

State of Hawaii
Department of Accounting and General Services/Archives Division
Honolulu, Hawaii
May 11, 2010

ADDENDUM #1
TO
REQUEST FOR PROPOSALS
NO. RFP-10-001-HSA
SEALED OFFER
FOR
Consultant services to Develop a Plan to create a Digital Archives to Preserve and
Provide Access to Historical Digital Records of Hawaii Government

To all offerors, this is a reminder that all proposals must be delivered in hard copy by hand or mail (US Postal Service, FED EX, or other mail delivery method) only. We will not accept email or FAX proposals. See Section 3.05 Proposal Preparation, item no. 4 for further instructions on delivery.

1. Is this a federal grant project? Does it mean we can't leverage China resource?

This project is funded by the National Historical Publications and Records Commission (NHPRC). NHPRC grantees and sub-recipients must comply with the requirements of the [Buy American Act " \(41 U.S.C. 10a-c\)](#) which requires that they purchase only American-made equipment and products in expending grant funds. The goal of the project is to develop a plan for a digital archives, therefore the Buy American Act does not apply. The State of Hawaii does not have a "Buy American Act" requirement.

2. Can we review the 2006 survey and report?

A copy of the [digital survey](#) is attached. Because the response rate was very low and one of the goals of this grant is to develop a better survey and to increase participation, the final report will be made available only to the project awardee.

3. Is the vendor selected for this bid able to bid on work identified by this study?

Yes, the vendor selected for this bid is able to bid on the work identified by this study.

4. Can you clarify what the expectations are for the funding plan?

The funding plan is a plan of action to find funding for the digital archives. It can include federal government, State of Hawaii, and private funding.

5. In Section 2.08 Offeror Experience and Capabilities, number 4, how much is having previous experience creating a Feasibility Study for the Archives weighted?

The weights for offeror experience and capabilities can be found in Section 4, Evaluation Criteria. Experience creating a feasibility study for an Archives falls within the scope of numbers 2 and 3.

2. Project skills, capability, previous experience and past performance of individuals involved on similar projects including client satisfaction ratings determined by contact with references submitted. (See Section 2.08, Offeror Experience and Capabilities.) Number of years in the business and number of years performing services specified in this RFP. (25 points)
3. Sample projects and/or examples of written plans, etc. (15 points)
6. In Section 2.08 Offeror Experience and Capabilities, Number 4, Previous experience creating a Feasibility Study for State Archives. Does this mean Hawaii State Archives or any state archives?

It means any state archives.

7. If it is agreed that the extension is warranted, is that for extra work, work not yet completed under the RFP? And is that for additional pay, or under flat rate?

According to Section 2.05 Term of Contract:

The initial term shall be for a nineteen (19) month period commencing from the official date on the Notice to Proceed. The contract may be extended for one (1) additional six (6) month period, or any portion thereof, if mutually agreed upon in writing prior to contract expiration. Provided, however, the contract price for the extended period shall remain the same or lower.

Digital Records Survey Form

Act 177, Session Laws of Hawaii 2005, authorizes state and county government agencies to create and maintain their records in electronic (digital) format. As state agencies create records in digital format (born digital) or convert records to digital format (scanned from paper, microfilm, etc.) understanding what types of records with long-term retention requirements, 10 years or more, are being stored in digital format and how these records are managed becomes increasingly important. Your input on these survey forms will help the electronic records task force's subcommittee on digital records to plan for the implementation of Act 177.

- Complete a separate survey form for each project/electronic recordkeeping system.
 - Do not report records created as digital documents/files but preserved on paper, microfilm or another non-digital format (e.g., letters or reports written on a personal computer and then printed and preserved as paper records).
 - Do not report electronic recordkeeping systems that track “non-records” such as library catalogs/databases of published books and periodicals. Publications and other printed materials such as blank forms are “non-records.”
 - Do not report electronic recordkeeping systems on closed records with record retention requirements of less than 10 years.
- E-mail forms to: herbert.arai@hawaii.gov
or FAX to 831-6777
- Deadline to submit survey forms: **December 15, 2005**
- For more information, call Herbert Arai at 831-6769 or e-mail herbert.arai@hawaii.gov.

1. Agency Name (Dept/Div/Branch):

Name/Title:

Phone/email:

2. Description of project/electronic recordkeeping system

Housekeeping records (such as administrative, accounting, personnel or procurement records)
Project/electronic recordkeeping system name and description (e.g., Personnel records database including “Official Personnel Folders” and workers’ compensation folders):

Unique program records (such as case files)
Project/electronic recordkeeping system name and description (e.g., Medical records; Public Works Construction Projects – CIP and Repair & Maintenance Project Files):

3. What is the record retention requirement for the closed records?

- 10 years – 15 years
- 16 years – 24 years
- 25 years – More than 25 years and less than permanent
- Permanent
- Unknown/not determined

4. Date range of records: (e.g., 1990 – Present):

5. Type of digital record

- Scanned
- Born-digital (skip to question 11)

6. Approximate volume of paper records scanned / to be scanned in cubic feet (c.f.):

Letter size file drawer = 1.5 c.f.; Legal size file drawer = 2.0 c.f.; Letter 36" long shelf unit = 2.4 c.f.; Legal 36" long shelf unit = 3.0 c.f.; 1 c.f. box = 10"x12"x15"; 1.c.f.=3,000 pages/images

7. Check if this is a one-time conversion

8. After scanning, are you retaining?

Original records Microfilm copy of records Original disposed

9. Where were (are) your original records filed/stored?

In-house/office Commercial off-site storage Other

10. Why did your agency decide on scanning/imaging your records?

Save space Quicker retrieval
 Multiple access Other

11. Who has or will have access to the digital records?

No restrictions – public access Only authorized employees / designated users
 Other

12. Has your agency developed its own master plan for digital records (creation, storing, access, privacy, preservation)? Yes No

If yes, whom may we contact for more information about the master plan (name / work phone number)?

13. Check if this is an ongoing project

14. What software/hardware systems are you using to create electronic storage including scanning and imaging projects?

15. Check if the software is proprietary.

16. What medium are you using to store your digital records?

CD-R JAZ drive USB drive
 Diskette Magnetic Tape Zip drive
 DVD Optical drive Other
 Hard drive

17. Where are the digital records filed/stored?

In-house/office Commercial off-site storage Other

18. Do you keep back-ups of your digital records? Yes No.

If yes, what medium are you using to store your back-ups?

CD-R JAZ drive USB drive
 Diskette Magnetic Tape Zip drive
 DVD Optical drive Other
 Hard drive

If yes, where are the back-ups filed/stored?

In-house/office Commercial off-site storage Other

19. What is the format of the digitized records/images)?

- | | |
|--|--|
| <input type="checkbox"/> ASCII text | <input type="checkbox"/> PDF |
| <input type="checkbox"/> BMP (Bitmapped Graphics) | <input type="checkbox"/> RTF (Rich Text) |
| <input type="checkbox"/> GIF (Graphics Image File) | <input type="checkbox"/> TIFF |
| <input type="checkbox"/> HTML | <input type="checkbox"/> Word (Microsoft word processing file) |
| <input type="checkbox"/> JPEG | <input type="checkbox"/> XML |
| | <input type="checkbox"/> Other |

20. What metadata (indexing) information is used to describe the scanned records?

- | | |
|--|--|
| <input type="checkbox"/> Agency name | <input type="checkbox"/> Case number |
| <input type="checkbox"/> Title of records (series) | <input type="checkbox"/> Document number |
| <input type="checkbox"/> Records disposal date | <input type="checkbox"/> Other |
| <input type="checkbox"/> Access restrictions | <input type="checkbox"/> None |

21. Do you plan to “migrate” your digital records either born digital or created through scanning and/or imaging (i.e., transfer/convert the data to other systems as computer hardware and software changes)? Yes No

22. If yes, what are your plans for migrating these electronic records?

23. What problems are you encountering using and preserving your digital records?

24. Would guidelines/standards for the preservation of electronic records be useful?

- Yes No

25. Comments (i.e., any additional comments you believe that will aid the sub-committee of the electronic records task force):

Thank you for participating in this survey



HAWAII STATE ARCHIVES

LEGAL AD DATE: April 21, 2010

REQUEST FOR PROPOSALS No. RFP-10-001-HSA

SEALED OFFERS
FOR
Consultant Services to
Develop a Hawaii State Digital Archives Plan to
Preserve and Provide Access to
Historical Digital Records of Hawaii Government

**WILL BE RECEIVED UP TO 2:00 P.M. (HST) ON
May 21, 2010**

AT THE HAWAII STATE ARCHIVES, 364 SOUTH KING STREET, IOLANI
PALACE GROUNDS, HONOLULU, HAWAII 96813. DIRECT QUESTIONS
RELATING TO THIS SOLICITATION TO GINA VERGARA-BAUTISTA,
TELEPHONE (808) 586-0323, FACSIMILE (808) 586-0330, OR E-MAIL AT
gina.s.vergara-bautista@hawaii.gov.

Russ K. Saito, Comptroller
Procurement Officer

TABLE OF CONTENTS

	PAGE NO.
1. INTRODUCTION AND KEY DATES	
1.01 TERMS AND ACRONYMS USED THROUGHOUT THE SOLICITATION	1
1.02 RFP SCHEDULE AND SIGNIFICANT DATES	2
1.03 CONTRACT ADMINISTRATOR	2
2. SCOPE OF WORK	
2.01 PROJECT OVERVIEW	3
2.02 PROJECT GOALS	4
2.03 DESCRIPTION OF REQUESTED SERVICES	4
2.04 SCOPE OF WORK	4
2.05 TERM OF CONTRACT	6
2.06 TIMELINE OF SERVICES	6
2.07 PROPOSED PAYMENT SCHEDULE	7
2.08 OFFEROR EXPERIENCE AND CAPABILITIES	7
3. PROPOSAL FORMAT, CONTENT, AND SUBMISSION	
3.01 INTRODUCTION	8
3.02 PRICING	9
3.03 REQUIRED REVIEW, QUESTIONS PRIOR TO SUBMISSION, AND EXCEPTIONS	9
3.04 SUBMISSION OF PROPOSAL	10
3.05 PROPOSAL PREPARATION	10
3.06 ECONOMY OF PRESENTATION	11
4. EVALUATION CRITERIA	12
5. SPECIAL PROVISIONS	
5.01 SCOPE	13
5.02 RESPONSIBILITY OF OFFERORS	13
5.03 OVERVIEW OF RFP PROCESS	15
5.04 CONFIDENTIAL INFORMATION	17
5.05 PROPOSAL ACCEPTANCE PERIOD	17
5.06 PROPOSAL AS PART OF CONTRACT	17
5.07 CONTRACT MODIFICATIONS – UNANTICIPATED AMENDMENTS	17
5.08 PROTEST	17
5.09 PROPOSAL OPENING	18
5.10 EVALUATION OF PROPOSALS	18
5.11 CANCELLATION OF RFP AND PROPOSAL REJECTION	18
5.12 ADDITIONAL TERMS AND CONDITIONS	19
5.13 CONTRACT EXECUTION	19
5.14 PAYMENT	19
5.15 AWARD OF CONTRACT	19
5.16 INVOICING	20
5.17 LIABILITY INSURANCE	20

6. ATTACHMENTS

22

Attachment 1: OFFER FORM, OF-1

Attachment 2: OFFER FORM, OF-2

Attachment 3: CERTIFICATE OF COMPLIANCE FOR FINAL PAYMENT

SECTION ONE

INTRODUCTION AND KEY DATES

1.01 TERMS AND ACRONYMS USED THROUGHOUT THE SOLICITATION

Archives	= Archives Division, the entity for which this solicitation is issued. Located at Hawaii State Department of Accounting and General Services, Hawaii State Archives, 364 South King Street, Honolulu, HI 96813
Contract Administrator	= The Head of Collections Management Section, Hawaii State Archives, as identified in Section 1.03 of this RFP
Contractor	= The Offeror awarded a contract under this RFP
CPO	= Chief Procurement Officer
State	= State of Hawaii, including each department and political subdivision
Procurement Officer	= The State of Hawaii Department of Accounting and General Services, Comptroller
BAFO	= Best and Final Offer
DAGS	= Department of Accounting and General Services
HAR	= Hawaii Administrative Rules
HRS	= Hawaii Revised Statutes
RFP	= Request for Proposals
GC	= General Conditions, dated 4/15/2009 and issued by the Attorney General.
GET	= General Excise Tax
Offeror	= Any individual, partnership, firm, corporation, joint venture, or representative or agent, submitting an offer in response to this solicitation.

1.02 RFP SCHEDULE AND SIGNIFICANT DATES

The schedule set out herein represents the State's best estimate of the schedule that will be followed. All times indicated is Hawaii Standard Time (HST). If a component of this schedule, such as "Proposal Due" date is delayed, the rest of the schedule will likely be shifted by the same number of days. The approximate schedule is as follows:

Advertising of Request for Proposals	April 21, 2010
Deadline to Submit Written Questions	May 4, 2010
State's Response to Written Questions	May 11, 2010
Proposals Due and Opened	May 21, 2010
Proposal Evaluations	Within 20 calendar days from date Proposals Due
Discussion with Priority Listed Offerors (if necessary)	To be scheduled
Best and Final Offer (if necessary)	To be scheduled
Contract Start Date	As Determined by the Notice to Proceed

1.03 CONTRACT ADMINISTRATOR

For the purposes of this contract, Gina Vergara-Bautista, Head, Collections Management Section, Hawaii State Archives, or her designee, is the Contract Administrator and may be reached at (808) 586-0323.

SECTION TWO

SCOPE OF WORK

2.01 PROJECT OVERVIEW

The Archives Division (Archives) is seeking consulting services to develop a plan to create a digital archives to preserve and provide access to historical digital records of Hawaii government as part of a two-year National Historical Publications and Records Commission (NHPRC) grant. The final product will be a digital archives plan that analyzes Hawaii's ability to collect and preserve electronic records and outlines/develops a working blueprint to establish a digital archives. The Consultant will work with the Hawaii Project Team which consists of four Hawaii State Archives staff, two Information and Communication Services Division staff, and one Department of the Attorney General staff.

The Archives has a statutory responsibility, outlined in HRS chapter 94, to play a leading role in the management of all state government records, regardless of format and a requirement to collect and preserve the historically significant records that government creates. Records created by government agencies in electronic format are now legally accepted as government records. (See, Act 177, SLH 2005). As such, they must be available and usable throughout their required retention periods. Unlike paper records, electronic records are dependent on computer hardware and software to be usable. There are no current policies and/or laws that specify electronic recordkeeping standards that apply to all Hawaii government agencies.

The Archives collects, stores, and makes available the permanent records of Hawaii's government and oversees the State's overall records management program. The majority of these records are in paper and microform formats. With the exception of a few CD's and DVD's, the Archives is not yet collecting the permanent digital records of state agencies.

As government records are increasingly generated and stored in computer-based information systems, the state faces the challenge of managing and preserving these digital documents. The Archives must work with agencies as new systems are developed or existing ones are updated. Improper maintenance of these records could result in the permanent loss of historical, legal, and vital information.

The scope of the project includes nineteen Executive Branch departments. Courtesy contact should also be made with Legislative and Judicial Branches of the State.

The public is demanding increased access to the electronic records government creates. The State needs a strategy to provide both easy access to electronic government records and to ensure that this digital information will be secure, available, and useful throughout their required retentions or for as long as needed.

The plan to create a digital archives to manage government electronic records will enable the Archives to fulfill its functional duty to properly administer a records management program that includes records created electronically, and to ensure their preservation for future generations.

2.02 PROJECT GOALS

The preservation and access to electronic records of enduring legal and historical significance through the development of a digital archives would create:

- Legal compliance for retention of electronic records.
- Backup and security of essential legal and historical data.
- Increased penetration and access to records.
- Faster retrieval of information with a proposed one-stop-shop for customers to visit.
- The ability to better serve our geographically dispersed customers.
- Easily searchable, accessible, viewable, and printable data.

2.03 DESCRIPTION OF REQUESTED SERVICES

The Archives expects this project to be implemented in three major phases. The Consultant will provide services and otherwise do all things necessary for or incidental to the performance or work detailed below.

Phase I Engagement initiation and data collection

The first phase includes on-site meetings on preservation of electronic records in Honolulu, Hawaii. The Consultant will gather information in Hawaii and conduct interviews to identify and finalize project requirements.

Phase II Research and analysis; draft digital archives plan

The second phase is where the primary work will be accomplished. The Consultant will conduct the required research and analysis in accordance with Section 2.04 Scope of Work. The Consultant will draft the digital archives plan and after review and sign off by the Hawaii Project Team, finalize the draft. The Consultant will provide regular project updates to the Archives.

Phase III Finalize digital archives plan; delivery and presentation

The third phase will result in final version of the digital archives plan, and include on-site delivery and presentation to the Archives in Honolulu, Hawaii.

2.04 SCOPE OF WORK

The Archives seeks consultant services to create a plan for a digital archives to preserve and provide access to historical digital records of Hawaii government. The final product will analyze Hawaii's ability to collect and preserve electronic records, and outline and develop a working blueprint to establish a digital archives. Services to be provided by the Consultant shall include, but may not be limited to:

Phase I - Engagement initiation, and data collection

1. Present at the grant launching meetings to inform stakeholders why it is necessary to preserve digital records of enduring value and to talk about success stories from other states. Consultant will be introduced and information about the goals of the grant will be presented.

2. Review the 2006 survey administered by Hawaii State Archives to figure out ways to increase participation and to gather more information relevant to the development of the digital archives that meets the needs of a broad set of stakeholders. The participation goal is at least ten percent (10%) of surveys completed and returned.
3. Submit written report containing analysis of the 2006 survey, recommendations for new survey, and the new and improved data gathering system plan.
4. Develop a new data gathering system (e.g. survey) to assess the state's digital records preservation needs. The data collected should include information about system architecture, business process and function of the agency, communications infrastructure, type of file formats, storage systems, disaster mitigation, staffing, identify the most at-risk electronic information, rules and regulations affecting records, projected storage requirements to preserve records of enduring value and identify pilot project-ready agencies, etc.
5. The Hawaii Project Team will disseminate the survey and accept responses.
6. Conduct follow-up interviews with assistance from the Hawaii Project Team to get more details about survey responses and to develop Hawaii Project Team's relationship with stakeholders.

Phase II - Research and analysis: draft digital archives plan

7. Analyze the survey and interview results and use analysis to:
 - a. Develop functional requirements and procedures that need to be in place in order to establish the digital archives. The following standards/guidelines must also be considered when developing the functional requirements: Open Archives Information Model, DOD 5015.2 (latest version) and InterPARES requirements for electronic archiving. Include analysis of Federal and State laws, rules and regulations relating to electronic records to ensure that digital archives solution complies with these laws, rules and regulations.
 - b. Determine the readiness of state agencies to preserve electronic records of enduring value and the risk of not preserving valuable records.
8. Submit written Survey and Interview Analysis.
9. Submit written Functional Requirements and Procedures.
10. Determine system and infrastructure requirements based on functional requirements, procedures, and laws, rules and regulations. The plan should include cost information for hardware, software, infrastructure, staffing, training, etc. to create the digital archives and the cost of sustaining such an archives. Plan for growth of storage requirements over the next ten years. Evaluate current archiving software, especially open source software and analyze fit with system requirements. Include in this plan a funding plan either through legislation, grants or other sources. The final outcome is a digital archives plan for a simple, reliable, and persistent method to ingest, store, manage, administer, preserve, secure, provide access to electronic records of enduring value as determined by statute or retention schedule and create a plan for disaster recovery.
11. Consult with Hawaii Project Team and stakeholders as necessary.
12. Submit written update report for NHPRC report due April 15, 2011.
13. Draft Digital Archives Plan which includes functional requirements, procedures and standards, design, information about the most at-risk digital information (see more details in item No. 15 below). Submit draft for discussion, review and approval of the Hawaii Project Team and stakeholders.
14. Submit written update report for NHPRC report due October 15, 2011.

Phase III - Finalize Digital Archives Plan: Delivery and Presentation.

15. Submit final written Digital Archives Plan and present in Honolulu to the Hawaii Project Team and stakeholders. The plan should include:
 - a. Survey Analysis, Functional Requirements, etc. – the parameters used to develop the plan.
 - b. Operating procedures that need to be in place to establish the digital archives and standards used for guidance.
 - c. Federal and State laws, rules and regulations in place and suggestions for changes to state law to enhance retention of electronic records of enduring value
 - d. Design for simple, reliable, persistent method to ingest, store, manage, administer, preserve, secure, and provide access to electronic records of enduring value as determined by statute or retention schedules. Plan for growth of storage requirements over the next ten years. The design must meet the needs of the Hawaii Project Team and stakeholders and must be adaptable as the needs grow and change.
 - e. Recommendations for hardware, software, infrastructure, housing, staffing, training, disaster recovery plan, etc. should include initial cost and cost to sustain. Include projected storage needs for the next ten years.
 - f. Funding plan either through legislation, grants or other sources.
 - g. Information about the most at-risk digital information.
 - h. List of pilot-project ready agencies.

16. Submit written update report for the NHPRC report due December 15, 2011.

Weekly updates and progress reports via email or telephone between the hours of 9:00 a.m. and 12:00 p.m. Hawaii Standard Time are required during all three phases of the project.

2.05 TERM OF CONTRACT

The initial term shall be for a nineteen (19) month period commencing from the official date on the Notice to Proceed. The contract may be extended for one (1) additional six (6) month period, or any portion thereof, if mutually agreed upon in writing prior to contract expiration. Provided, however, the contract price for the extended period shall remain the same or lower than the initial contract price, subject to any price increase allowed by the contract.

2.06 TIMELINE FOR SERVICES

Services to be provided by the Consultant secured through this RFP shall be as follows, but may be amended, through mutual agreement:

- Phase I - June 2010 – September 2010
- Phase II - October 2010-October 2011
- Phase III - November 2011-December 2011

All written reports and deliverables required under this contract must be delivered to the Contract Administrator, Gina Vergara-Bautista, Head of Collections Management, Hawaii State Archives. Any oral reports required under this contract must be presented at the location requested by the Archives.

2.07 PROPOSED PAYMENT SCHEDULE

The following is a proposed payment schedule, subject to negotiations:

1. Initial payment of twenty-five percent (25%) of the contract cost 30 days from signing of the contract.
2. Three payments (each twenty-five percent (25%) of the contract cost) 30 days after completion of each phase including submission of reports and presentations that meet expectations of the RFP and the satisfaction of the Archives, based on completion of detailed project plan, draft digital archives plan, and delivery and presentation of the final digital archives plan, all pursuant to the requirements of this RFP.

2.08 OFFEROR EXPERIENCE AND CAPABILITIES

Offerors should document, demonstrate, and/or describe in detail how they meet the desired qualifications including the scope of their relevant experience. Offerors will be awarded less than the maximum number of points for experience if they fail to meet the following desired qualifications.

1. Four years experience creating, managing, developing a digital archival repository.
2. Four years experience working in a state government records management and/or archives environment.
3. Two years experience managing large document imaging environment.
4. Previous experience creating a Feasibility Study for State Archives.

SECTION THREE

PROPOSAL FORMAT, CONTENT, AND SUBMISSION

3.01 INTRODUCTION

One of the objectives of the RFP is to make proposal preparation easy and efficient, while giving Offerors ample opportunity to highlight their proposals.

When an Offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the Offeror has identified as necessary to successfully complete the obligations outlined in this RFP. There is no intention to limit the content of a proposal, and an Offeror may include additional information if so desired.

The proposal shall describe in detail the Offer's ability and availability of services to meet the goals and objectives of the RFP.

Offeror's proposal must:

1. Include a transmittal letter to confirm that the Offeror shall comply with the requirements, provisions, terms, and conditions specified in this RFP;
2. Include a properly signed and executed Offer Form page OF-1 (See Section 6, Attachment 1);
3. Provide all of the information requested in the RFP and organize them into sections with tabs separating each of the following areas as described below. Each section must be addressed individually and pages must be numbered.
 - a. **Transmittal Letter.** See Section 6, Attachment 1, Offer Form OF-1.
 - 1) Identify the title and number of this RFP.
 - 2) Include the complete name of the Offeror's firm and its address.
 - 3) Include the name, mailing address, telephone number, and facsimile number of the person the State should contact regarding Offeror's proposal.
 - 4) Confirm that the Offeror will comply with all the provisions of this RFP.
 - 5) Identify the name(s) of any subcontractor Offeror proposes to use.
 - b. **Proposal.** Include an overall strategy. Proposal should include a work and task plan for successfully completing the project including an overall strategy as well as expected results and possible shortfalls.

c. **Experience and Capabilities.**

- 1) Document and describe in detail how Offeror meets desired experience and capabilities listed in **Section 2.08, Offeror Experience and Capabilities.** Include the identification of the proposed Project Manager (and the principal contact if different persons). Include a brief resume and project management experience of the proposed Project Manager.
- 2) A representative listing of projects of a similar nature on which the firm has been engaged. Highlight any previous work conducted in the State of Hawaii.
- 3) Reference information from persons for whom the Offeror has successfully provided similar services within the past three (3) years, including the name, titles, organizations, telephone numbers, email and postal addresses of a contact person for each reference, and a brief outline of the nature of the services and deliverables provided.
- 4) A summary listing of judgments or pending lawsuits or actions against, adverse contract actions, including termination(s), suspension, imposition of penalties, or other actions relating to failure to perform or deficiencies in fulfilling contractual obligations against your firm. If none, so state.

d. **Estimated cost** for the services to be performed as listed under Section 2.04, Scope of Work. Please provide a breakdown of cost by task. See Section Six, Attachment 2, Offer Form OF-2.

e. **Estimated timeline** to complete project by task.

The sections are primarily designed to provide information necessary for the State to evaluate offers pursuant to Section Four – Evaluation Criteria of this RFP. Offeror is advised to review the section and to provide all information necessary to allow the State to evaluate its proposal based on the stated criteria.

3.02 PRICING

Pricing shall be an all-inclusive fixed cost. These prices shall be inclusive of all federal, state and local taxes; and any and all expenses, required for the completion of the services to be performed as listed under Section Two, Scope of Work. No other costs will be honored.

3.03 REQUIRED REVIEW, QUESTIONS PRIOR TO SUBMISSION OF PROPOSALS, AND EXCEPTIONS

All terms and conditions shall be negotiated during the procurement process, prior to contract execution.

Offeror shall carefully review this solicitation for defects and questionable or objectionable matter. Questions and comments concerning defects and questionable or objectionable

matter must be made in writing and directed to Gina Vergara-Bautista, Contract Administrator, fax (808)586-0330, Hawaii State Archives, 364 South King Street, Honolulu, Hawaii 96813 and received prior to the deadline for written questions as stated in Section 1.02, RFP Schedule and Significant Dates. This will allow time to issue any necessary addenda to the RFP. It should also minimize the receipt of defective proposals and the unnecessary exposure of proposals.

Any exceptions taken to the terms, conditions, specifications, or other requirements listed herein, which remains unresolved by the deadline for proposals must be listed in the Exceptions section of the Offer's proposal. Offeror shall reference the RFP section where exception is taken, a description of the exception taken, and the proposed alternative, if any.

3.04 SUBMISSION OF PROPOSAL

The submission of a proposal shall constitute an incontrovertible representation by the Offeror of compliance with every requirement of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

Before submitting a proposal, each Offeror must:

1. Thoroughly examine the RFP documents, including any attachments and any other relevant documents;
2. Become familiar with State, local, and federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.

Proposals shall be received at the Department of Accounting and General Services, Hawaii State Archives, 364 South King Street, Honolulu, HI 96813, no later than the date and time stated in Section 1.02, RFP Schedule and Significant Dates. Timely receipt of proposals shall be evidenced by the date and time registered by the Archives time stamp. Proposals received after the deadline shall be returned unopened.

3.05 PROPOSAL PREPARATION

1. Offer Form, page OF-1. See Attachment 1. Proposals shall be submitted using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate spaces on Offer Form page OF-1. Failure to do so may delay proper execution of the contract.

The authorized signature on the first page of the Offer Form shall be an original signature in ink. If unsigned or the affixed signature is a facsimile or a photocopy, the offer shall be automatically rejected unless accompanied by the other material, containing an original signature, indicating the Offeror's intent to be bound.

2. Offer Guaranty. An offer guaranty is NOT required for this RFP.

3. Tax Liability. Work Performed under this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. Vendors are advised that they are liable for the Hawaii General Excise tax (GET) at the current 4.5% rate and the applicable use tax at the current 1/2% rate. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.
4. Original Proposal and Copies to be Submitted. Offeror shall submit one (1) original proposal marked "ORIGINAL" and five (5) copies of the original marked "COPY." It is imperative to note that the Offeror submit only one original and the required number of copies. DO NOT SUBMIT MORE THAN ONE ORIGINAL. The original proposal and five copies of the proposal must be in a sealed envelope or box.

The outside cover of the package containing the offer should be marked:

SEALED PROPOSAL FOR THE HAWAII STATE ARCHIVES SUBMITTED IN
RESPONSE TO RFP-10-001-HSA.

STATE OF HAWAII
Hawaii State Archives
364 South King Street
Honolulu, HI 96813

(Name, address, telephone number of the Offeror)

Costs for developing the Proposal are solely the responsibility of the Offeror, whether or not any award results from this solicitation. The State of Hawaii will not reimburse such costs. Offeror is cautioned that illegible offers of any item(s) may be automatically rejected to avoid any errors in interpretation by the reviewers during the evaluation process.

5. All proposals become the property of the State of Hawaii.
6. Copies of all documents transmitted by Offerors via facsimile machines shall be limited to the modifications or withdrawal of a proposal pursuant to HAR Sections 3-122-108 and 3-122-28, respectively.

3.06 ECONOMY OF PRESENTATION

Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate for the purpose. Emphasis will be on completeness and clarity and content. If any additional information is required by the Archives regarding any aspects of the Offer's proposal, it shall be provided within four (4) business days.

SECTION FOUR
EVALUATION CRITERIA

EVALUATION CRITERIA

Evaluation criteria and the associated points are listed below. The award will be made to the responsive, responsible Offeror whose proposal is determined to be the most advantageous to the State based on evaluation criteria listed in this section.

The total number of points used to score this contract is 100.

1. Cost of services. Delineate costs according to task and/or hours. (30 points)
2. Project skills, capability, previous experience and past performance of individuals involved on similar projects including client satisfaction ratings determined by contact with references submitted. (See Section 2.08, Offeror Experience and Capabilities.) Number of years in the business and number of years performing services specified in this RFP. (25 points)
3. Sample projects and/or examples of written plans, etc. (15 points)
4. Project Proposal (30 points)
 - a. Quality of responses and completeness of the proposed work and task plan
 - b. Methodology and approach utilized to meet the requirements.
 - c. Timeline and reasonableness of proposed time frame
 - d. Expected Results
 - e. Possible Shortfalls

SECTION FIVE

SPECIAL PROVISIONS

5.01 SCOPE

The furnishing of consulting services to produce a plan to create a digital archives for preserving and making accessible Hawaii's electronic government records of enduring legal and historical significance for the Archives Division shall be in accordance with this RFP and the General Conditions (GC), Form AG-008 Rev. 4/15/2009 which is incorporated by reference and available at:

<http://www4.hawaii.gov/StateForms/Internal/ShowInternal.cfm>

A copy of this RFP may be obtained at the Hawaii State Archives, 364 South King Street, Honolulu, HI 96813 or online at:

http://hawaii.gov/dags/archives/copy_of_request-for-proposal

or from the State Procurement website at:

<http://www4.hawaii.gov/bidapps/ShowBids.cfm?Isle=O>

5.02 RESPONSIBILITY OF OFFERORS

Offeror is advised that if awarded a contract under this solicitation, Offeror shall, upon award of the contract, furnish proof of compliance with the requirements of section 103D-310 (c), HRS:

- a. Chapter 237, tax clearance;
- b. Chapter 383, unemployment insurance;
- c. Chapter 386, workers' compensation;
- d. Chapter 392, temporary disability insurance;
- e. Chapter 393, prepaid health care; and
- f. Chapter 103C-310 (c), Certificate of Good Standing for entities doing business in the State.

1. **Hawaii Compliance Express.**

An Offeror may collectively apply for these certificates through the Hawaii Compliance Express (HCE). The HCE allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Vendor Compliance." The HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance," indicating that vendor's status is compliant with the requirements of HRS Section 103D-310(c), shall be accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay an annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC). **Vendors choosing not to participate in the HCE program will be required to provide the paper certificates as instructed in the sub-sections 2, 3, and 4 that follow.**

2. **HRS Chapter 237 tax clearance requirement for award.** Instructions follow:

Pursuant to HRS §103D-328, the lowest responsive Offeror shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an

original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. It must be valid on the date it is received by the Department of Accounting and General Services, Archives Division.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX *TAX CLEARANCE APPLICATION* Form A-6 (Rev. 2003) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information):http://www6.hawaii.gov/tax/a1_1alphalist.htm
DOTAX Forms by Fax/Mail: (808) 587-7572
1-800-222-7572

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX: (808) 587-1488
IRS: (808) 539-1573

The application for the clearance is the responsibility of the Offeror, and must be submitted directly to the DOTAX or IRS and not to the Archives. However, the tax clearance certificate shall be submitted to the Archives.

3. HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award. Instructions follow:

Pursuant to HRS §103D-310(c), the lowest responsive Offeror shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the Archives. A photocopy of the certificate is acceptable to the Archives.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR *APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH HAR SECTION 3-122-112*, , Form LIR#27 which is available at <http://hawaii.gov/labor/forms> or at the neighbor island DLIR District Offices. The DLIR will return the form to the Offeror who in turn shall submit it to the Archives.

The application for the certificate is the responsibility of the Offeror, and must be submitted directly to the DLIR and not to the Archives. However, the certificate shall be submitted to the Archives.

4. Compliance with Section 103D-310(c), HRS for an entity doing business in the State.

The lowest responsive Offeror shall be required to submit a CERTIFICATE OF GOOD STANDING (Certificate) issued by the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (BREG). The Certificate is valid for six months from date of issue and must be valid on the date it is received by the Archives. A photocopy of the certificate is acceptable to the Archives.

To obtain the Certificate, the Offeror must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate.

On-line business registration and the Certificate are available at <http://hawaii.gov/dcca/breg/online/>. To register or to obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Offerors are advised that there are costs associated with registering and obtaining the Certificate.

5. Final Payment Requirements.

Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract.

In addition to the tax clearance certificate, an original "Certification of Compliance for Final Payment" (SPO Form-22), (See Attachment 3) will be required for final payment. A copy of the Form is also available at www.spo.hawaii.gov. Select "Forms from Vendors/Contractors" menu. Alternatively, a "Certificate of Vendor Compliance", issued through the Hawaii Compliance Express system, shall be acceptable for final payment requirements.

6. Timely Submission of all Certificates.

The above certificates should be applied for and submitted to the Archives as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

5.03 OVERVIEW OF RFP PROCESS

1. The RFP is issued pursuant to HRS Section 103D-303 and HAR Subchapter 6 of Chapter 3-122.
2. The procurement process begins with the issuance of the RFP. Offerors may submit written questions to the Archives with the specified period and the Archives will issue a formal response to any written questions or concerns regarding the RFP. Changes to the RFP will be made only by Addendum.
3. Proposals shall not be opened publicly, but shall be opened in the presence of two (2) or more procurement officials. The register of proposals and Offerors' proposals shall be open to public inspection after posting of any award.

All proposals and other material submitted by Offerors become the property of the State and may be returned only at the State's option.

4. The evaluation committee shall evaluate the proposals in accordance with the evaluation criteria in Section Four. The proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable.
5. Proposals may be accepted on evaluation without discussion. However, if discussions are deemed necessary, then prior to entering into discussions, a "priority

- list” of responsible Offerors submitting acceptable and potentially acceptable proposals shall be generated. The priority list may be limited to a minimum of three responsible Offerors who submitted the highest-ranked proposals. The objective of these discussions is to clarify issues regarding the Offeror’s proposal before any BAFO is requested and tendered.
6. If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended by an addendum to incorporate such clarification or change. Addenda to the RFP shall be distributed only to priority listed Offerors who submit acceptable or potentially acceptable proposals.
 7. Following any discussions, Priority Listed Offerors may be invited to submit their BAFO. The evaluation committee reserves the right to have additional rounds of discussions with the top three (3) Priority Listed Offerors prior to the submission of the BAFO.
 8. If a BAFO is required, the date and time for Offers to submit their BAFO is indicated in Section 1.02, RFP Schedule and Significant Dates. If Offeror does not submit a notice of withdrawal or a BAFO, the Offer’s immediate previous offer shall be construed as its BAFO. The BAFOs will be evaluated in accordance with the evaluation criteria in Section Four.
 9. The evaluation committee reserves the right to determine what is in the best interest of the State for purposes of reviewing and evaluating proposals submitted in response to the RFP. The evaluation committee will conduct a comprehensive, fair and impartial evaluation of proposals received in response to the RFP.
 10. The evaluation committee will make its recommendation. The Procurement Officer will award the contract to the Offeror whose proposal is determined to be the most advantageous to the State taking into consideration price and the evaluation factors set forth in Section Four.
 11. The contents of any proposal shall not be disclosed during the review, evaluation, discussion, or negotiation process. Once an award notice is posted, all proposals, successful and unsuccessful, become available for public inspection. Those sections that the Offeror and the State agree are confidential and/or proprietary should be identified by the Offerors and shall not be disclosed.
 12. The RFP, any addenda issued, and the successful Offeror’s proposal shall become a part of the contract. All proposals shall become the property of the State of Hawaii.

5.04 CONFIDENTIAL INFORMATION

If a person believes that any portion of a proposal, offer, specification, protest, or correspondence contains information that should be withheld as confidential, then the Procurement Officer named on the cover of this RFP should be so advised in writing and provided with justification to support confidentiality claim. Price is not considered confidential and will not be withheld from disclosure.

An Offeror shall request in writing nondisclosure of designated trade secrets or other proprietary data considered confidential. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Pursuant to HAR Section 3-122-58, the head of the purchasing agency or designee shall consult with the Attorney General and make a written determination in accordance with HRS Chapter 92F. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the person appeals the denial to the Office of Information Practices in accordance with HRS Section 92F-42(12).

5.05 PROPOSAL ACCEPTANCE PERIOD

The State's acceptance of proposal, if any, will be made within sixty (60) calendar days after the opening of proposals. Prices by the Offeror shall remain firm for the sixty (60) day period.

5.06 PROPOSAL AS PART OF THE CONTRACT

This RFP and all or part of the successful proposal may be incorporated into the contract.

5.07 CONTRACT MODIFICATIONS – UNANTICIPATED AMENDMENTS

During the course of this contract, the Contractor may be required to perform additional work that will be within the general scope of the initial contract. When additional work is required, the Contract Administrator will provide the Contractor a written description of the additional work and request the Contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work.

Changes to the contract may be made only by written agreement signed by the Department of Accounting and General Services, Archives Division and Contractor personnel authorized to sign contracts on behalf of the Contractor.

The Contractor will not commence additional work until authorized in writing by the Archives.

5.08 PROTEST

Pursuant to HRS §103D-701, an actual or prospective offeror who is aggrieved in connection with the solicitation or award of a contract may submit a protest. Any protest shall be submitted in writing to the Procurement Officer, Department of Accounting and

General Services, Hawaii State Archives, 364 South King Street, Honolulu, Hawaii 96813.

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract.

The notice of award letter(s), if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website: http://hawaii.gov/spo2/source/search_results.php?sourcemethodID=2

5.09 PROPOSAL OPENING

Proposals will be opened at the date, time, and place specified in Section 1.02, RFP Schedule and Significant Dates, as amended. Proposals shall not be opened publicly, but shall be opened in the presence of two or more procurement officials. The Archives shall create a register of proposals received. The register of proposals and Offer's proposals shall be open to public inspection after the posting of any award.

5.10 EVALUATION OF PROPOSALS

An evaluation committee of at least three (3) qualified state employees selected by the Procurement Officer shall evaluate the proposals. The evaluation will be based solely on the evaluation criteria set out in Section Four of this RFP.

Proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable. The evaluation committee may conduct discussions with priority listed Offerors who submit proposals determined to be acceptable or potentially acceptable of being selected for award, but proposals may be accepted without such discussions. The objective of these discussions is to ensure understanding of the proposals and the RFP requirements, and to clarify issues regarding the proposals before the submission of the Best and Final Offer (BAFO) if necessary.

If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may rank the proposals and limit the priority list to three responsive, responsible Offerors who submitted the highest-ranked proposals.

5.11 CANCELLATION OF RFP AND PROPOSAL REJECTION

The Archives reserves the right to cancel this RFP and to reject any and all proposals in whole or in part when it is determined to be in the best interest of the State, pursuant to HRS Section 103D-308 and HAR Chapter 3-122, Subchapter 11.

The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever, incurred by the Offeror in the event this RFP is cancelled or its proposal is rejected.

5.12 ADDITIONAL TERMS AND CONDITIONS

The Archives reserves the right to add terms and conditions during the procurement process. These terms and conditions will be within the scope of the RFP.

5.13 CONTRACT EXECUTION

Successful Offeror receiving award shall enter into a formal written contract. No performance or payment bond shall be required for this contract.

Work will commence on the official commencement date specified in the Notice to Proceed which will be issued by the Archives subsequent to the execution of the contract by the parties. No work is to be undertaken by the Contractor prior to the commencement date specified in the Notice to Proceed. The State is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official commencement date.

If an option to extend is mutually agreed upon, the Contractor shall be required to execute a supplement to the contract for the additional extension period. The Contractor or the State may terminate any extended contract period at any time upon sixty (60) days prior written notice.

5.14 PAYMENT

HRS Section 103-10 provides that the State shall have thirty (30) calendar days from receipt of invoice or satisfactory delivery of goods or performance of services to make payment. For this reason, the Archives will reject any offer submitted with a condition requiring payment within a shorter period. Further, the Archives will reject any bid submitted with a condition requiring interest payments greater than that allowed by HRS Section 103-10, as amended.

The Archives will not recognize any requirement established by the Contractor and communicated to the Archives after award of the contract, which requires payment within a shorter period or interest payment not in conformance with statute.

5.15 AWARD OF CONTRACT

Method of Award The award will be made to the responsive, responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criteria.

Responsibility of Lowest Responsive Offeror Reference HRS section 103D-310(c). If compliance documents have not been submitted to the Department of Accounting and General Services, Archives Division prior to award, the lowest responsive Offeror shall produce documents to the procurement officer to demonstrate compliance with section 5.02, Responsibility of Offerors.

5.16 INVOICING

Contractor shall submit an invoice with each request for payment. Original and three (3) copies of the invoice shall be submitted to:

Department of Accounting and General Services
Hawaii State Archives
364 South King Street
Honolulu, Hawaii 96813
Attn: Gina Vergara-Bautista

Invoices should reference both the contract number and the RFP number.

5.17 LIABILITY INSURANCE

The Contractor shall maintain in full force and effect during the life of this contract, liability and property damage insurance to protect the Contractor and his subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the Contractor providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, Contractor may require subcontractor to provide its own insurance, which meets the requirements herein. It is understood that a subcontractor's insurance policy or policies are in addition to the Contractor's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the Contractor, including its subcontractor(s) where appropriate.

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability	\$1,000,000 limit per occurrence for bodily injury and property damage / \$2,000,000 in the aggregate
Automobile Liability	\$1,000,000 each accident

Each insurance policy required by this contract, including a subcontractor's policy, shall contain the following clauses:

1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Accounting and General Services, Hawaii State Archives, 364 South King Street, Honolulu, Hawaii 96813."
2. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."

3. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the contract, including supplemental agreements.

Upon Contractor's execution of the contract, the Contractor agrees to deposit with the State of Hawaii certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefor on deposit with the State during the entire term of this contract, including those of its subcontractor(s), where appropriate. Upon request by the State, Contractor shall be responsible for furnishing a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

SECTION SIX

ATTACHMENTS

- ATTACHMENT 1: OFFER FORM, OF-1
- ATTACHMENT 2: OFFER FORM, OF-2
- ATTACHMENT 3: CERTIFICATE OF COMPLIANCE FOR FINAL PAYMENT

**OFFER FORM
OF -1**

CONSULTING SERVICES FOR THE ARCHIVES DIVISION TO DEVELOP A DIGITAL
ARCHIVES PLAN TO PRESERVE AND PROVIDE ACCESS TO HISTORICAL DIGITAL
RECORDS OF HAWAII GOVERNMENT
RFP-10-001-HSA

Procurement Officer
Department of Accounting and General Services
Hawaii State Archives
364 South King Street
Honolulu, Hawaii 96813

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

- Sole Proprietor Partnership Corporation Joint Venture
 Other _____

Federal I.D. No.: _____

Hawaii General Excise Tax License I.D. No.: _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Respectfully submitted:

Date: _____

(x) _____
Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____

Name and Title (Please Type or Print)

E-mail Address: _____

* _____
Exact Legal Name of Company (Offeror)

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

ATTACHMENT 1

OFFER FORM
OF-2

Total contract cost for accomplishing the development and delivery of the services.

\$ _____

Note: Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.

Offeror _____
Company Name

ATTACHMENT 2

