



Office of the Administrative Director - Financial Services Department

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DEPUTY ADMINISTRATIVE DIRECTOR

February 27, 2015

MEMORANDUM

TO: All Interested Parties
FROM: Janell Kim, Financial Services Director
SUBJECT: **ADDENDUM NO. 1, RFP NO. J16003**
To Provide Guardian Ad Litem and/or Legal Counsel Services through the Family Court of the Third Circuit during the period July 1, 2015 through June 30, 2017

Transmitted herewith and through our Judiciary website at www.courts.state.hi.us under "General Information" and "Business with the Judiciary" is Addendum No. 1 to RFP No. J16003 for your review.

Questions relating to the technical aspects of this RFP or Addendum may be directed to Aolani Mills, Third Circuit Court at (808) 322-8726, or Email Aolani.M.Mills@courts.hawaii.gov. Contract questions may be directed to Kelly Kimura in the Contracts & Purchasing Office at (808) 538-5805 or Email kelly.y.kimura@courts.hawaii.gov. Thank you.

/s/ Janell Kim
Janell Kim
Financial Services Director

ADDENDUM NO. 1 - RFP NO. J16003

To Provide Guardian Ad Litem and/or Legal Counsel Services through the Family Court of the Third Circuit during the period July 1, 2015 through June 30, 2017

The following Addendum No. 1 is transmitted for the above RFP as follows:

1. Section 3.2.1 Insurance, 6th paragraph, shall be amended as follows:

" The Contractor will immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration. Furthermore, The Judiciary shall be added as an additional insured on Commercial General Liability and Automobile Insurance policies as respects to operations performed for The Judiciary, State of Hawaii, and it is agreed that any insurance maintained by The Judiciary, State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

Questions and Answers

Q1. Are these new insurance requirements in this particular RFP the same as those contained in other state contracts with other vendors with different project requirements, greater vendor compensation, and higher risk for the State?

A1. Yes, the insurance requirements of this RFP are standard and are the same as those contained in other state bid contracts. The State Risk Management Office has recommended these same insurance coverage amounts for all contracts solicited through Competitive Sealed Bidding (103D-302 HRS) or through Competitive Sealed Proposals (103D-303 HRS).

Q2. When will these insurance requirements take effect?

A2. The insurance requirement for this RFP will take effect at the start of the contract period being requested, on July 1, 2015.

Q3. Are sole proprietors (having no employees) required to comply with the Workers Compensation insurance coverage?

A3. As a sole proprietor, the Workers Compensation insurance requirement is not applicable to you.

Q4. Section 3.2.1 requires contractors to maintain Commercial General Liability Insurance for bodily injury and property damage. As a sole practitioner who does not have a commercial office space, and one who will meet with clients primarily at their place of residence or the Courthouse, can a waiver from this requirement requested.

- A4. *At this time, NO formal approval to waive the CGL insurance in the above situation has been granted by either the State Risk Management Office or The Judiciary.*
- Q5. Section 3.2.1 also requires the contractor to maintain automobile insurance with a single limit of not less than \$1,000,00.00. I do not own a vehicle nor will I be transporting any clients that I represent. I request a waiver from this provision and ask what procedures I must follow to receive said waiver.**
- A5. *As you do not own a vehicle, this Automobile insurance requirement is not applicable to you.*
- Q6. I do not transport clients. Do I need to comply with the RFP automobile insurance requirement?**
- A6. Yes.
- Q7. Can umbrella policies be used to supplement insurance coverage requirements to comply with the RFP insurance provision?**
- A7. Yes.
- Q8. Do I need to add The Judiciary as an additional insured on my Professional Liability policy?**
- A8. NO. You DO NOT need to add The Judiciary as an additional insured on your Professional Liability policy.**

END OF ADDENDUM NO. 1