

DAVID Y. IGE
GOVERNOR




SARAH ALLEN
ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>
Twitter: @hawaiispo

May 26, 2016

TO: Executive Departments/Agencies City and County of Honolulu
Department of Education Honolulu Board of Water Supply
(Excludes Charter Schools) Honolulu Authority for Rapid Transportation
Office of Hawaiian Affairs County of Hawaii
University of Hawaii County of Hawaii – Department of Water Supply
House of Representatives Maui County Council
County of Kauai
Kauai County Council
County of Kauai – Department of Water

FROM: Sarah Allen, Administrator 

SUBJECT: **Change No. 11**
SPO Vendor List Contract No. 13-16
NASPO VALUEPOINT CLOUD HOSTING SERVICES
PR-12063
Expires: July 31, 2017

The following change is made to the vendor list contract:

Compliance listed on page 4 is replaced with:

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 13-16. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

The current vendor list contract incorporating Change No. 11 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 Stanton Mato at (808) 586-0566 or email stanton.d.mato@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 13-16

Includes Change No. 11

Effective: 05/25/2016

**NASPO VALUEPOINT
PUBLIC CLOUD HOSTING SERVICES**

(NASPO Master Agreement No. MA 272 – Dell Marketing L.P.)

(NASPO Master Agreement No. MA 268 – Unisys Corporation)

(NASPO Master Agreement No. MA 266 – Environmental Systems Research Institute, Inc.)

(NASPO Master Agreement No. MA 265 – Day1 Solutions, LLC)

December 21, 2012 to July 31, 2017

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 Utah is the current lead agency and contract administrator for the NASPO ValuePoint Public Cloud Hosting Services contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization, LLC and contracts were awarded to four qualified Contractors. The State of Hawaii has signed a Participating Addendum with all four Contractors.

The purpose of this contract is to provide opportunities for participating jurisdictions to utilize commercial cloud hosting provider services in a secure and cost effective manner. This contract provides opportunities for agencies to obtain:

- GIS Cloud Hosting Services: Includes cloud-hosting services specific to Geographic Information System (GIS) services in the participating states.
- General Cloud Hosting Services: Includes general cloud hosting services not specific to GIS requirements.
- Cloud Provisioning Services: Includes access to cloud provisioning stacks that may be available to States for use with their internal cloud services and respondent cloud services.
- Consulting and Design Services: Includes consulting and design services available to the States from the respondent for implementation of cloud services.

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 | City and County of Honolulu (C&C Honolulu) |
| Department of Education (DOE) | Honolulu Board of Water Supply |
| (Excludes Charter Schools) | Honolulu Authority for Rapid Transportation (HART) |
| Office of Hawaiian Affairs (OHA) | County of Hawaii |
| University of Hawaii (UH) | County of Hawaii – Department of Water Supply |
| House of Representatives (House) | Maui County Council |
| | County of Kauai |
| | Kauai County Council |
| | County of Kauai – Department of Water |

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 | 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 |
| C&C of Honolulu | Procurement Specialist | 768-5535 | 768-3299 | bfspurchasing@honolulu.gov |

| Jurisdiction | Name | Phone | FAX | E-mail |
|---|------------------------------|----------------------|----------------------|--|
| Honolulu Board of Water Supply | Vicki Kitajima | 748-5151 | 550-9193 | vkitajima@hbws.org |
| HART | Nicole Chapman | 768-6135 | 768-5110 | nchapman@honolulu.gov |
| County of Hawaii | Jeffrey Dansdill | 961-8440 | 961-8248 | jdansdill@co.hawaii.hi.us |
| County of Hawaii – Department of Water Supply | Ka’iulani Matsumoto | 961-8050 ext. 224 | 961-8657 | kmatsumoto@hawaiidws.org |
| Maui County Council | Ross Izumigawa | 270-7661 | 270-7686 | ross.izumigawa@mauicounty.us |
| County of Kauai | Florence Kakuda | 241-4294 | 241-6297 | fkakuda@kauai.gov |
| Kauai County Council | Lisa Ishibashi Scott Sato | 241-4820 241-4810 | 241-6349 241-6349 | lishibashi@kauai.gov ssato@kauai.gov |
| County of Kauai – Department of Water | Fay Tateishi | 245-5423 | 245-5813 | ftateishi@kauaiwater.org |

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 vendors are authorized to provide Public Cloud Hosting Services. They have signed a Master Agreement with the State of Utah and a Participating Addendum with the Hawaii State Procurement Office.

Dell Marketing L.P.
Environmental Systems Research Institute, Inc.

Unisys Corporation
Day1 Solutions, LLC

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 Price List Contract No. 13-16. *No further compliance verification is required 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. 13-16 AND MASTER AGREEMENT NO. MA 272 (Dell Marketing L.P.) OR MA 268 (Unisys Corporation) OR MA 266 (Environmental Systems Research Institute, Inc.) OR MA 265 (Day1 Solutions, LLC) will be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 13-16 and Master Agreement No. MA 272 (Dell Marketing L.P.) or MA 268 (Unisys Corporation) or MA 266 (Environmental Systems Research Institute, Inc.) or MA 265 (Day1 Solutions, LLC) 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.

GLOSSARY.

CIO. Chief Information Officer

CPO. Chief Procurement Officer

Cloud Hosting Provider. A vendor that provides delivery of computing as a service rather than a product, whereby shared resources, software and information are provided to computers and other devices as a utility over a network, such as the Internet.

DP Coordinator. Data Processing Coordinator

Day1. Day1 Solutions, LLC

Dell. Dell Marketing L.P.

EA. Engagement Addendum

ESRI. Environmental Systems Research Institute, Inc.

GIS. Geographic or geospatial information system designed to capture, store, manipulate, analyze, manage, and present all types of geographically reference data.

Infrastructure as a Service (IaaS). Deliver computer infrastructure (e.g., server processing, other fundamental computing resources) typically a platform virtualization environment, as a service, along with raw storage and networking. Rather than purchasing servers, software, data-center space or network equipment, clients instead buy those resources as a fully outsourced service. The client does not manage or control the underlying cloud infrastructure but has control over operating systems, storage, deployed applications, and possibly limited control of select networking components (for example, host firewalls).

IRM. Information Resource Management

IT. Information Technology

OIMT. Office of Information Management and Technology

Platform as a Service (PaaS). Delivery of a computing platform and solution stack (either client created or acquired applications using programming languages and tools supported by the provider) as a service. The client does not manage or control the underlying cloud infrastructure including network, servers, operating systems, or storage, but has control over the deployed applications and possibly application hosting environment configurations.

Software as a Service (SaaS). A software delivery model in which software and its associated data are hosted centrally typically in the Internet cloud and are usually accessed by users using a thin client, normally using a Web browser over the Internet. The client does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

SOW. Statement of Work

SPO. State Procurement Office

Unisys. Unisys Corporation

VENDOR INFORMATION.

Dell Marketing L.P.

Contact Person: Diane Wigington
Phone: (512) 728-4805 Fax: (512) 283-9092
Email: diane_wigington@dell.com
Pricing: http://www.aboutwsca.org/documents/Dell_MA272Contract_Summary.pdf

Payment Address:

Dell Marketing LP
One Dell Way RR8 Box 8724
Round Rock, TX 78682
Vendor Code: 231746-10

Unisys Corporation

Contact Person: David Leichner
Phone: (626) 433-3780 Fax: (626) 569-9386
Email: dave.leichner@unisys.com
Pricing: http://www.aboutwsca.org/documents/Unisys_MA268_contract_summary.pdf

Payment Address:

Unisys Corporation
99865 Collections Center Drive
Chicago, IL 60693
Vendor Code: 203268-01

Environmental Systems Research Institute, Inc.

Contact Person: Neil Tomlinson
Phone: (909) 793-2853 x1340 Fax: (909) 793-5353
Email: ntomlinson@esri.com
Pricing: http://www.aboutwsca.org/documents/ESRI_Signed_WSCA_Contract.pdf

Payment Address:

Environmental Systems Research Institute, Inc.
File 54630
Los Angeles, CA 90074-4630
Vendor Code: 210770-00

Day1 Solutions, LLC

Contact Person: Jeffrey Poplin
Phone: (703) 868-1752
Email: jeff@day1solutions.com
Pricing: http://www.aboutwsca.org/documents/Dewberry_Revision_1.pdf

Payment Address:

Day1 Solutions, LLC
1751 Pinnacle Drive, Suite 250
McLean, VA 22102
Vendor Code: 334210-00

**AGENCY INSTRUCTIONS
ON HOW TO UTILIZE THIS
VENDOR LIST CONTRACT FOR:
EXECUTIVE DEPARTMENTS/AGENCIES**

DOE

OHA

UH

HOUSE

CITY & COUNTY OF HONOLULU

HONOLULU BOARD OF WATER SUPPLY

HART

COUNTY OF HAWAII

COUNTY OF HAWAII – DEPARTMENT OF WATER SUPPLY

MAUI COUNTY COUNCIL

KAUAI COUNTY COUNCIL

COUNTY OF KAUAI

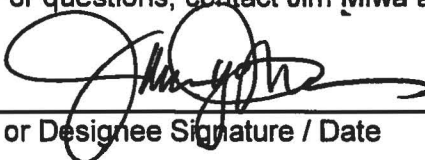
COUNTY OF KAUAI – DEPARTMENT OF WATER

INSTRUCTIONS
FOR
EXECUTIVE DEPARTMENTS/AGENCIES (Excludes UH, DOE, OHA and HHSC)

ADMINISTRATIVE DIRECTIVE NO. 11-02

Pursuant to Administrative Directive No. 11-02, directed to Executive Branch Department Heads (excludes University of Hawaii, Department of Education, Office of Hawaiian Affairs and the Hawaii Health Systems Corporation), the State Chief Information Officer (CIO) and the Office of Information Management and Technology (OIMT) have the authority over the design and implementation of all Executive Branch IT infrastructure, IRM, and shared services.

1. Requesting agency are required to contact their DP Coordinator for instructions and assistance in selecting any one of the authorized vendors listed in Price List Contract No. 13-16.
2. Use of this price list contract requires compliance with Administrative Directive No. 11-02.
3. Prior approval for IT related equipment or service via the ICSD-205 (aka T-205), *Computer Hardware or Software Request*, process is required to be submitted to OIMT by the DP Coordinator.
4. DP Coordinator and/or requesting agency should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
5. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
6. DP Coordinator should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - CIO signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
7. DP Coordinator:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
8. For questions, contact Jim Miwa at (808) 587-9761 or jim.miwa@hawaii.gov.



CIO or Designee Signature / Date

Jim Miwa / IT Service Operations Officer

Print Name / Job Title

INSTRUCTIONS
FOR
DEPARTMENT OF EDUCATION (Excludes Charter Schools)


1. Schools/offices are required to contact the Assistant Superintendent of the Office of Information Technology Services (OITS) or designee, for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16. OITS may be reached at (808) 586-3307.
2. OITS should work with the requesting school/office and selected authorized vendor listed in Price List Contract No. 13-16 in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. OITS should notify the Procurement and Contracts Branch (PCB) to coordinate the completion and execution of the EA and SOW with the selected authorized vendor in the following order:
 - Contractor signs the EA;
 - CIO signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. After EA and SOW is completed and executed, PCB shall:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov, to the Contractor, OTIS and requesting school/office within three (3) working days.
6. OITS should work with the requesting school/office and respective Contractor to implement services.
7. For questions, Procurement Staff at (808) 675-0130 or doeprocare@notes.k12.hi.us.


CIO of Designee Signature / Date

Clyde S. Sonobe, Assistant Superintendent
Print Name / Job Title

**INSTRUCTIONS
FOR
OFFICE OF HAWAIIAN AFFAIRS**

1. Requestor is required to contact Tiger Li, Information Systems and Records Manager with the Office of Hawaiian Affairs at (808) 594-1792, (808) 347-9229 or tigerl@oha.org for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. Tiger Li should coordinate the work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. The Phyllis Ono-Evangelista Procurement Manager should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - Tiger Li signs the EA; and
 - CPO, HOPA or Designee with authority to execute contracts signs the EA.
5. Phyllis Ono-Evangelista Procurement Manager:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact Tiger Li ((808) 594-1792, (808) 347-9229 or tigerl@oha.org).

 7/23/15

CIO or Designee Signature / Date

Tiger Li,
Information and Records Manager

Print Name / Job Title

INSTRUCTIONS FOR UNIVERSITY OF HAWAII

1. Requestor is required to contact their department IT Coordinator for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. UH Department should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW), then submit to the UH Office of Procurement and Real Property Management (OPRPM).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. OPRPM should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - CIO signs the EA; and
 - Procurement Officer with authority to execute contracts signs the EA.
 - Department's Fiscal Authority (FA) can sign to execute contract if the total amount is less than \$25,000 and falls within the FA's limit.
 - OPRPM will sign to execute contract if the total amount is greater than \$25,000 or exceeds the department's FA limit.
5. Procurement Office that executes contract:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact Matthew Chow at (808) 956-2765 or chowmatt@hawaii.edu.

 JUL 17 2015
CIO or Designee Signature / Date

Garret T. Yoshimi, VP for Information
Technology and Chief Information Officer
Print Name / Job Title

**INSTRUCTIONS
FOR
HOUSE OF REPRESENTATIVES**

1. Requestor is required to contact Brian Takeshita, House Chief Clerk with the House of Representatives at (808) 586-6400 or takeshita@capitol.hawaii.gov for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. Brian Takeshita should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. Brian Takeshita should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - Craig Nakahara, Information Resources Coordinator signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. Brian Takeshita:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact Brian Takeshita, at (808) 586-0400 or takeshita@capitol.hawaii.gov.

 7/17/15

CIO or Designee Signature / Date

Brian L. Takeshita / Chief Clerk

Print Name / Job Title

**INSTRUCTIONS
FOR
CITY & COUNTY OF HONOLULU**

1. Requestor is required to contact the Division of Purchasing with the City & County of Honolulu at (808) 768-5535 or bfspurchasing@honolulu.gov, after obtaining technical approval from the Department of Information Technology, for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. The Division of Purchasing will assign staff to work with the City agency, the Department of Information Technology, and the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. Division of Purchasing assigned staff should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - The Director of Information Technology or designee signs the EA; and
 - The Director of Budget and Fiscal Services or designee with authority to execute contracts signs the EA.
5. The Division of Purchasing:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact the Division of Purchasing at (808)768-5535 or bfspurchasing@honolulu.gov.



CIO or Designee Signature / Date

Wendy K. Imamura/Purchasing Administrator
Print Name / Job Title

**INSTRUCTIONS
FOR
HONOLULU BOARD OF WATER SUPPLY**

1. Requestor is required to contact Vicki Kitajima, Procurement and Specifications Specialist VI with the Honolulu Board of Water Supply at (808) 748-5151 or vkitajima@hbws.org, for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. Vicki Kitajima should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. Vicki Kitajima should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - Henderson Nuuhiwa, CIO signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. Vicki Kitajima:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact Vicki Kitajima at (808)748-5151 or vkitajima@hbws.org.

 7/17/15

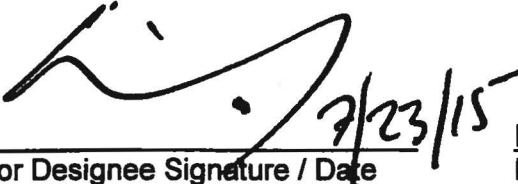
CIO or Designee Signature / Date

HENDERSON NUUHIWA

Print Name / Job Title
PROGRAM ADMINISTRATOR / CIO

**INSTRUCTIONS
FOR
HONOLULU AUTHORITY FOR RAPID TRANSPORTION**

1. Requestor is required to contact Richelle Ajimine with the Honolulu Authority For Rapid Transportation at (808) 768-8361 or rajimine@honolulu.gov, for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. Richelle Ajimine should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. Nicole Chapman, Director of Procurement and Contracts should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - HART's Corporation Counsel signs the EA; and
 - Dan Grabauskas, Chief Procurement Officer signs the EA
5. HART Procurement:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact Nicole Chapman at (808)768-86135 or nchapman@honolulu.gov.

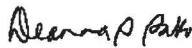


CIO or Designee Signature / Date

Daniel A. Grabauskas, Chief Procurement Officer
Print Name / Job Title

INSTRUCTIONS FOR COUNTY OF HAWAII

1. Requestor is required to contact Don Jacobs, Director-Department of Information Technology with the County of Hawaii at (808) 932-2975 or djacobs@hawaii.hi.us for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. Don Jacobs should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. Don Jacobs should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - Don Jacobs signs the EA; and
 - Mayor signs the EA.
5. Don Jacobs:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact Don Jacobs at (808)932-2975 or djacobs@co.hawaii.hi.us.

 Sako, Deanna
Jul 9 2015 3:01 PM July 9, 2015
C:Sign

CIO or Designee Signature / Date

Deanna S. Sako, Finance Director

Print Name / Job Title

**INSTRUCTIONS
FOR
COUNTY OF HAWAII-DEPARTMENT OF WATER SUPPLY**

1. Requestor is required to contact Mr. Dennis Wong, Waterworks Information Systems Manager with the County of Hawaii-Department of Water Supply at (808) 961-8050 or dwong@hawaiiidws.org for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. Dennis Wong should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. Dennis Wong should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - Dennis Wong signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. Dennis Wong:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact Dennis Wong at (808) 961-8050 or dwong@hawaiiidws.org.

 7/10/15
CPO Approval Date

Keith K. Okamoto, P.E., Manager-Chief Engineer
Print Name / Job Title

**INSTRUCTIONS
FOR
MAUI COUNTY COUNCIL**

1. Requestor is required to contact Ross Izumigawa, Council Services Supervisor with the Office of Council Services at (808) 270-7838 or county.council@mauicounty.us for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. Ross Izumigawa should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. Ross Izumigawa should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - Ross Izumigawa signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. Ross Izumigawa:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact Ross Izumigawa at (808) 270-7838 or countycouncil@mauicounty.us.



CIO or Designee Signature / Date

Ross Izumigawa
Council Services Supervisor

Print Name / Job Title

**INSTRUCTIONS
FOR
KAUAI COUNTY COUNCIL AND COUNTY OF KAUAI**

1. Requestor is required to contact Brandon Raines, IT Manager or designee with the County of Kauai at (808) 241-4400 or helpdesk@kauai.gov for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. Brandon Raines should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. The Division of Purchasing should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - Brandon Raines signs the EA; and
 - The County of Kauai's Chief Procurement Officer, Director of Finance Ken M. Shimonishi with authority to execute contracts signs the EA.
5. Division of Purchasing:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For technical questions, contact Brandon Raines at (808) 241-4400 or helpdesk@kauai.gov. For other questions, contact Ernest Barreira, ACPO of the Division of Purchasing at (808) 241-4288 or cokpurchasing@kauai.gov.



CPO Approval / Date 7/14/15

Ken M. Shimonishi/Director of Finance
Print Name / Job Title

**INSTRUCTIONS
FOR
COUNTY OF KAUAI-DEPARTMENT OF WATER**

1. Requestor is required to contact Mr. Jeffrey Mendez, Waterworks Information Technology Officer with the County of Kauai-Department of Water at (808) 245-5466 or jmendez@kauaiwater.org for assistance in selecting one of the authorized vendors listed in Price List Contract No. 13-16.
2. Jeffrey Mendez should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. The EA and SOW template is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page, then click:
 - 13-16-B for Dell Marketing L.P.
 - 13-16-C for Unisys Corporation
 - 13-16-D for Environmental Systems Research Institute, Inc.
 - 13-16-E for Day1 Solutions, LLC
4. Jeffrey Mendez should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs the EA;
 - Jeffrey Mendez signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. Jeffrey Mendez:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.
6. For questions, contact Jeffrey Mendez at (808) 245-5466 or jmendez@kauaiwater.org.



CIO or Designee Signature / Date

Kirk Saiki, Manager and Chief Engineer

Print Name / Job Title