



**Office of the Administrative Director – Financial Services Department**

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6<sup>TH</sup> FLOOR • HONOLULU, HAWAII 96813-2807  
TELEPHONE (808) 538-5800 • FAX (808) 538-5802

**Rodney A. Maile**  
ADMINISTRATIVE DIRECTOR

**Dean H. Seki**  
FINANCIAL SERVICES DIRECTOR

**Brandon Kimura**  
DEPUTY ADMINISTRATIVE DIRECTOR

June 8, 2018

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Dean H. Seki, Financial Services Director /s/ Dean H. Seki

SUBJECT: ADDENDUM NO. 1  
JUDICIARY IFB J19060

TO QUALIFY, PROCESS, AND SCAN JUROR QUESTIONNAIRES FOR  
THE CIRCUIT COURTS, THE JUDICIARY, STATE OF HAWAII

Transmitted herewith is a copy of Addendum No. 1 providing the following:

- **Questions and Answers for the above IFB.**
- **Amend the Table of Contents, Attachments, to include Judiciary's Discrimination Free Workplace Policy.**

Should you have any technical questions regarding this Addendum, please call the Officer-In-Charge for this IFB Tiffany Deguzman, Ph. (808) 539-4358 or [Tiffany.N.Deguzman@courts.hawaii.gov](mailto:Tiffany.N.Deguzman@courts.hawaii.gov). Other questions may be directed to Deepa P. Sheehan of the Judiciary Contracts & Purchasing Office at (808) 538-5805, or [Deepa.P.Sheehan@courts.hawaii.gov](mailto:Deepa.P.Sheehan@courts.hawaii.gov).

ADDENDUM NO. 1

INVITATION FOR BID

BID PROPOSAL NO. J19060

TO QUALIFY, PROCESS, AND SCAN JUROR QUESTIONNAIRES  
FOR THE CIRCUIT COURTS, THE JUDICIARY, STATE OF HAWAII

June 8, 2018

This addendum modifies the original Solicitation Documents for the solicitation dated June, 2018 and any previously issued addenda. The items in the addendum shall govern the work, taking precedence over previously issued specifications and drawings governing the items mentioned. Acknowledge receipt of this Addendum in the space provided on the Sealed Offer Form.

**QUESTIONS AND ANSWERS**

**1. Whether companies from Outside USA can apply for this? (like, from India or Canada)**

Yes, they can apply, as long as they meet the requirements stated in 2.4.C.

**2. Whether we need to come over there for meetings?**

Section 2.4.C. states, "Offeror must be available during normal working hours and from where he/she will be accessible to requests or complaints. Offeror shall meet with the Judiciary and be available, accountable, and be responsible for qualification, processing, and scanning of returned Juror Questionnaires for the entire duration of the job."

**3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)**

No. This does not meet the requirements stated in Section 2.4.C.

**4. Can we submit the proposals via email?**

Yes. Please refer to the IFB J19060, Section 2.6, Submission of Proposal.