



Office of the Administrative Director – Financial Services Department

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Terri Gearon
FINANCIAL SERVICES DIRECTOR

February 3, 2020

MEMORANDUM

TO WHOM IT MAY CONCERN:

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

SUBJECT: **ADDENDUM NO. 2, REQUEST FOR PROPOSALS NO. J20342**
To Establish a Pricelist for On-site Drug Testing Kits For The Judiciary,
State of Hawaii

Transmitted herewith for your review is one copy of Addendum No. 2, and is hereby made a part of Request for Proposals J20342 for the above-mentioned solicitation, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Should you have any technical questions regarding this addendum, please contact Ms. Kathi Fujii, telephone (808) 539-4510, fax, (808) 539-4559 or e-mail at: Kathi.K.Fujii@courts.hawaii.gov. 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. 2
REQUEST FOR PROPOSALS NO. J20342
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The Judiciary, State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals No. J20342 for the above-mentioned solicitation, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Amend RFP J20342 as follows:

1. Revise **SECTION ONE – INTRODCUTION**

1.2. SIGNIFICATE DATES

The significant dates for this project are as follows:

PROPOSALS DUE: February 10, 2020 by 2:00 p.m. HST

2. Revise **SECTION THREE SPECIAL PROVISIONS** to read as follows:

3.3. PROCUREMENT PROCEDURE

This section describes the two-step procurement process. In the first phase, each Technical Offer will be reviewed and evaluated, pursuant to the Evaluation Criteria in Section 3.8. The Judiciary will rank and establish a priority list of acceptable technical offers. Only those Technical Offers found acceptable in the first phase will be ranked and priority listed and considered in the second phase of the procurement process.

Phase One – Technical Offer

All Offerors who submit an offer must provide a minimum of twenty-five (25) 10 panel on-site drug test kits and one (1) urine cup reader that works with the test kit as noted in section 3.7.A.

The technical phase shall not contain any reference to costs or prices to allow evaluation strictly on the basis of technical merit. Failure to comply with this requirement shall be grounds for rejection of the Technical Offer.

Phase Two- Priced Proposal

In a separate sealed envelope, Contractor shall complete and submit Proposal Form pages of the RFP.

In the second phase, only the priced proposals from offerors with the top three scores from Phase One and found to be acceptable and qualified (under the

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evaluation criteria) will be opened upon completion of the evaluation of the technical proposal. The In the second phase, only the priced proposals from offerors

with the top three scores from Phase One and found to be acceptable and qualified (under the evaluation criteria) will be opened upon completion of the evaluation of the technical proposal. The Judiciary may conduct discussions with these priority listed Offerors. Upon completion of discussions (if any) with priority listed Offerors, the final selection based on evaluation of Phase One and Two and contract award will be made as detailed in the Contract Award section.

The Judiciary reserves the right to determine what is in the best interest of the Judiciary for purposes of reviewing Offers submitted in response to this RFP. The Judiciary intends to conduct a comprehensive, fair and impartial evaluation of Offers received in response to this procurement.

Questions submitted relating to RFP J20342, with Judiciary Responses:

- Q1:** Regarding the samples requested for the technical offer – Are these to be included in the initial proposal or at a later date?
- A1:** Yes, sample should be included in the initial proposal
- Q2:** In reference to the configuration described in Section 2.2 Technical Specifications B#2, should the configuration not currently in stock, would The Judiciary accept a similar configuration? Would a similar configuration be sufficient for this stage of the offer, or would our offer be rejected for this?
- A2:** A similar configuration would not be sufficient for this stage of the offer.
- Q3:** Addendum No. 1 under section 3.3 of this RFP that the reader is no longer stated, does that mean that only 25 specimen cups are required for the technical offer? Or is the reader still required for the Technical Offer portion of this RFP?
- A3:** The reader is required for the technical offer. Please see above mentioned #2 Revise SECTION THREE SPECIAL PROVISIONS
- Q4:** Are the locations that will be receiving deliveries able to receive trucks?
- A4:** Yes, all sites are able to receive deliveries via trucks
- Q5:** Vendors are instructed to quote shipping fees for large orders that require freight shipping, will a lift gate be necessary to deliver orders?
- A5:** A lift gate may be necessary for some sites requesting large orders