

STATE OF HAWAII
OFFICE OF THE AUDITOR

Specifications to Provide Professional Services to the
State of Hawaii Broadband Task Force

I. INTRODUCTION

The Office of the Auditor provides administrative and research support to the Hawaii Broadband Task Force, created by Act 2 (First Special Session of 2007). The State Auditor is soliciting written quotations to provide professional services to assist in fulfilling the responsibilities of the Task Force. Services include research and analysis of broadband issues and report writing.

II. PURPOSE

The purpose of this Specification is to solicit quotes from prospective offerors. This Specification may be canceled and any and all statements may be rejected in whole or in part when it is in the best interest of the State.

III. SCOPE OF SERVICES

This scope of services provides general guidelines for the work the State Auditor expects to be performed, and is not a complete listing of all services that may be required.

- (a) Working closely with the State Auditor and task force, perform research and analysis, as necessary, to complete the work of the task force.
- (b) In coordination with the State Auditor and the task force, recommend courses of action, best practices, and solutions, including timetables.
- (c) Present periodic reports to the task force.
- (d) Prepare a report to be presented to the 2008 and 2009 Legislatures.

Services must be provided in a timely manner to meet the aggressive timeframe of the work of the task force.

Act 2 (First Special Session of 2007) is available for review at:

http://www.capitol.hawaii.gov/session2007/bills/HB310_CD2_.htm

Proceedings of the Broadband Task Force to date are available for review at:

<http://www.state.hi.us/auditor/meetings.htm>

IV. SUBMISSION REQUIREMENTS

Prospective offerors shall submit an original and five complete copies of SPO-10A "Small Purchase Written Quotations Form", along with any necessary attachments, documenting their quote. Responses and all related materials must be **received by 12:00 p.m., November 21, 2007**. Responses may be delivered to:

*Office of the Auditor
465 South King Street, Room 500
Honolulu, HI 96813*

Postmarks will not be considered in judging timeliness of submissions. Responses submitted by facsimile or email will not be accepted. Late submissions will not be considered.

V. QUOTATION REQUIREMENTS

Quotes received from prospective offerors shall include the following as applicable:

Experience and Qualifications

Provide a thorough, but concise, description of the following:

- Prospective offeror, including some background information;
- Experience in required services and methodology used;
- Personal history of personnel assigned to State engagement, including but not limited to, their role and responsibilities on similar projects, years of experience, years of residency, education, professional licenses, and memberships; and
- Other distinguishing competencies

Past Performance on Projects

Provide a concise description of two projects completed within the past five (5) years on projects of similar size and scope. The description may include:

- The roles and responsibilities of the perspective offeror and the lead staff in the engagement;
- The approach to project planning, fieldwork, and reporting;
- The methods used to monitor and evaluate progress during the engagement; and
- The amount of cost savings or revenues collected as a result of services provided, if applicable.

References

Submit at least three professional references, for which two have had services rendered during the preceding year and are of similar size and scope to projects proposed in this specification. Indicate the name, address, contact person, and phone number for the client. For each reference, provide a brief description of the nature of the services provided, date(s) of the engagement, and the names of the staff who worked on the engagement.

Human Resources

Provide detailed information regarding the number of personnel and their expertise available for assignment to engagements with the Office of the Auditor.

Rates

Provide detailed hourly rates for all staff available for assignment to engagements with the Office of the Auditor. No additional expenses are allowed including travel, lodging, meals, miscellaneous and any other expenses related to the completion of services.

Other Information

Include the following:

1. Promotional or descriptive literature the prospective offeror desires to submit.
2. Other pertinent data the prospective offeror desires to disclose.

Additionally, the Office of the Auditor, in its sole discretion, has the right to approve or disapprove of any representative of the prospective offeror assigned to an engagement with the

Office of the Auditor before and throughout the contract term. The Office of the Auditor also reserves the right to, at any time, approve, disapprove, or modify proposed project plans, timelines, and deliverables.

VI. AWARD CRITERIA

All quotes will be evaluated, and the final award will be based on the following:

1. Only vendors that supply the goods, services, or construction required, shall be solicited and considered to meet the minimum quotation requirements.
2. Considering all criteria, including but not limited to quality, warranty, and delivery; award shall be made to the lowest responsive, responsible quotation received.
3. When award to the lowest responsive, responsible quotation is not practicable, award shall be made to the vendor whose quotation provides the best value to the State.

STATE OF HAWAII

SMALL PURCHASE WRITTEN QUOTATIONS

1. Date: _____

2. Company: _____ 3. Phone/fax No. _____ / _____

4. Address: _____ 5. City/State/Zip: _____

6. Vendor Representative: _____

7. PROVIDE A QUOTATION for the following good/service/construction (Describe or see attached specifications):

8. QUOTATION REQUESTED BY (mail e-mail fax this 11/21/2007, 12:00 PM to the following):
quotation by (date) (time)

9. Dept/Agency Office of the Auditor

10. Address 465 South King Street, Room 500 11. City/State/Zip Code: 96813

12. Contact Person Sterling Yee 13. Phone/fax No 586-0812 / _____

13A. e-mail _____

===== **VENDOR TO COMPLETE ITEMS 14 THROUGH 25 BELOW** =====

14. Item No.	15. Description of Item	16. QTY	17. UNIT PRICE	18. TOTAL PRICE
19. Additional information or terms (i.e. delivery time, warranty period, etc.):			20. Shipping/ Handling	
			21. State Tax	
			22. TOTAL SUM PRICE	

23. Quote No. _____ 24. Price(s) shall remain firm for _____ days.

25. Vendor Representative: _____
Signature Date

Title: _____