



STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817

February 3, 2020,

REQUEST FOR QUOTES (RFQ) NO. TS 2020-09

ADDENDUM 2: Travel Services

This Addendum No. 2 is to provide answers to question submitted via email.

1.Q. Per your advisement below..... “Revised Quote Form is to be submitted **on line** and attached in HiePro”. Are you saying that the bid response may be submitted online/HiePro? If so, may I have guidance on this system? Or do I need to overnight it to: Sealed Quotes shall be received at the OHA Main Reception Desk at 560 North Nimitz Highway, Suite 200 Honolulu, Hawaii ‘i 96817 until 4:00 p.m. Hawaii‘i Standard Time (“HST”) Monday, February 3, 2020.

1.A *The revised quote form must be submitted on line through the HiePRO. Solicitations posted to HiePRO should have offers/quotes submitted and awarded through HiePRO. Please see website: <https://hiepro.ehawaii.gov/welcome.html>, at the top right hand corner it has “Do you have Questions?”, you can also call for technical assistance: Call Hawaii Information Consortium (HIC) at (808) 695-4620.*

Please note:

There is no fee to register in HiePRO or submit an offer. There is a fee to the awarded vendor. The fee is .75% of the award or estimated award (for instance, the fee is \$75 for an award of \$10,000) and is due upon receipt of invoice, 30 days net. It is payable to Hawaii Information Consortium, LLC (HIC) the vendor powering the HiePRO application. The fee is capped at \$5,000 per award. You will receive an invoice from HIC upon notice of award.

2.Q. May I ask why the contract is only for 7 months? The anticipated term of the Contract shall be from February 7, 2020 through and including August 31, 2020, term extensions will be allowed, subject to the availability of funds.

2.A. *I am currently working on revising my Travel Statement of Procedures and in need of assistance with servicing the travelers for my agency.*

3.Q. What was your travel spend for 2019 and 2018?

3.A. *Approximately expenditure for FY18 \$ 355,000.00 and FY19 400,000.00, this includes all inter-state, domestic and international.*

Please contact Phyllis Ono-Evangelista **at** (808) 594-1833 or by email: phylliso@oha.org should you have any questions