

DAVID Y. IGE  
GOVERNOR



SARAH ALLEN  
ADMINISTRATOR  
MARA SMITH  
ASSISTANT ADMINISTRATOR

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
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email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>  
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September 6, 2017

TO: Executive Departments/Agencies City and 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  
Office of Hawaiian Affairs County of Hawaii  
House of Representatives County of Hawaii – Department of Water Supply  
Senate County of Maui  
Judiciary County of Maui – Department of Water Supply  
County of Kauai  
Kauai County Council  
County of Kauai – Department of Water

FROM: For Sarah Allen, Administrator *Mara Smith*

SUBJECT: **Change No. 22**  
SPO Vendor List Contract No. 12-12  
**FURNISH, DELIVER, INSTALL, AND MANAGE NETWORK AND  
TELECOMMUNICATIONS SERVICES – STATEWIDE**  
RFP-12-006-SW  
**Expires: October 31, 2017**

The following changes have been made to the vendor list contract:

1. The contractor information for Sprint Communications Company L.P. is updated.
2. The contact information for the County of Hawaii is updated.

The current vendor list contract incorporating Change No. 22 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 Carey Ann Sasaki at (808) 586-0575 or email [careyann.r.sasaki@hawaii.gov](mailto:careyann.r.sasaki@hawaii.gov).

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 12-12**  
Includes Change No. 22  
Effective: 9/6/2017

**FURNISH, DELIVER, INSTALL, AND MANAGE NETWORK  
AND TELECOMMUNICATIONS SERVICES - STATEWIDE**

(RFP-12-006-SW)

**November 1, 2012 to October 31, 2017**

**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 City Council                              |
| (Excludes Charter Schools)               | Honolulu Board of Water Supply                     |
| Hawaii Health Systems Corporation (HHSC) | Honolulu Authority for Rapid Transportation (HART) |
| Office of Hawaiian Affairs (OHA)         | County of Hawaii                                   |
| House of Representatives (House)         | County of Hawaii – Department of Water Supply      |
| Senate                                   | County of Maui                                     |
| Judiciary                                | 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 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) or Information and Communication Services Division (ICSD), David Fujimoto at (808) 586-1930 x616.

Procurement questions or concerns may be directed as follows:

| Jurisdiction                      | Name              | Phone    | FAX      | E-mail   |
|-----------------------------------|-------------------|----------|----------|--|
| Executive                         | Carey Ann Sasaki  | 586-0575 | 586-0570 | <a href="mailto:careyann.r.sasaki@hawaii.gov">careyann.r.sasaki@hawaii.gov</a> |
| DOE<br>(Excludes Charter Schools) | Procurement Staff | 675-0130 | 675-0133 | <a href="mailto:DOEProcure@notes.k12.hi.us">DOEProcure@notes.k12.hi.us</a>     |
| HHSC                              | Joe Evanoff       | 733-4168 | 733-4460 | <a href="mailto:jevanoff@hhsc.org">jevanoff@hhsc.org</a>                       |

| Jurisdiction                                  | Name                               | Phone                | FAX                  | E-mail   |
|---|------------------------------------|----------------------|----------------------|--|
| OHA   | Phyllis Ono-Evangelista            | 594-1833             | 594-1865             | <a href="mailto:phylliso@oha.org">phylliso@oha.org</a>   |
| House   | Brian Takeshita                    | 586-6423             | 586-6401             | <a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>   |
| Senate  | Carol Taniguchi                    | 586-6720             | 586-6719             | <a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>   |
| Judiciary                                     | Tritia Cruz                        | 538-5805             | 538-5802             | <a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>   |
| C&C of Honolulu                               | Procurement Specialist             | 768-5535             | 768-3299             | <a href="mailto:bfs purchasing@honolulu.gov">bfs purchasing@honolulu.gov</a>   |
| Honolulu City Council                         | Heather Murakami                   | 768-5084             | 768-1363             | <a href="mailto:hmurakami@honolulu.gov">hmurakami@honolulu.gov</a>   |
| Honolulu Board of Water Supply                | Vicki Kitajima                     | 748-5151             | 550-9193             | <a href="mailto:vkitajima@hbws.org">vkitajima@hbws.org</a>   |
| HART  | Nicole Chapman                     | 768-6135             | 768-5110             | <a href="mailto:nchapman@honolulu.gov">nchapman@honolulu.gov</a>   |
| County of Hawaii                              | Purchasing Division                | 961-8231             | 961-8248             | <a href="mailto:purchasing@hawaiicounty.gov">purchasing@hawaiicounty.gov</a>   |
| County of Hawaii – Department of Water Supply | Ka’iulani Matsumoto                | 961-8050<br>ext. 224 | 961-8657             | <a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.org</a>   |
| County of Maui                                | Greg King                          | 249-2403             | 249-0839             | <a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>   |
| County of Maui – Department of Water Supply   | Kenneth L. Bissen<br>Holly Perdido | 270-7684<br>270-7684 | 270-7136<br>270-7136 | <a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a><br><a href="mailto:holly.perdido@co.maui.hi.us">holly.perdido@co.maui.hi.us</a> |
| County of Kauai                               | Ernest W. Barreira                 | 241-4295             | 241-6297             | <a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>   |
| Kauai County Council                          | Lisa Ishibashi<br>Scott Sato       | 241-4820<br>241-4810 | 241-6349<br>241-6349 | <a href="mailto:lishibashi@kauai.gov">lishibashi@kauai.gov</a><br><a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>                                 |
| County of Kauai – Department of Water         | Fay Tateishi                       | 245-5423             | 245-5813             | <a href="mailto:ftateishi@kauaiwater.org">ftateishi@kauaiwater.org</a>   |

**USE OF THIS VENDOR 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 or vendor list Contractor(s).

**CONTRACTORS.** The following Contractors are authorized to provide Network and Telecommunication Services to the State of Hawaii.

Hawaiian Telcom, Inc.  
Level 3 Communications, LLC  
Sprint Communications Company L.P.

**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. 12-12. *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, and OHA 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.

**Note:** Hawaiian Telcom, Inc.'s pCard policy is listed under their contractor information on the following page.

**PURCHASE ORDERS** may be issued for purchases of \$2,500 or more and for Contractors 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. 12-12** will be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 12-12 shall be notated on the appropriate transaction document.

**VENDOR AND PRODUCT EVALUATION.** Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns on this price 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.

## CONTRACTOR INFORMATION.

### Hawaiian Telcom, Inc.

Business Address:

1177 Bishop Street  
Honolulu, HI 96813

Contact Person(s):

Alison Shimabukuro  
Phone: (808) 546-3034  
Email: [Alison.Shimabukuro@hawaiiantel.com](mailto:Alison.Shimabukuro@hawaiiantel.com)

Kevin Uyeda  
Phone: (808) 546-1515  
Email: [Kevin.Uyeda@hawaiiantel.com](mailto:Kevin.Uyeda@hawaiiantel.com)

Fax: (808) 546-8288

Remittance Address:

P.O. Box 30770  
Honolulu, HI 96820-0770

### Hawaiian Telcom, Inc.'s pCard policy:

Hawaiian Telcom, Inc. will accept on-line pCard payment and over-the-phone pCard payment of up to and including \$2,500 per transaction. Anything greater than \$2,500 needs to be processed as the following (when paying on the same Hawaiian Telcom bill account number):

- 1) 3 payments in 5 days, or
- 2) 5 payments in 30 days

For payment by phone thru Paymentus, call 1-855-748-1077.

For online payment:

- 1) User has option to login to the user's online billing account, or
- 2) User has option to go to <http://hawaiiantel.com/quickpay> to make online payment without needing to login to the user's online billing account.

The State is exempt from the \$3.95 transaction fee by Paymentus for both online and payment by phone thru Paymentus.

Paymentus can charge State user a \$5 agent assistance fee if the user selects the option to speak to a live Paymentus Agent and have the agent take the payment for them on the phone instead of making the payment by themselves.

## **Level 3 Communications, LLC**

Business Address:

550 Paiea Street, Suite 238  
Honolulu, HI 96819

Contact Person(s):

Joel Velasquez  
Phone: (808) 441-8524  
Email: [joel.velasquez@level3.com](mailto:joel.velasquez@level3.com)

Tony Compiseno  
Phone: (808) 441-8523  
Email: [anthony.compiseno@level3.com](mailto:anthony.compiseno@level3.com)

Fax: (808) 441-8505

Remittance Address:

P.O. Box 910182  
Denver, CO 80291-0182

Billing Questions:

CustomerCare  
1-877-453-8353

## **Sprint Communications Company L.P.**

Sprint Hawaii Business Address:

420 Waiakamilo Road, Suite 405  
Honolulu, HI 96817

Contact Person(s):

Jonathan Frost  
Phone: (407) 621-4331  
Mobile: (407) 791-8909  
Email: [jonathan.frost@sprint.com](mailto:jonathan.frost@sprint.com)

Alex McIntosh  
Phone: (808) 847-9656  
Mobile: (808) 782-8502  
Email: [alexander.mcintosh@sprint.com](mailto:alexander.mcintosh@sprint.com)

Fax: (808) 845-4999

Note: Email request is preferred over faxing.

Remittance Address:

Sprint  
P.O. Box 172567  
Denver, CO 80217

## **ORDERING INSTRUCTIONS.**

**UNIT PRICES** include delivery to destination and all other costs except the State General Excise Tax, currently 4.5% for sales on Oahu and 4% for sales on the islands of Hawaii, Maui, Kauai, Molokai and Lanai. Agencies are advised to add the tax amount to their purchase order total.

**ORDERING** on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the vendor list contract period, and will use either the pCard or purchase order when placing order(s). Contractors are not obligated to accept any order received after the contract expiration date, however, Contractors shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the vendor list contract expiration date.

## **GENERAL INFORMATION.**

**SERVICES INCLUDED.** Network and Telecommunication Services includes but is not limited to:

- Broadband Ethernet (Layer 2 and Layer 3)
- Digital Subscriber Line (DSL)
- Frame Relay
- Point-to-Point
- Internet Service Provider (ISP)
- Managed Network Services

Services covered by the contract reflect current needs of the State as well as existing service offerings of the vendors.

**AWARDED PROPOSALS ONLINE.** Awarded Contractors proposals are available on the SPO website for user agencies information and use in determination of services and ability to obtain quotes. Proposals are available at: <http://spo.hawaii.gov/for-state-county-personnel/manual/telecom-services/>.

## HOW TO USE THIS VENDOR LIST CONTRACT.

1. Agency prepares a uniform request for quotations to obtain quotes from ALL vendors. Using agencies may use the attached form, *Uniform Request for Quotes*, or a similar form. Fillable version of the form is available on the SPO site: <http://spo.hawaii.gov/for-state-county-personnel/manual/telecom-services/>. It is the agencies responsibility to give the vendors a reasonable amount of time to prepare and submit the quote.
2. Vendor responds by due date specified.
3. Agency reviews and evaluates all quotes received. In the event that a vendor fails to respond by the due date specified, document for the procurement file. In the event that a vendor submits a late quote, it is the agencies determination to accept or reject a late quote submittal, document for the procurement file.
4. Agency determines best value based on agency's requirements of individual network deployments. Best value will be determined by price, technical and/or business requirements/service viability, solution design and other pertinent factors determined by the using agency. Such determination shall be in writing.
5. On the selected vendor's *Uniform Request for Quotes*, agency signs to acknowledge acceptance. Agency may inform non-selected vendor(s) as a courtesy.
6. Agency completes form ICSD-001, Telecom Request (TR). The TR is available at Forms Central: <http://hawaii.gov/forms>. On the TR, field #9 "Description" should include the vendor list contract no (12-12) and field #12 "Vendor" should state the name of the vendor selected. Attach a copy of the signed *Uniform Request for Quotes* to the completed TR.

Submit TR and *Uniform Request for Quotes* to the Information & Communication Services Division (ICSD)/ Telecommunications Services Branch (TSB) via interoffice mail or via email to: [ICSD.TSB.TRS@hawaii.gov](mailto:ICSD.TSB.TRS@hawaii.gov).

Upon ICSD/TSB approval, TR and *Uniform Request for Quotes* will automatically be sent to the selected vendor. ICSD/TSB will return a copy to your Department Telecom Coordinator.

7. Agencies in jurisdictions that do not use form ICSD-001 shall follow their normal internal process for approval and requesting service from the vendor.
8. Agency shall keep all quotes received and written determination (of why vendor was selected) in the procurement file in the event of an audit.
9. If it is not practicable to obtain quotes from all vendors, such written determination shall be kept in the procurement file.



# UNIFORM REQUEST FOR QUOTES

FURNISH, DELIVER, INSTALL, AND MANAGE NETWORK AND TELECOMMUNICATIONS SERVICES

## SECTION 1 - AGENCY TO COMPLETE:

DATE: \_\_\_\_\_

VENDORS INVITED TO SUBMIT QUOTES:

- Hawaiian Telcom, Inc.     
  Sprint Communications Co. L.P.     
  Level 3 Communications, LLC

STATE CONTACT INFORMATION:

Department: \_\_\_\_\_ Division/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

QUOTE DUE DATE: \_\_\_\_\_

SCOPE OF SERVICES:

- Additional Pages Attached

Submit Quote via:  Email  Fax  US Postal

TERM OF SERVICES:  1 year  3 years  5 years Other: \_\_\_\_\_

## SECTION 2 - VENDOR TO COMPLETE:

VENDOR CONTACT INFORMATION:

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

QUOTE: \$ \_\_\_\_\_

+GET \$ \_\_\_\_\_ (4.5% for Oahu; 4.0% for Hawaii, Maui, Kauai, Lanai, Molokai)

+FEES/SURCHARGES \$ \_\_\_\_\_ (fees/surcharges are estimated and may be subject to change)

= TOTAL QUOTE \$ \_\_\_\_\_

ADDITIONAL INFORMATION:

- Additional Pages Attached

Quote shall remain firm for \_\_\_\_\_ days

All quotes shall be signed and dated by an authorized individual of the company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Title: \_\_\_\_\_

## SECTION 3 – STATE ACCEPTANCE, if any:

By signing below, the Department/Division/Agency stated in Section 1 above has selected the vendor stated in Section 2 above to provide services under SPO VL Contract No. 12-12.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Printed Title: \_\_\_\_\_