

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

May 23, 2024

ADDENDUM NO. 1

Regional Catastrophic Preparedness Grant Program (Staffing & Operational Support), State of Hawai'i, Department of Defense, Hawaii Emergency Management Agency Job No. 202407-RFP

The items listed hereinafter are hereby made a part of the contract for the above-mentioned project and shall govern the work taking precedence over previously issued contract documents governing the items mentioned.

The following documents have been modified and/or added to the Request for Proposal packet of May 09, 2024:

- A. The addendum makes changes to section 2 Solicitation Information. Please see the attachment.

Kenneth S. Hara
Major General
Adjutant General

Posted: May 23, 2024

Section 2: Solicitation Information

2.1 Governing Laws and Regulations

This procurement is conducted by the Department of Defense (DOD), Hawaii Emergency Management (HI-EMA), in accordance with the State Procurement Code. Information about DOD or HI-EMA and its governing laws are available at <http://spo.hawaii.gov/>.

This procurement shall be governed by the regulations and laws of the State of Hawaii. Venue for any administrative or judicial action relating to this procurement, evaluation, and award shall be in the State of Hawaii.

2.2 Electronic Procurement

2.2.1 Proposals submitted electronically must be emailed to Jesper Andersen at jesper.h.andersen@hawaii.gov by the Proposal Due Date and Time listed in Section 1.3 Schedule and Significant Dates. Proposals received after the due date and time will not be accepted.

2.2.2 If you are unable to submit your proposal electronically, you can submit them through USPS or any delivery courier to:

Jesper Andersen
Department of Defense
3949 Diamond Head Road, Room 228
Honolulu, HI 96816-4495

Proposals submitted by mail must arrive before the Proposal Due Date and Time.

2.2.3 Offerors are responsible for ensuring that all necessary files are attached to their offer prior to the proposal deadline.

Offerors are advised that they should not wait until the last minute to submit their proposal. Offerors should allow ample time to review their submitted proposal, including attachments, prior to the proposal deadline.

2.3 RFP Addenda

Changes to this RFP including but not limited to contractual terms and procurement requirements shall only be changed via formal written addenda issued by the DOD-HIEMA.

The State accepts no responsibility for a prospective Offeror not receiving solicitation documents and/or revisions to the solicitation.

2.4 Pre-Proposal Conference

N/A

2.5 Questions Regarding RFP Contents

If a Prospective Offeror believes that any provision of the RFP is unclear, potentially defective, or would prevent from providing a meaningful Offer, the Offeror shall submit questions to the State POC requesting clarification on or before the deadline for doing so in Section 1.3 Schedule and Significant Dates. Each question shall identify the page, section number, paragraph, and line or sentence of such provision(s) of the RFP to which the question applies. The State POC will respond by the date for the same in Section 1.3 Schedule and Significant Dates. The State may issue Addenda in response to written questions received regarding the RFP.

2.6 Electronic Submission of Questions

All questions submitted electronically should be addressed to Jesper Anderson through email by the question due date provided in Section 1.3 Schedule and Significant Dates. Answers will be given via the email on the Answer to Questions date.

Offerors are cautioned about including context in questions that may reveal the source of questions. The identity of potential Offerors will not be published with the answers, but the text of questions will be restated, to the extent possible, to exclude information identifying potential Offerors.

2.7 Proposal Due Date

Proposals must be received by the posted closing date and time as described in Section

1.3 Schedule and Significant Dates of this RFP.

2.8 Cancellation of Procurement and Proposal Rejection

The State reserves the right to cancel this RFP and to reject any and all proposals in whole or in part, and waive any defects when it is determined to be in the best interest of the State, pursuant to HAR §3-122-96 thru HAR §3-122-97.

2.9 Firm Offers

Responses to this RFP, including proposed costs and/or fees will be considered firm for seven (7) days after the proposal due date.

2.10 Right to Accept All or Portion of Proposal

Unless otherwise specified in the solicitation, the State may accept any item or combination of items as specified in the solicitation or of any proposal unless the Offeror expressly restricts an item or combination of items in its Proposal and conditions its response on receiving all items for which it provided a proposal. If the Offeror so restricts its Proposal, the State may consider the Offeror's restriction and evaluate whether the award on such basis will result in the best value to the State. The State may otherwise determine at its sole discretion that such restriction is non-responsive and renders the Offeror ineligible for further evaluation.

2.11 Ownership or Disposition of Proposals and other Materials Submitted

All costs incurred by the Offeror in preparing or submitting a proposal shall be the Offeror's sole responsibility whether any award results from this RFP. The State shall not reimburse such costs. All proposals become the property of the State of Hawaii.

2.12 Additional Information

The Offeror shall provide additional information regarding aspects of an Offeror's Proposal within seven (7) business days of the State's request unless the State specifies another period. As noted, each Offeror shall submit only one Proposal. If an Offeror

submits more than one Proposal, then the State reserves the right to reject and or dismiss the Offeror from the RFP Process.