NEIL ABERCROMBIE
GOVERNOR

SARAH ALLEN
ADMINISTRATOR

PAULA A. YOUNGLING
ASSISTANT ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Telephone: (808) 587-4700
e-mail: state.procurement.office@hawaii.gov
http://spo.hawaii.gov

December 29, 2015

TO: Executive Departments/Agencies
(Excludes Hawaii Health Systems Corporation and their Regional System Boards and Hospitals)
Department of Education
(Excludes Charter Schools)
Office of Hawaiian Affairs
University of Hawaii
House of Representatives
Senate

FROM: Sarah Allen, Administrator for

SUBJECT: **Change No. 21**
SPO Price List Contract No. 09-10
TELEPHONE SERVICES AND EQUIPMENT - STATEWIDE
(RFP-06-007-SW)
Expires: January 13, 2017

The following change is made to the price list contract:

The Price List Contract No. 09-10 term is extended to January 13, 2017.

The current price list contract incorporating Change No. 21 is available on the SPO website: http://spo.hawaii.gov. Click on *Price & Vendor List Contracts* at the home page.

If you have any questions, please contact Stanton Mato at (808) 586-0566 or stanton.d.mato@hawaii.gov.

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List Contract No. 09-10
Replaces SPO PL Contract No. 96-61
Includes Change Nos. 21
Effective 12/30/2015

TELEPHONE SERVICES AND EQUIPMENT - STATEWIDE

(RFP-06-007-SW)
January 14, 2009 to January 13, 2017

SCOPE: The general scope of this price list contract is to provide comprehensive telephone services and telecommunications equipment statewide.

Note: Long distance telephone services are provided by SPO Price List Contract No. 12-10, and is available at the SPO website: http://spo.hawaii.gov; click on *Price & Vendor List Contracts* on the home page.

PARTICIPATING JURISDICTIONS listed below are required to purchase from this price list contract:

- Executive Departments/Agencies (Excludes Hawaii Health Systems Corporation [HHSC] and their Regional System Boards and Hospitals)
- Department of Education (DOE) (Excludes Charter Schools)
- Office of Hawaiian Affairs (OHA)
- University of Hawaii (UH)
- House of Representatives (House)
- Senate

EXCEPTION TO THE PRICE LIST CONTRACT. An exception may be granted when the price list contract does not meet the purchasing agency's needs. For this purpose, Executive Branch Department Heads (or as delegated by the department head) are granted the authority to make the exception approval. This procedure will allow departments to make their own determination when not practicable or advantageous to use the contract vendor(s).

All approvals shall be made prior to purchase. Purchases made after-the-fact, without prior approval, shall be processed as procurement violations through form SPO-016, *Procurement Violation: Report of Findings and Corrective Action and/or Request for After-the-Fact Payment Approval.*

Executive departments and participating jurisdictions may use form SPO-005, *Request for Purchase Exception for SPO Price or Vendor List Contract* as a template to record and file requests. Form SPO-005 may be edited to meet specific department needs. SPO forms are available on the SPO website at http://spo.hawaii.gov. Click on *Forms* at the home page.

When the price list contract is not used, HRS chapter 103D and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small

purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

POINTS OF CONTACT:

1. Questions regarding equipment and services listed, ordering, pricing, and status should be directed to the vendor or the ICSD Telephone Engineer, Christopher Lai, at (808) 586-1930, extension 617.

   Agencies ordering equipment and services listed herein shall submit a Telecom Request (Form ICSD-001) signed by the Telecom Coordinator to DAGS/ICSD/TSB via State messenger; FAX to (808) 586-1962; USPS mail to 1177 Alakea Street, Suite 201, Honolulu, HI 96813; or e-mail to: ICSD.TSB.TRS@hawaii.gov. Telecom Request forms not signed by the Telecom Coordinator will be returned.

2. Procurement questions or concerns may be directed as follows:

Jurisdiction	Contact Person	Phone	Fax	E-mail Address
Executive (Excludes HHSC and their Regional System Boards and Hospitals)	Stanton Mato	586-0566	586-0570	stanton.d.mato@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	doeprocure@notes.k12.hi.us
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov

VENDOR:

Hawaiian Telcom, Inc.
1177 Bishop Street
Honolulu, Hawaii 96813

Payment Address

Hawaiian Telcom, Inc.
P.O. Box 30770
Honolulu, Hawaii 96820-0770

Vendor Contact:

Ms. Susan Chun

Phone: (808) 546-1725
FAX: (808) 546-8288

UNIT PRICES shall include delivery to the State's designated user location of the ordered products and shall include all freight charges, storage charges, and any other costs incurred for delivery, complete planning, engineering, designing, coordination, installation, testing, cutover to operations for each device, training of appropriate State personnel, and maintenance during the warranty period, including all applicable taxes (unless noted otherwise).

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, OHA and UH, for orders totaling less than $2,500. For purchases $2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases $2,500 or more; and for vendors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

ORDERING on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the price list contract period. Vendor shall not accept any orders received after the price list contract expiration date; however, vendor shall fill orders for which delivery may extend beyond the expiration date.

SPO PL CONTRACT NO. 09-10 shall be typed on purchase orders issued from this price list contract. For pCard purchases, the SPO PL Contract No. 09-10 shall be notated on the appropriate transaction document.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Vendor List Contract No. 09-10; but the SPO shall not monitor compliance throughout the term of performance. Therefore, purchasing agencies are required to verify compliance prior to issuing a contract, purchase order or pCard payment when utilizing this contract.

VENDOR AND PRODUCT EVALUATION form, SPO-012, is made available to the agencies for the purpose of addressing concerns on this price list contract. The form can be accessed from the SPO website: http://spo.hawaii.gov. Click on *Forms* on the home page.

PRICE LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: http://spo.hawaii.gov. Click on *Price & Vendor List Contracts* on the home page.

PRICES AND REFERENCE SHEETS AVAILABLE at http://spo.hawaii.gov/for-state-county-personnel/manual/hats-prices-reference-sheets/.