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SARAH ALLEN
ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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December 14, 2018

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 *Sarah A. Kakaku*

SUBJECT: **Change No. 26**
 SPO Vendor List Contract No. 12-12
 FURNISH, DELIVER, INSTALL, AND MANAGE NETWORK AND
 TELECOMMUNICATIONS SERVICES – STATEWIDE
 RFP-12-006-SW
 Expires: October 31, 2019

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

- The contactor information for Level 3 Communications, LLC is updated.

The current vendor list contract incorporating Change No. 26 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.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 12-12
Includes Change No. 26
Effective: 12/14/2018

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

(RFP-12-006-SW)

November 1, 2012 to October 31, 2019

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	careyann.r.sasaki@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	DOEProcure@notes.k12.hi.us
HHSC	Jeff Dansdill	657-3721		jedansdill@hhsc.org

Jurisdiction	Name	Phone	FAX	E-mail
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfspurchasing@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	Nicole Chapman	768-6135	768-5110	nchapman@honolulu.gov
County of Hawaii	Steve Wilhelm Sebastian Callaway	961-8440	961-8248	purchasing@hawaiicounty.gov
County of Hawaii – Department of Water Supply	Ka’iulani Matsumoto	961-8050 ext. 224	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	270-7830	270-7686	greg.king@co.maui.hi.us
County of Maui – Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136 270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
County of Kauai	Ernest W. 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	Marcelino Soliz	245-5470	245-5813	msoliz@kauaiwater.org

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

Kevin Uyeda

Phone: (808) 546-1515

Email: 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.

CONTRACTOR INFORMATION

Level 3 Communications, LLC

Business Address:

550 Paiea Street, Suite 238
Honolulu, HI 96819

Contact Person(s):

Mari Loftis
Phone: (808) 441-8536
Email: mari.loftis@level3.com

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

Sharon Whalen
Phone: (808) 441-8557
Email: sharon.whalen@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):

Alex McIntosh
Phone: (808) 847-9656
Mobile: (808) 782-8502
Email: Alexander.k.mcintosh@sprint.com

Diana Azar
Phone: (913) 315-5647
Email: Diana.azar@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.

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: _____