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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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February 1, 2016

TO: Executive Departments/Agencies, *excluding* the following:
Department of Education
(Excludes Charter Schools)
Hawaii Health Systems Corporation
Office of Hawaiian Affairs
University of Hawaii

FROM: Sarah Allen, Administrator

SUBJECT: **Change No. 3**
SPO Vendor List Contract No. 12-13
INMATE KIOSKS – STATEWIDE
NASPO/MCPA Contract No. 1901
Expires: July 31, 2022

The following change has been made to the vendor list contract:

The point of contact information for Executive Department/Agencies has been updated.

The current vendor list contract incorporating Change No. 3 is available on the SPO website:
<http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Lori Cervantes at (808) 586-0563 or email lori.m.cervantes@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 12-13

Includes Change No. 3

Effective: 01/28/2016

**NASPO VALUEPOINT
INMATE KIOSKS - STATEWIDE**
(NASPO VALUEPOINT/MCPA Contract No. 1901.)
February 10, 2012 to July 31, 2022

INFORMATION ON NASPO VALUEPOINT

The NASPO ValuePoint Cooperative Purchasing Organization is a multi-state contracting consortium of state governments, including local governments, of which the State of Hawaii is a member. The NASPO ValuePoint Purchasing Organization seeks to achieve price discounts by combining the requirements of multi-state governmental agencies, and cost-effective and efficient acquisition of quality products and services.

The State of Nevada is the current lead agency and contract administrator for the NASPO ValuePoint/MCPA (Multi-State Corrections Procurement Alliance) Inmate Kiosks contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization/MCPA and contracts were awarded to two qualified Contractors. The State of Hawaii has signed a Participating Addendum with all both Contractors.

The Inmate Kiosks contract allows offenders in designated correctional facilities access to automated services with little or no assistance of staff. This contract includes: kiosks and installation; project management; site preparation (networks, electrical, etc.); configuration; training and roll-outs; and maintenance and service.

For additional information on this contract, visit the NASPO ValuePoint website at www.naspovaluepoint.org.



PARTICIPATING JURISDICTIONS listed below have signed a cooperative agreement and/or a memorandum of agreement with the SPO and are authorized to utilize this vendor list contract.

Executive Departments/Agencies, *excluding* the following:

- Department of Education (Excludes Charter Schools)
- Hawaii Health Systems Corporation
- Office of Hawaiian Affairs
- University of Hawaii

The participating jurisdictions are not required, but may purchase from this vendor list contract, and requests for exception from the contract are not required. Participating jurisdictions are allowed to purchase from other contractors, however, HRS chapter 103D and the procurement rules apply to purchases using the applicable procurement method and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the participating jurisdiction.

POINTS OF CONTACT. Questions regarding the products listed, ordering, pricing, and status should be directed to the Contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	FAX	E-mail
Executive (Excludes DOE and their Charter Schools, HHSC,OHA and UH	Lori Cervantes	586-0563	586-0570	lori.m.cervantes@hawaii.gov

USE OF THIS LIST CONTRACT BY NONPROFIT ORGANIZATIONS. Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price and vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.*

If a nonprofit wishes to purchase from an SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor (participation must be mutually agreed upon, for example). A Contractor may choose to deny participation by a nonprofit. However, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than an SPO price list contract vendor(s).

VENDORS. The following contractors, listed alphabetically, are authorized to provide Inmate Kiosks. They have signed a Master Agreement with the State of Nevada and a Participating Addendum with the Hawaii State Procurement Office.

JPay, Inc.

Business Address:
12864 Biscayne Blvd. #243
Miami, FL 33181

Remittance Address:
12864 Biscayne Blvd. #243
Miami, FL 33181-2007

Contact: Mary Rose Tobias
Phone: (305) 978-4485
Email: mrtobias@jpay.com

Keefe Group

Business Address:
13369 Valley Blvd.
Fontana, CA 92335

Remittance Address:
10880 Lin Page Place
St. Louis, MO 63132

Contact: Jim Perry
Phone: (800) 411-0454
Fax: (909) 357-2352
Email: jperry@keefegroup.com

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table* 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.

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. 12-13, 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.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive department/agencies, excluding the DOE, HHSC, OHA, and UH, for orders totaling less than \$2,500. For purchases of \$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 of \$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 who charge its customers a transaction fee for the usage.

SPO VL Contract No. 12-13 AND MASTER AGREEMENT NO. 1901 will be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 12-13 and Master Agreement No. 1901 shall be notated on the appropriate transaction document.

GENERAL EXCISE TAX. The Hawaii General Excise Tax (GET) shall not exceed 4.712% for the island of Oahu and 4.166% for Maui, Kauai and Hawaii. The GET is not applied to shipping or delivery charges.

PAYMENTS are to be made to the remittance address of the Contractor(s). HRS §103-10, HRS, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns on this vendor list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

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

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HOW TO USE THIS CONTRACT:

1. Contact both JPay and Keefe representatives to set up a presentation. Both contractors are located on the mainland and they will need to coordinate travel and meeting plans. As a courtesy to the contractors, coordinate meeting times with all facilities accordingly so contractors make one trip to the islands for initial assessment.
2. Invite your IT and Operations staff to the presentation. Everyone needs to understand the solutions and options and what works best in your given situation.
3. After both contractors have made their presentation, choose the option that works best for your situation.