have) (have not) been approved in advance by the State of Hawaii.
9. The undersigned acknowledges that the entire RFP has been read and understood and agrees to be bound by its terms and conditions.

Respectfully submitted,

Exact Legal Name of Offeror

*Authorized Signature

Date

Title

**Affix Corporate Seal

Address

City, State, Zip Code

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APPENDIX A

LETTERS

Hawaii General Excise Tax License No. (if available)

Type of Organization:

Individual ()
Joint Venture ()
Partnership ()
Corporation ()

Social Security No. or Federal I.D. No.

If name of Proposer above is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

State of Incorporation:

Hawaii ()
Other ()

If Other, please specify

* Attach to the proposal/transmittal letter evidence of the authority of the signature of this officer to submit in behalf of the Company.

** If the corporate seal is not available at the local or branch office from where the proposal is being made, a corporate certificate, resolution, or letter delegating proper authority may be attached to the transmittal letter as an acceptable substitute.

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APPENDIX E

PROPOSAL COMPLIANCE REVIEW

FOR RFP No. ICS-FY-99-52

APRIL/MAY, 1999

NAME OF OFFEROR:

PROPOSAL REVIEW CHECKLIST:

Part 1: Proposal Opening Review

- _____ 1. The Proposal package or envelope was received by the deadline specified in Section 2.3, SIGNIFICANT DATES.
- _____ 2. The package, which contains the Proposal, is marked "PROPOSAL FOR SERVICES TO DEVELOP AND IMPLEMENT A REPLACEMENT LAND COURT AND REGULAR AUTOMATED TRACKING SYSTEM, RFP No. ICS-FY-99-52" and includes ICSD's address.
- _____ 3. The package or envelope indicates the name, address, telephone number, and fax number of the Offeror.
- _____ 4. The package or envelope was sealed.

Part 2: Proposal Organizational Review

- _____ 5. There are eight (8) sets of the Proposal. One is single-sided, unbound, marked "ORIGINAL", and is signed by someone with the authority to commit Offeror. The others are marked as "COPY _____ of 7".
- _____ 6. The Proposal includes the following section titles:

Section I	PROPOSAL AND TRANSMITTAL LETTER
Section II	EXECUTIVE SUMMARY
Section III	PROJECT APPROACH, WORK PLAN AND SCHEDULE
Section IV	ORGANIZATION AND STAFFING
Section V	OFFEROR BACKGROUND AND EXPERIENCE
Section VI	PRICE
Section VII	CERTIFICATION
Attachment A	STAFF RÉSUMÉS
Attachment B	STAFF REFERENCES

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APPENDIX E

Attachment C	OFFEROR'S FINANCIALS
Attachment D	OFFEROR'S REFERENCES
Attachment E	SUBCONTRACTOR RESUMES AND REFERENCES
Attachment F	TECHNICAL POINT RESPONSE WORKSHEET
Attachment G	TAX CLEARANCE PACKET
Attachment H-Z	(as assigned by Offeror)

- _____ 7. The accompanying transmittal letter is in the form of a standard business letter on official business letterhead paper and is signed by an individual authorized to legally bind the Offeror.
- _____ 8. The transmittal letter includes the following information:
- a. A statement indicating that the Offeror is a corporation or other legal entity, or sole proprietor.
 - b. A statement that the Offeror is or will be registered to do business in Hawaii and will have obtained a State General Excise Tax License by the start of work.
 - c. A statement acknowledging that all addenda to this RFP have been received by the Offeror. If no addenda have been received, a statement to that effect is included.
 - d. A statement that the Offeror's prices listed in the Proposal are firm and shall remain so throughout the period during which the contract is issued and the work is performed.
- _____ 9. If the use of one or more subcontractors is proposed, a statement from each subcontractor is appended to the Transmittal Letter and signed by an individual authorized to legally bind the subcontractor and stating:
- a. The general scope of work to be performed by the subcontractor.
 - b. Subcontractor's willingness to perform the work indicated.
- _____ 10. Attachment A, STAFF RÉSUMÉS, includes a résumé for each person who appears on the organization chart contained in Section IV, ORGANIZATION AND STAFFING.
- _____ 11. Attachment B, STAFF REFERENCES, includes at least one (1) ICSD A-151, STAFF REFERENCE INFORMATION form for each person for whom a résumé is submitted.
- _____ 12. Attachment D, OFFEROR'S REFERENCES, includes at least one (1) ICSD A-152, CONTRACTOR REFERENCED form containing three (3) business references.

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- _____ 13. Attachment G, TAX CLEARANCE PACKET, includes the tax clearance forms with the State and the Federal approval stamps.
- _____ 14. Attachment E, SUBCONTRACTOR RESUMES AND REFERENCES. If subcontractors are NOT to be used, a statement to that effect is all that appears in this attachment. If subcontractors are used, the following applies: For each subcontractor there is at least one (1) completed form ICSD A-153, SUBCONTRACTOR REFERENCES form, listing three (3) references for that subcontractor. In addition to the completed A-153 forms, there is an organization chart for each subcontractor; there are résumés for each person on the organization chart; there is at least one (1) ICSD A-151, STAFF REFERENCE INFORMATION form for each person for whom a résumé is submitted.
- _____ 15. The State and Federal tax clearance dates are valid as of the solicitation ad date or any date thereafter up to the Proposal Due date specified in Section 2.3, SIGNIFICANT DATES.
- _____ 16. Any and all modifications or corrections to the ORIGINAL are made in ink and initialed in ink by the person signing the proposal for the Offeror.
- _____ 17. All changes that are made to the ORIGINAL are legible and the initials are recognizable.
- _____ 18. All changes that are made to the ORIGINAL also appear in all copies of the proposal.

Part 3: Preliminary Content Review

- _____ 19. Section II, EXECUTIVE SUMMARY, provides an overview of the entire proposal.
- _____ 20. Section III, PROJECT APPROACH, WORK PLAN AND SCHEDULE, includes a description of the approach, work plan, and detailed schedule.
- _____ 21. Section IV, ORGANIZATION AND STAFFING, includes the following:
- a. An organization chart showing the chain of authority and responsibility of the Offeror's project personnel.
 - b. Descriptions of projects completed by the Offeror, the client's name, a brief description the time period, and the computer environment used for each project.

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- _____ 22. Section V, OFFEROR BACKGROUND AND EXPERIENCE, identifies any litigation currently impacting the Offeror. If there is no litigation, a statement to that effect is included.
- _____ 23. Section VI, PRICE, contains a detailed breakdown of the total price as specified in Section 5.3.8, PRICE.
- _____ 24. Section VII, CERTIFICATION, contains the following statements:
- a. The prices and cost data were arrived at independently, without consultation, communication, or agreement with any other Offeror or competitor.
 - b. Unless otherwise required by law, the prices and cost data which were submitted have not been knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor prior to the award of the contract.
 - c. No attempt was made or will be made by the Offeror to induce any other person or firm to submit or not to submit a price for the purpose of restricting competition.

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APPENDIX G**ADDENDUM LOG**

The following Addenda have been issued:

<u>Addendum-id</u>	<u>Addendum Title</u>	<u>Issue Date</u>
Addendum 1	Clarifications, Reply to Offeror's Written Inquiries	May 5, 1999
Addendum 2	Reply to Offeror's Additional Written Inquiries	May 12, 1999
Addendum 3	Change to Significant Dates And Reply to (more) Offeror's Written Inquiries	May 19, 1999
Addendum 4	Correct Compliance Review, Substantive Review Scoring, And Transmittal Letter Sample	June 7, 1999

End-of-log-entries.

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