

November 6, 2014

MEMORANDUM

TO WHOM IT MAY CONCERN

FROM: Janell Kim
Financial Services Director

SUBJECT: ADDENDUM NO. 1
INVITATION FOR BID NO. J15134
TO PROVIDE A PRICE LIST FOR DIGITAL INTERVIEW RECORDING
MANAGEMENT SYSTEMS FOR THE HAWAII CHILDREN'S JUSTICE
CENTERS, THE JUDICIARY, STATE OF HAWAII

Transmitted herewith is one copy of Addendum No. 1 for your review.

Questions regarding the technical aspects of this addendum may be directed to Richard Murakami in the Information Technology System Division at (808) 538-5314, other questions may be directed to Newton Sakamoto in the Contracts and Purchasing Office at (808) 538-5805.

Janell Kim
Financial Services Director

INVITATION FOR BID J15134

**TO PROVIDE A PRICE LIST FOR DIGITAL INTERVIEW RECORDING
MANAGEMENT SYSTEMS FOR THE HAWAII CHILDREN'S JUSTICE CENTERS,
THE JUDICIARY, STATE OF HAWAII**

ADDEUDUM NO. 1

November 6, 2014

The items listed hereinafter are hereby made a part of the Invitation for Bid (IFB) No. J15134 for the above project and shall govern the work taking precedence over the previously issued IFB governing the items mentioned below.

SECTION TWO – SPECIAL PROVISIONS

Amend: Section 2.5 OFFER QUALIFICATION Item (b & d) is amended to read as follows:

- b. Offeror shall list a minimum of three (3) children advocacy centers, **or law enforcement agencies** to whom offeror has sold and/or serviced Commercial Electronic Corp V2 systems or pre-qualify equivalent systems.
- d. The Judiciary reserves the right to contact any of the children advocacy centers, **or law enforcement agencies** to inquire about the quality and reliability of the equipment and service being provided by the offeror.

Amend: Section 2.8 OFFER SUBMISSION is amended to read as follows:

Offerors shall submit three (3) copies (1 original, 2 copies) of their Offer form/packet. Offers must be submitted no later than the date and time indicated in the Invitation for Bids notice to:

The Judiciary, State of Hawaii
Financial Services Division
1111 Alakea Street, 6th Floor
Honolulu, HI 96813 -2807
Attention: Newton Sakamoto

OFFERS RECEIVED AFTER THE ABOVE DATE AND TIME SPECIFIED SHALL NOT BE ACCEPTED AND SHALL BE RETURNED TO THE VENDOR

UNOPENED.

Offers on CD. As an option to submitting hard copies (orig. +2) of your entire Offer form/ packet, offers may be submitted on CD (2 copies of CD) in Adobe's pdf format along with original hard copy of the Offer Form, all no later than the date and time indicated in the Significant Dates section of this IFB.

Offers via electronic submittal. As another option to submitting hard copies of your offer form/ packet, offers may be submitted no later than the date and time indicated in the Significant Dates section of this IFB to the above Purchasing Specialist via Email or FAX. Please note that 3.5 of the Procedural Requirements Governing RFPs and IFBs , dated May 2003 is not applicable for this IFB.

Offeror bears responsibility for transmission. Offerors who submit proposals or amendments by electronic means, bear the whole and exclusive responsibility for assuring that the documents are received by the purchasing agency and for ensuring the complete, correctly formatted, legible, and timely transmission of their documents. By opting to submit inquiries by electronic means, Offerors assume all risk that a purchasing agency's receiving equipment and system may be inoperative or otherwise unavailable at the time transmission is attempted.

Purchasing Specialist e-mail address & fax: newton.t.sakamoto@courts.hawaii.gov

Amend: Section 2.14 TRAINING OF PERSONNEL is amended to read as follows:

The vendor shall train the Children's Justice Centers' staff on the Digital Interview Recording Management System. This initial training shall be done at the site after initial installation of system.

After initial installation, if requested, the vendor shall train additional Children's Justice Centers' staff and up to seven (7) staff of Information Technology and Systems Department at the no additional charge for the duration of this contract. The method of training (on-site, web, etc.) will be at the discretion of the vendor.

Pre-qualification of equivalent systems:

The following were found to be pre-qualify equivalent systems:

- 1) InVidia SR is a pre-qualify equivalent system.
- 2) iRecord is a pre-qualify equivalent system.

The following questions were submitted in writing and are being answered in accordance with this IFB.

- Q.1. Is there a way I could get the Solicitations Sections in another format than a PDF, so as to provide vendor specific information in the document?
- A.1. Yes, a copy the solicitation OFFER FORM will be provided in WORD format upon request.
- Q.2. Would you accept an electronic submission of the paperwork for this solicitation?
- A.2. Yes, we will allow submission of paperwork in electronic format. Please see change to Section 2.8 OFFER SUBMISSION listed above.
- Q.3. Can Offerors proposing pre-qualified equivalent systems list Manufacturer references where systems has been successfully installed in children advocacy centers?
- A.3. No, list offeror's sites of successful installations of children advocacy's centers.
- Q.4. Can Offerors list references where similar interview recording management systems have been sold and installed in courtrooms/courthouses, but not specifically children advocacy centers?
- A.4. Yes, list offerors references where pre-qualify equivalent interview recording management systems have been sold and installed in courthouses or police stations, but not specifically children advocacy.
- Q.5. Is criminal history record check and FBI cards, for all on-site personnel, must be completed and submitted at the time of bid submittal/opening?
- A.5. No, the completed criminal history record check and FBI fingerprint cards shall be submitted after "award" and before "notice to proceed."
- Q.6. Does the pre-qualify equivalent systems and CE V2 have to be able to record DVD's in a format for TrialPad for iOS?
- A.6. Yes, and "how to format DVDs for TrailPad for iOS" shall be incorporated with the user's training.
- Q.7. When is the HCE certificate required to be submitted for this IFB?

A.7 Since time is of the essence for this project, vendor should apply for HCE compliance as soon as possible. HCE certificate of compliance must be submitted to the Judiciary no later than 10 days after bid opening. If a valid certificate is not submitted to the Judiciary on a timely basis for an award of the contract, an offer otherwise responsive and responsible may not receive the award.