

ADDENDUM NO. 1

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

Professional Services Solicitation for DBEDT Fiscal Year 2017

Solicitation No. SID-PS-06-16-01

July 21, 2016

This Addendum No. 1 includes changes, omissions and clarifications to Solicitation No. SID-PS-06-16-01, (hereinafter referred to as the "Solicitation"). All other terms, provisions, and conditions of the solicitation published on June 24, 2016, shall remain in full force and effect.

1. Changes to the Solicitation

The following text **amends** (in Ramseyer format) the above-mentioned solicitation:

DEADLINE FOR SUBMITTALS on page 1

This solicitation shall remain open through March 31, 2017. The deadline for qualified professionals to submit Expressions of Interest and Statements of Qualifications as described under SUBMITTAL REQUIREMENTS is:

WEDNESDAY, ~~JULY 27~~ AUGUST 3, 2016 @ 4:30 p.m. (HST)

SUBMITTAL REQUIREMENTS on page 2

One unbound original marked "ORIGINAL" plus three (3) bound copies marked "COPY" and one (1) CD or DVD containing a PDF file of the Provider's information should be submitted of all requested documents below. All pages of the submittal should be numbered consecutively. Submit the information requested in items 1 through 10 below in a sealed package or envelope with the solicitation number written on the outside of the package or envelope. ALL items must be received by **WEDNESDAY, ~~JULY 27~~ AUGUST 3, 2016, 4:30 P.M. (HST)** at:

Department of Business, Economic Development, and Tourism
Strategic Industries Division
Attention: Susan Gray-Ellis
235 S. Beretania Street, Room #502
Honolulu, Hawaii 96813

NOTE: Fax or electronic transmittals **will not** be accepted as offers.

2. Changes to the Solicitation

The following text **amends** (in Ramseyer format) the above-mentioned solicitation:

The State of Hawaii, Department of Business, Economic Development, and Tourism (DBEDT) anticipates the need for professional services during fiscal year 2017 (Sept 1, 2016 - June 30, 2017). DBEDT is seeking qualified firms to provide professional services in the following disciplines/categories listed in the box below:

Accounting - 1, 2	[Professional Engineering—1:]
Architecture - 1	[a.] Aerospace Engineering [—1]
Auditing – [1,] 2	[b.] Computer Engineering [—1]
Community Planning	[c.] Electrical Engineering - 1
Economist	[d.] Environmental Engineering[—1]
Education and Vocational Training	[e.] General Engineering [—1]
Food Technology	[f.] Petroleum Engineering [—1]
Textile Technology	Workforce Research and Analysis

1 - Accountants, Architects, Electrical Engineers, Surveyors and Landscape Architects must be licensed with the State of Hawaii, Dept. of Commerce and Consumer Affairs, Professional & Vocational Licensing Division. Submit a copy of the appropriate license(s) with your submittal.

2 - Accounting and Auditing must submit a copy of the CPA license(s) of individual(s) in the firm.

3. **Questions and Answers**

The following questions have been received regarding the Solicitation and the corresponding answers are provided below for clarification purposes:

3a. “Do you have this solicitation as an editable pdf or word document? If not, are you proposing the forms be filled out by hand? Please advise.”

Answer: Fillable forms may be located on the Hawaii State Procurement Office website, along with a Microsoft Word version of the solicitation. Go to www.hawaii.gov/spo and click on Procurement Notices for Solicitations to find a copy of this solicitation.

3b. “We are looking for the answers of some queries related to RFP titled PROFESSIONAL SERVICES due on JULY 27, 2016 issued by Department of Business, Economic Development and Tourism, HI.

Queries: -

- (a) What is the total budget of this RFP?
- (b) Is it a single or multiple award?
- (c) Is there any current service provider for similar services, if yes then please share the name of the service provider along with the last year expenditure?”

Answer: (a) A total budget has not been assigned to this solicitation since it is not for a particular project. (b) There may be multiple awards or a single award or no award at all during the course of fiscal year 2017 dependent on the actual needs of DBEDT. (c) One (1) contract was awarded using the FY16’s professional services annual list. The service provider was PBR Hawaii & Associates, Inc. awarded under the category of Community Planning. Please note, the professional service method is a specific method of procurement like RFP or small purchases. A list of qualified providers is created at the start of each fiscal year based on the

agency's projected needs and qualifications of providers by category/discipline. See Hawaii Revised Statutes 103D-304 for more details.

3c. "Reviewing the Solicitation, I did not see a discipline/category for Construction Management services. Is this a discipline/category that I may submit qualifications for FY17, or perhaps recommend as a discipline/category for future fiscal years?"

Answer: Based on guidance from the Hawaii State Procurement Office, DBEDT uses the U.S. Office of Personnel Management's Professional and Scientific list of occupations for the categories/disciplines, as well as DBEDT's anticipated procurement needs for the upcoming fiscal year. Unfortunately, Construction Management is not a category DBEDT is soliciting for at this time.

3d. "Per #11 under General Information, on page 7 of DBEDT's Notice to Providers of Professional Services, I am contacting you with questions.

1. Is it appropriate to include the Certificate of Vendor Compliance in the appendix of the original submittal or should providers wait until requested to provide the certificate?
2. Regarding question #8 on the Qualification Questionnaire (Exhibit 1A), does "any other government agencies outside of Hawaii" only mean the Federal Government or also other state's or territories' governments?"

Answer: 1. The Certificate of Vendor Compliance is not required at this time. If it is not in the submittal packet, a firm will be notified in writing when to submit the certificate. 2. Any other government agencies outside of Hawaii does not exclusively mean the Federal Government but may include work done for other state governments and territorial governments.

3e. "Can Submittal Requirements (1-10) be combined into one package and one CD? Requirements 1, 2, 3, 4, 5, 6, 7, and 10 each lists one original + 3 copies + 1 CD. Do each of these requirements have to have their own original, copies and CD? Or can the entire submittal be combined into one original package, 3 copies and 1 CD?"

Answer: Yes, the entire submittal can be combined into one original, with 3 copies and 1 CD containing pdfs of all of the documents.

3f. "Is a print out of the architects license(s) from the Professional & Vocational Licensing website reflecting a current license acceptable?"

Answer: Yes, the print out from the DCCA's Professional & Vocational Licensing website reflecting a current valid license will be acceptable for both architects and engineers.

3g. "We would like to ask few more queries related to the subject mentioned.

Queries: -

- (a) Is it possible to receive the current Employee Pay Rate, Bill rate and Markup for the current contract?
- (b) How many temps do you have currently?
- (c) Can you please provide the approximate spend for each job class covered by in last contract?

(d) What is the annual budget for this contract?"

Answer: Please see the answer to 3b. above to understand how this method of procurement works.

3h. 1) "My errors & omissions insurance certificate is in the process of being updated[...] would it be possible to email it for inclusion in the packet. If not, what method is acceptable?

2) What textile technology professional services have been awarded to date? Is there a link or reference where we may become informed to read historic information?"

Answer: 1) If you are not able to submit the insurance prior to the submittal deadline, you may submit a letter from your insurance company stating that the insurance policies will be updated to meet the amounts posted in the solicitation. 2) To date, no textile technology award has been made. Please see the link below to the U.S. Office of Personnel Management's occupational category for textile technology:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1300/textile-technology-series-1384/>