



**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>
Twitter: @hawaiispo

September 19, 2017

TO: Executive Departments/Agencies City & County of Honolulu
Department of Education Honolulu City Council
(Excludes Charter Schools) Honolulu Board of Water Supply
Hawaii Health Systems Corporation Honolulu Authority for Rapid Transportation
(Excludes HHSC's Regional System County of Hawaii
Boards and hospitals) Hawaii County Council
Office of Hawaiian Affairs County of Hawaii-Department of Water Supply
University of Hawaii County of Maui
House of Representatives Maui County Council
Senate County of Maui-Department of Water Supply
Judiciary County of Kauai
Kauai County Council
County of Kauai-Department of Water

FROM: For Sarah Allen, Administrator *Mara Smith*

SUBJECT: **Change No. 6**
SPO Vendor List Contract No. 13-21
Interisland Airline Price Agreement
RFP13-003-SW
Expires: February 28, 2018

The following changes have been made to the contract:

1. Points of Contact for HHSC and County of Hawaii have been updated.
2. Corporate Account section includes additional information regarding:

Inside Sales Team – Update Authorized Users, Emails, Credit Card

Telephone Number: (808) 838-6740

E-mail: US.Sales@HawaiianAir.com

Flight Receipts: Retrieve past dated flight receipts (showing ticket status, Used, Refunded - RFND, Unused – OK) up to 9 months after your date of travel online via your corporate website or hawaiianairlines.com by selecting the following:

- Manage Flights
- My Receipts

- Enter E-Ticket Number or MSR (Miscellaneous Receipt) & Passenger Last Name
For copy of refund please allow 2-3 business days

The current vendor list contract incorporating Change No. 6 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price List and Vendor List Contracts* on the home page.

If you have any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 13-21
Includes Change No. 6
Revised: 09/19/2017

INTERISLAND AIRLINE PRICE AGREEMENT

(RFP-13-003-SW)

March 1, 2013 to February 28, 2018

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 Department of Education (DOE) (Excludes Charter Schools) Hawaii Health Systems Corporation HHSC) (Excludes HHSC's Regional System Boards and hospitals) Office of Hawaiian Affairs (OHA) University of Hawaii (UH) House of Representatives (House) Senate Judiciary	City & County of Honolulu (C&C of Honolulu) Honolulu City Council Honolulu Board of Water Supply Honolulu Authority for Rapid Transportation (HART) County of Hawaii Hawaii County Council County of Hawaii-Department of Water Supply County of Maui Maui County Council County of Maui-Department of Water Supply 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. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the agency.

POINTS OF CONTACT. Questions regarding airline reservations and applicable rules should be directed to the contractor.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	Fax	E-mail
Executive	Bonnie Kahakui	587-4702	586-0570	bonnie.a.kahakui@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	doeprocure@notes.k12.hi.us
UH	Matthew Chow(Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu

Jurisdiction	Name	Phone	Fax	E-mail
HHSC (Excludes Regional System Boards and Hospitals)	Jeff Dansdill	657-3721		jedandill@hhsc.org
House	Brian Takeshita	586-6420	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tricia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov
C&C Honolulu	Procurement Specialist	768-5535	768-3299	bf purchasing@honolulu.gov
Honolulu City Council	Heather Murakami	768-5084	768-1363	hmurakami@honolulu.gov
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	vkitajima@hbws.org
HART	Nichole Chapman	768-6135	587-6080	nchapman@honolulu.gov
County of Hawaii	Purchasing Division	961-8231	961-8248	purchasing@co.hawaii.hi.us
County of Hawaii – Department of Water Supply	Ka’iulani L. Matsumoto	961-8231	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	270-7488	270-7138	greg.king@co.maui.hi.us
Maui County Council	Ross Izumigawa	270-7661	270-7686	ross.izumigawa@mauicounty.us
County of Kauai	Ernest Barreira	241-4295	241-6297	ebarreira@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	245-5426	245-5813	ftateishi@kauaiwater.org

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

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendor > 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 Contractor(s).

VENDOR: The following vendor is authorized to provide interisland airline tickets for authorized travel. See vendor information sheets for further information.

Hawaiian Airlines, Inc.

INSTRUCTIONS:

1. Obtain a fare quote from the vendor based on the authorized business dates, times, and destination.
 - Executive Branch Agencies (excluding DOE, UH, OHA and HHSC) shall use form SPO-030, Worksheet A, to document airfare quote(s).
 - Airfare quotes on Worksheet A are subsequently transferred to the form SPO-030, Travel Approval Form (TAF) for requesting and approving authority signatures.
2. After travel is approved, make a reservation with the selected vendor. The pCard shall only be used for authorized business travel.
3. Print and retain receipt of airline ticket purchase for Statement of Completed Travel or other final travel documentation.

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. 13-21. No further compliance verification is required prior to issuing a pCard payment when utilizing this contract.

PURCHASING CARD (pCard) is the only acceptable form of payment.

PURCHASE ORDERS are not accepted by the vendor.

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

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.

HAWAIIAN AIRLINES, INC.

Corporate Website: www.hawaiianair.com/corporate

Corporate Account: Agencies are required to sign up for a corporate account to take advantage of any corporate rates or benefits. Contact Bernie Salvador for more information and application. Agencies with an existing Hawaiian Airlines Corporate account may continue to use their current account numbers.

Departments/agencies may consolidate/pool the earned corporate bonus miles into a single main account. Each agency will still maintain separate accounts and profiles, only the miles earned would roll up into a single account. Contact Bernie Salvador (see below for contact information) with the corporate account number that will be designated as the main account, and all the subaccounts that will be impacted. Each month, all bonus miles earned in the subaccounts will be reported on the corporate statement, but the earned miles will be immediately transferred to the main account.

Reservations – Corporate Desk

Days/Hours of Operation: Daily from 5:00 am to 6:00 pm* (HST)
Telephone Number: 1 (800) 578-5722 (toll free)

*After Corporate Desk Hours, call Hawaiian Airlines General Reservations for assistance with immediate (within 24 hours) travel issues.

Reservations – General

Days/Hours of Operation: Daily 24/hours
Telephone Number: 1 (800) 367-5320 (toll free)

Inside Sales Team – Update Authorized Users, Emails, Credit Card

Telephone Number: (808) 838-6740
E-mail: US.Sales@HawaiianAir.com

Contact Person: Bernie Salvador
Address: P.O. Box 30008, Honolulu, HI 96820-008
Phone: (808) 838-6742
Fax: (808) 838-6746
E-mail: Bernie.Salvador@HawaiianAir.com

Pricing Options: Corporate web fares via corporate portal, and other applicable web fares including promotional fares are available for use. A special Corporate “X” fares, which is lower than the public web “X”, is also available. User must select “Special Corporate Coach II Fare.” The “X” fare has last seat availability. Corporate benefits do not apply to any promotional fare.

Additional Services & Benefits. Reservations must be made through the Corporate website or Corporate Desk to take advantage of additional services and benefits.

Flight Receipts: Retrieve past dated flight receipts (showing ticket status, Used, Refunded – RFND, Unused – OK) up to 9 months after your date of travel online via your corporate website or hawaiianairlines.com by selecting the following:

- Manage Flights

- My Receipts
- Enter E-Ticket Number or MSR (Miscellaneous Receipt) & Passenger Last Name
For copy of refund please allow 2-3 business days

Baggage Fees (standard size): 1st and 2nd checked bag fees are waived; 3rd checked bag will be assessed a \$25.00 fee.

Change Fees: Interisland change fees are waived for flight, date, route, and name changes provided the reservations are made via the Corporate Website or the Corporate Desk. Any applicable fare difference will be collected should the change result in a fare difference. Changes made at the ticket counters are subject to all normal fares rules and fees.

Interisland Refunds: Refund requests must be made no later than 72 hours prior to the first ticketed flight's departure time. Continue to cancel Corporate reservations that will not be utilized inside the 72 hours. Unused Corporate Neighbor Island ticketed fares that qualify will continue to have no change fee and may be used up to one year from the date of issue, subject to any fare difference, for another employee and another one of Hawaiian Airlines' Neighbor Island routes.

Interisland Standby: Same day standby listing for earlier flights with the same routing is allowed without fee for passengers booked via the Corporate Website/Corporate Desk. Corporate passengers who would like to standby for an earlier flight must advise the agent at the time they present their bags for check-in as bags must be tagged for the flight on which they wish to standby on. Those requesting to standby for an earlier flight must be listed no less than 30 minutes prior to the desired flight.

Incentive Program: Corporate accounts earn one (1) bonus mile per dollar on tickets purchased through the Corporate website. Miles may only be redeemed and used for future State & County authorized business.