

TAX REVIEW COMMISSION 2025-2027

Third Meeting

March 17, 2026

Timeline and Requirements for Hiring of Consultants

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Procurement Process: Competitive Sealed Bidding

- Would need to **post a Request for Proposals (RFP)** for a **minimum of 30 calendar days**.
- There is an **evaluation committee** to review the proposals.
- **Winner based on a set of criteria that TRC determines including price**
- **Highest score gets the award.**

Procurement Process: Competitive Sealed Bidding (Cont.)

- Evaluation committee needs a minimum of three government employees with sufficient qualifications to evaluate the proposals received.
- Emill Acosta (Fiscal & Budget Program, Administrative Services Office, DOTAX) will be the contract administrator
- Two more government employees: Myself and Sisi Zhang, Ph.D. (Economist at TRP)
- Ideally need two members from TRC: TBD.



Procurement Process: Competitive Sealed Bidding (Cont.)

- The consulting firm that is chosen will enter into a contract with DOTAX.
- The Attorney General's Office will also need to review and sign the contract.



Timeline

- Posting RFP ideally by early April for a vendor starting on July 1st.
- **Sample Timeline:**
 - April 6 – Post RFP
 - May 11 – Proposals Due
 - May 25 – Notice of Award to Vendor
 - June 15 – Fully Executed Contract, Vendor to Start July 1

Past Example: Exemption from Procurement

- Pursuant to HRS 103D-102(b)(3) procurement of goods, services, or construction from a governmental body other than the University of Hawaii bookstores, from the federal government, or from another state or its political subdivision is **exempt from the Procurement Code**. This is provided that TRC is paying the UH (or other government body) for services and not the person as an individual entity.

