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October 09, 2018

TO: Executive Departments/Agencies
Excluding the following:
Department of Education
Hawaii Health Systems Corporation
Office of Hawaiian Affairs
University of Hawaii
Judiciary

FROM: For Sarah Allen, Administrator *Sarah A. Kalakei*

SUBJECT: **Change No. 7**
SPO Price List Contract No. 14-03
NASPO VALUEPOINT ELECTRONIC MONITORING OF OFFENDERS – STATEWIDE
NASPO VALUEPOINT Contract No. 00212
Expires: December 31, 2019

The following change is made to the price list contract:

The point of contact for the Executive Department is updated on page 3.

Reminder:

1. When utilizing the State Procurement Office Price List Contract No. 14-03, the contract term shall not exceed beyond the Master Agreement expiration date of December 31, 2019.
2. Agencies shall not issue a Purchase Order, or pCard with options to extend the contract term beyond the expiration date of December 31, 2019.

The current price list contract incorporating Change No. 7 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price and Vendor List Contracts* on the home page.

If you have any questions, please contact Lori Cervantes at (808) 587-3355 or lori.m.cervantes@hawaii.gov.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 14-03
Includes Change No. 7
Effective: 10/9/2018

**NASPO VALUEPOINT
ELECTRONIC MONITORING OF OFFENDERS - STATEWIDE**
(NASPO ValuePoint Contract No. 00212)
August 5, 2013 to December 31, 2019

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 Washington is the current lead agency and contract administrator for the NASPO ValuePoint Electronic Monitoring of Offenders contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization, LLC and contracts were awarded to five qualified Contractors. The State of Hawaii has signed a Participating Addendum with two Contractors.

The purpose of this contract is the purchase of vendor-provided equipment and services for the monitoring of offenders through Radio Frequency (RF) electronic monitoring, alcohol monitoring, transdermal alcohol monitoring and satellite monitoring and remote tracking service (GPS), (for both one-piece body-attached device and multi-piece device systems). Contracts may be established with one or more vendors for each of these monitoring services and may be modified as necessary to add new technology or enhancements to existing equipment/service available from the contract vendor.

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



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

Executive Departments/Agencies
 (Excludes DOE, HHSC, OHA and UH)
 Judiciary

The participating jurisdictions are not required but may purchase from this price list contract, and requests for exception from the contract will not be required. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D and the procurement rules apply to purchases 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.

POINT OF CONTACT. Questions regarding the products listed, ordering, pricing, and status should be directed to the contractor.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive (Excludes DOE, HHSC, OHA and UH)	Lori Cervantes	587-3355	586-0570	lori.m.cervantes@hawaii.gov
Judiciary	Tritia L. Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov

USE OF PRICE & VENDOR LIST CONTRACTS 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 & 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 a SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, 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 a SPO price or vendor list Contractor(s).

CONTRACTORS. The authorized contractors are listed in this price list contract. They have signed a Master Agreement with the State of Washington and a Participating Addendum with the Hawaii State Procurement Office.

Sentinel Offender Services, LLC (Sentinel)
 Satellite Tracking of People LLC (STOP)

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.

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. 14-03. *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 departments/agencies, 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.

SPO Price List Contract No. 14-03 AND MASTER AGREEMENT NO. 00212 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO Price List Contract No. 14-03 and Master Agreement No. 00212 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 Contractor(s) remittance address. HRS §103-10 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, 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.

AGENCY INSTRUCTIONS - PRICE QUOTES

1. Agency shall obtain one (1) price quote from Sentinel when procuring services covered by the categories shown below:
 - Category 2: Alcohol Electronic Monitoring (Home Unit)
 - Category 2: Alcohol Electronic Monitoring (Transdermal)
 - Category 3: Satellite (GPS) Tracking – Multi-Piece Electronic Monitoring
2. Agency shall obtain a price quote from both Sentinel and STOP when procuring services covered by the categories shown below:
 - Category 1: Radio Frequency (RF) Electronic Monitoring
 - Category 3: Satellite (GPS) Tracking – One Piece Electronic Monitoring
3. Personnel conducting or participating in utilizing this Price/Vendor List Contract is responsible to complete form SPO-010, *Record of Procurement* when an award is for \$5,000 or greater. All non-responsive vendor(s) and related pertinent information to this procurement shall be notated in Part C. The completed and properly signed (personnel with delegated authority) copy of the SPO-010 shall be kept in the procurement/contract file.

CONSIDERATION OF QUOTES. Agencies shall consider all responsive and responsible quotes received. An award shall be made to the vendor(s) offering the lowest price. If the lowest price does not meet the agencies specification requirement, the award may be made to the vendor(s) whose offer represents the best value to the agency. Best value means the most advantageous offer determined by evaluating and comparing all relevant criteria in addition to price so that the offer meeting the overall combination that best services the agency is selected. These criteria may include, in addition to others, the total cost of ownership, performance, history of the vendor, quality of goods, services, delivery and proposed technical performance.

4. When utilizing the State Procurement Office Price List Contract No. 14-03, the contract term shall not exceed beyond the Master Agreement expiration date of December 31, 2019.
5. Agencies shall not issue a Purchase Order, or pCard with options to extend the contract term beyond the expiration date of December 31, 2019.

SENTINEL OFFENDER SERVICES, LLC. (Sentinel)

Remit Payment to:
Sentinel Offender Services, LLC
201 Technology Drive Suite 200
Irvine, CA. 92618
Vendor Code: 324120-00

1. For price quotes, please contact:

Mr. Leo Carson
Vice President of Strategic Sales
Phone: (888) 843-5590
Email: leo.carson@sentrak.com

2. Sentinel was awarded all five categories listed below:
 - Category 1: Radio Frequency (RF) Electronic Monitoring
 - Category 2: Alcohol Electronic Monitoring (Home Unit)
 - Category 2: Alcohol Electronic Monitoring (Transdermal)
 - Category 3: Satellite (GPS) Tracking – One Piece Electronic Monitoring
 - Category 3: Satellite (GPS) Tracking – Multi-Piece Electronic Monitoring

3. Sentinel Offender Services, LLC pricing, go to:

<http://naspo.valuepoint.org/#/contract-details/38/contractor/179>

Then click on: Sentinel_AMD2_Pricing.pdf

4. Provide the following information to Sentinel to obtain a price quote:
 - Identify which category you're requesting a price quote for.
 - Initial number of units required.
 - Number of officers/staff who require training.
 - The start date for services. (Note: Contractor commonly commences services within thirty (30) days from receipt of a valid order).
 - In addition to accessing information via the contractor's web-based information system, indicate your department/agency preferred notification alerts (email, text, fax, etc.).

PROCEDURES ON HOW TO SUBMIT ORDERS:

1. Upon receipt of a valid price quote, Department/Agency may place order by emailing Mr. Leo Carson at: leo.carson@sentrak.com, confirming acceptance of the price quote. A contractor's representative will confirm to coordinate delivery and training. Include the following information to Sentinel:
 - Ship to Information
 - Department/Agency Name
 - Contact First and Last Name.
 - Complete street address with zip code for delivery of equipment (No PO boxes).
 - Phone, Fax and Email address.

- Bill to Information
 - Department/Agency Name
 - Contact First and Last Name.
 - Complete street address with zip code for delivery of invoice.
 - Phone, Fax and Email address.

- 2. Personnel approved by the Department/Agency are authorized to exchange monitoring/tracking information with Sentinel on behalf of the department/agency. (Emphasis: This information will be used to provide unique logins/passwords for both the web based system as well as verbal passwords to communicate with Sentinel. Sentinel will not exchange information without proper passwords).

Agency will provide the information below to Sentinel:

- First and Last Name.
 - Complete street address with zip code.
 - Phone, Fax and Email address.
3. The address of the target training location (location should have at least one computer with internet for every two (2) trainees).
 4. The requested target date(s) for training.
 5. The requested target start date for services.

SATELLITE TRACKING OF PEOPLE LLC (STOP)

Remit Payment to:
Satellite Tracking of People LLC
PO Box 95397
Grapevine, TX 76099-9734
Vendor Code: 329435-00

1. For price quotes, please contact:

Mr. Greg Utterback
Chief Development Officer
Address: 1212 North Post Oak Road, Suite 100
Houston, TX 77055
Phone: (832) 553-9502
Email: gutterback@stopllc.com

2. STOP was awarded two categories listed below:

- Category 1: Radio Frequency (RF) Electronic Monitoring
- Category 3: Satellite (GPS) Tracking – One Piece Electronic Monitoring

3. Satellite Tracking of People LLC pricing, go to:

<http://naspo.valuepoint.org/#/contract-details/38/contractor/178>

Then click on: 00212_Contract_with_STOP.pdf
Then scroll down to pages 155 to 159.

4. Provide the following information to STOP to obtain a price quote:

- Address of service delivery
- Requested implementation date
- Required number of devices by type
- Required number of users to be trained
- Whether utilization of STOP Monitoring Center services is needed

PROCEDURES ON HOW TO SUBMIT ORDERS:

1. Contact Mr. Greg Utterback at:
 - (832) 553-9502 or email: gutterback@stopllc.com
2. STOP personnel will contact agency management for implementation planning and activation.