



Office of the Administrative Director – Financial Services Department

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII

96813-2807

TELEPHONE (808) 538-5800 • FAX (808) 538-5802

Terri Gearon
Financial Services Director

May 2, 2019

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Terri Gearon, Financial Services Director /s/ Terri Gearon

SUBJECT: **ADDENDUM NO. 3, REQUEST FOR PROPOSALS NO. J19245
ONLINE DISPUTE RESOLUTION SYSTEM
THE JUDICIARY, STATE OF HAWAII**

Transmitted herewith for your review is one copy of Addendum No. 3, and is hereby made a part of Request for Proposals J19245 for the above project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Should you have any programmatic questions regarding this addendum, please call the individual listed in the service specifications. Other questions regarding the Request for Proposal may be directed to Ms. Tritia Cruz in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email Tritia.L.Cruz@courts.hawaii.gov

ADDENDUM NO. 3
REQUEST FOR PROPOSALS NO. J19245
ONLINE DISPUTE RESOLUTION SYSTEM
The Judiciary, State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals (RFP) No. J19245 for the above project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Questions submitted relating to RFP J19245, with Judiciary Responses:

Amend RFP J19245 as follows:

1. Amend section 4.5 SUBMISSION OF OFFERS to include the following:

Offers via electronic submittal. As another option to submitting hard copies of your offer packet, offers may be submitted no later than the date and time indicated above to the above Purchasing Specialist via email. Submittals emailed shall be no more than 100MB. Should submittals exceed the 100MB, Offerors may send multiple emails clearly identifying in the subject field the attachment file to insure submittal is received in its entirety. *Example: RFP JXXX Proposal (Email 1 or 2)*

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 documents 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.