



Office of the Administrative Director – Financial Services Department

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MEMORANDUM

TO: All Interested Parties
FROM: Dean H. Seki, Financial Services Director
DATE: May 31, 2016
SUBJECT: **ADDENDUM NO. 1, RFP NO. J16315**
To Provide Services to Migrate an IBM Filenet CS System to a Filenet P8 System for The Judiciary, State Of Hawaii

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. J16315 for your review. Questions relating to the technical aspects of this RFP or Addendum may be directed to Kevin G. Thornton at (808) 538-5714, email kevin.g.thornton@courts.hawaii.gov; other questions may be directed to Jonathan Wong in the Contracts & Purchasing Office at (808) 538-5805, email jonathan.h.wong@courts.hawaii.gov.

/s/ Dean H. Seki

DHS/JW:jw

cc: Mr. Kevin G. Thornton, Director of IT & Business Services
Ms. Mai T. Nguyen Van, JIMS Program Manager
Ms. Naty Butay, Fiscal Officer

REQUEST FOR PROPOSALS NO. J16315
To Provide Services to Migrate an IBM Filenet CS System to a Filenet P8 System
for The Judiciary, State Of Hawaii
ADDENDUM NO. 1

MAY 31, 2016

Based primarily on written questions submitted by interested vendors, RFP J16315 shall be amended as indicated below.

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

- Q1. 2.2.8 (b) - On-site office space for one (10 permanent Contractor team member - Will/Could the Contractor's Local Representative be stationed here for the life of the contractor during normal business hours 7:45 am to 4:30 pm?
- A1. Response: Section 2.2.8 (b) states "On-site office space for one (1) permanent Contractor team member" not 10 as your question asks. For the second part of your question "Will/Could the Contractor's Local Representative be stationed here for the life of the contractor during normal business hours 7:45 am to 4:30 pm?" If you mean "Will/Could the Contractor's Local Representative be stationed here for the life of the contract during normal business hours 7:45 am to 4:30 pm?" the answer is the contractor can have a team member stationed at the Judiciary to do work once the contract is awarded. However this does not qualify as the "Local Representative" required in section 3.7.3. "The Offeror shall have a local representative in order to qualify for the award." That is, the Offeror must have a local representative first in order to qualify for the award. Upon award, the Judiciary would make space available for one contractor team member.
- Q2. 4.2.8 (Table 3) Subcontractor Contact Information - Off-Shore Subcontractors are eligible as long as the desired qualification in meet?
- A2. Response: Yes, Off-Shore Subcontractors are eligible.
- Q3. 3.6.3 (Offers bears responsibility for transmission) - If this option were to be used, what is the desired format, example, Adobe's PDF?
- A3. Response: Adobe PDF would be an acceptable electronic format. If the offeror is concerned about the accuracy of the transmission, the vendor should submit hard copies.

END OF ADDENDUM NO. 1