February 18, 2021

TO: Interested Parties

FROM: Rick T. Sogawa
Procurement Officer

SUBJECT: Request for Proposals No. ITO-2020-39, Addendum No. 2
Cloud-Based Software Platform to the Hawaii Public Housing Authority

This Addendum No. 2 is to: 1) provide additional response to written questions received up until February 9, 2021 and 2) amend the RFP as follows:

**Part I – Additional Response to Written Questions:**

Question 12. The As-Needed Sandbox Contract shall be effective upon the HPHA’s issuance of a Notice to Proceed, anticipated to be six (6) months from issuance of a Notice of Award

Will the selected Systems Integrator chosen through a subsequent RFP use the Sandbox for development? And if so, what would be the extent of development in the Sandbox?

Response: Yes. We expect the Systems Integrator to make use of the Sandbox. The amount of data stored and length of time that is stored for is to be determined as part of a subsequent RFP for a Systems Integrator.

**Part II – Amendments to the RFP:**

1. The last paragraph in Subparagraph VII. C. Pre-opening Modifications on page 5 of the RFP is hereby amended to read as follows:

   “All request for modifications shall be sealed, the envelope or package shall be clearly identified as a modification to the proposal submission with reference to this RFP (RFP No. ITO-2020-39), accompanied by the actual modifications to the proposal signed by an authorized representative, and must be received by the HPHA not later than 4:00 p.m. HST, Monday, February 22, 2021 Thursday, March 4, 2021.”
2. The second paragraph in Subparagraph XIV. Costs for Proposal Preparation and Verification on page 7 of the RFP is hereby amended to read as follows:

"Costs incurred in connection with the review, inspection and verification of information provided in the RFP shall be the Offeror's sole sole responsibility."

3. Subparagraph A.5. Certifications of Eligibility on page 13 of the RFP is hereby amended to read as follows:

"Prior to award of a Contract, Offerors shall submit the following documents with their proposal to the HPHA to demonstrate compliance with Federal and State laws:

a. Tax Clearance, Form A-6;

b. Department of Labor and Industrial Relations, Application for Certificate of Compliance, Form LIR #27; and

c. Certificate of Good Standing issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

Alternatively, the Offeror may demonstrate compliance utilizing the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at:

http://vendors.ihanna.gov/hce/splash/welcome.html

The HCE provides the applicant with a "Certificate of Vendor Compliance" with current compliance status as of the issuance date, accepted for both contract award and final payment purposes. Businesses electing to use the HCE services will be required to pay an annual subscription fee of $12.00."

4. The fourth paragraph in Subparagraph I. General Instructions on page 26 of the RFP is hereby amended to read as follows:

"An offeror shall submit one (1) original proposal marked "ORIGINAL", four (4) seven (7) copies of the proposal marked "COPY", and five (5) two (2) USB drives to include the Technical Requirements Matrix and Demo Videos. It is imperative that the offeror submit only one (1) original proposal and the required number of copies. The outer envelope or packaging of the proposals shall be sealed and clearly marked with the RFP number and title, the offeror’s name, address, telephone, fax number, and address it to the attention of the RFP Coordinator.

5. Subparagraph E.2. on page 33 of the RFP is hereby amended to read as follows:

"2. All-inclusive annual license fee for the cloud-based software platform. Offers."
6. Subparagraph 5.b. in the Compensation and Payment Schedule of RFP Attachment 4 – Sample Contract for Cloud-Based Software Platform Sandbox is hereby deleted in its entirety and replaced with the following:

"b. The CONTRACTOR shall submit invoice(s) for services rendered. Services rendered for the Sandbox is billable for the month(s) that the Sandbox is used."

7. All other terms and conditions of the RFP, as previously amended, shall remain the same.