

ADDENDUM NO. 1

Department of Business, Economic Development, and Tourism
Strategic Industries Division

REQUEST FOR PROPOSALS for Advisory Services to Develop a Clean Energy Innovation Strategic Plan for the Hawaii State Energy Office

Solicitation No. RFP-16-016A-SID

May 26, 2016

This Addendum No. 1 includes changes, omissions clarifications to Solicitation No. RFP-16-016A-SID (hereinafter referred to as the "Solicitation"). All other terms, provisions, and conditions of the Solicitation published on May 13, 2016, shall remain in full force and effect.

Part 1 - Changes to the Solicitation

The following text **amends** (in Ramseyer format) the Solicitation:

Section 3.10 PROPOSAL CONTENTS

3.10.1 The Proposal must be organized into sections, following this exact format using all titles, subtitles, and numbering, with tabs separating each section as described below. Each section must be addressed individually. Pages must be numbered.

e) Additional Information. The Offeror shall provide a sample of an executed Strategic Plan. In the event that parts of the sample must be redacted, the Offeror shall provide sufficient description of the redacted sections and summary of the work completed to demonstrate the Offeror's quality of work.

Part 2 – Questions and Answers to the Solicitation

The following questions have been received by the deadline for written inquires on page 2 of the Solicitation. Answers are provided below for clarification purposes:

1. **Question:** Section 2.6.1 states that the "award shall be made on a firm, fixed fee, including all taxes" and Offer Form OF-2 has only a single line for "total contract cost". However, the scoring system described in Section 4.2.5 provides 15 points for competitiveness and reasonableness of price and states that the proposal "with the lowest hourly price will be awarded the maximum possible points for this component." Is the language regarding hourly rate an artifact from an earlier document? If not, please explain the role of an hourly rate if the contract is on a lump sum basis.

Answer: The award will be made (and contract will be written) for a total contract cost, as stated on Offer Form OF-2. As a part of the proposal, a budget sheet is required (see Section 4.1). Offer Form OF-2 is not a budget sheet. The budget sheet must detail all necessary expenses included in the fixed fee stated on Offer Form OF-2 and will be made a part of the contract (see Section 2.6).

The language regarding hourly rate is not an artifact from an earlier document. As stated in Section 2.6 (1) "the amount of each payment [under the contract] shall be

consistent with the timeline and budget sheet for services performed during the contract period.” As stated in Section 4.2, the budget sheet is part of the criteria for scoring and will be used as described in Section 4.2.

2. **Question:** Can Section 4.2.2(b) be satisfied with a description of the work performed? When we perform consulting services, the work belongs to the client. That is the norm in our business, and we have no right to share client documents this way. Strategic plans that have not been released as public documents should not be shared by any reputable consultant. Why would you give 10% of the total points to the consultant most willing to share their client’s confidential information?

Answer: The intent of Section 4.2(2)(b) is to demonstrate the Offeror’s professionalism and quality of work for a strategic plan because it is similar to the scope of work requested in the Solicitation. Offerors may redact sensitive portions of submittals and/or follow the procedures described in Section 3.6 “Confidential Information”. A description of the work performed without a sample of a plan will not satisfy Section 4.2(2)(b) but can be included as part of the sample strategic plan if the sample is redacted (see Part 1 above).

The numerical rating system used for scoring reflects the relative priority of each evaluation factor.

3. **Question:** Is the travel cost that “is to be paid on a reimbursable basis and should be identified in the proposed budget as a separate category” per 2.6.1 part of the \$ 150,000 maximum price in Section 2.6.2?

Answer: Yes.
