



Office of the Administrative Director — Financial Services Division

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MEMORANDUM

TO: All Interested Parties

FROM: Janell Kim
Financial Services Administrator

DATE: September 6, 2012

SUBJECT: Addendum No. 1, Request for Proposals No. J13082
TO PROVIDE MICROSOFT ACCESS AND MICROSOFT SQL DATABASE
APPLICATION CONSULTING, DEVELOPMENT, IMPLEMENTATION AND
SUPPORT SERVICES TO THE JUDICIARY, STATE OF HAWAII

Transmitted for your review herewith and through our website at <http://www.courts.state.hi.us> under “General Information” and “Business with the Judiciary”, is Addendum No. 1 to RFP J13082.

Questions relating to the technical aspects of this Addendum may be directed to Leonard Fernandes of the Information Technology and Communications Division at (808) 538-5371, email leonard.w.fernandes@courts.hawaii.gov. Other questions may be directed to Jonathan Wong in the Contracts & Purchasing Office, at (808) 538 5805, FAX (808) 538-5802, email jonathan.h.wong@courts.hawaii.gov. Thank you.

JANELL KIM

ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J13082

TO PROVIDE MICROSOFT ACCESS AND MICROSOFT SQL DATABASE APPLICATION CONSULTING, DEVELOPMENT, IMPLEMENTATION AND SUPPORT SERVICES TO THE JUDICIARY, STATE OF HAWAII

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

Q1. What is the current FTE level for each existing applications?

A1 A major reason for this solicitation is the LACK of available human resources to support these Access applications. Our best guess is that we have somewhere between 25% and 50% FTE assigned to support the applications listed in section 2.1.5, Existing Applications.

That said, the applications with the most pent-up demand (in descending order) are: 1) CAAP Case Management; 2) ADLRO; 3) Childrens' Justice Center; 4) Office of the Public Guardian; and 5) Drivers' Education.

Q2. Please provide a count and role of existing maintenance staff and their average FTE?

A2. See response to item 1, above.

Q3. What is the minimum skill level and competency of the propose staff?

A3. We would like to see intermediate to expert skill levels on proposed staff. This would roughly equate to five years of competent experience on the low-end to 10+ years of competent experience on the high-end.

Q4. Is there an existing company that provide these requested services; if so please name the company.

A4. No existing company is providing this service to the Judiciary.

Q5. Do you expect the staff to be on-premise to be billable or will remote staff be acceptable?

A5. Remote work is acceptable. However, be advised that there may be specific tasks that might require a physical presence - for example, requirements gathering.

Q6. Please list all the work site locations.

A6. *The major sites that we anticipate might be considered "work sites" in the near future are: 1) 1111 Alakea Street; 2) 777 Punchbowl Street; 3) 2875 South King Street, Suite 101; 4) 3019 Pali Highway; 5) 345 Queen Street; and 6) 1001 Bishop Street , 5th Floor. These are all Honolulu, Oahu sites.*

Q7. Where is the primary site location for staff?

A7. *The primary site is 1111 Alakea Street, Honolulu, HI*

Q8. How will parking for staff be handled?

A8. *The handling of additional expenses such as parking should be part of vendor proposals in Section III, Resource Model. The final handling of these kinds of items shall be via the SOW.*

Q9. Who will provide computer equipment (hardware & software) for each staff to complete their duties and responsibilities? If not, who will?

A9. *Vendor requirements/assumptions for this type of item should be addressed in proposal Section III, Resource Model.*

END OF ADDENDUM NO. 1