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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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September 23, 2020

TO: Executive Departments/Agencies City and County of Honolulu
Department of Education Honolulu Board of Water Supply
Hawaii Health Systems Corporation Honolulu Authority for Rapid Transportation
Office of Hawaiian Affairs County of Hawaii
University of Hawaii County of Hawaii-Department of Water Supply
Public Charter School Commission County of Maui
and Schools Maui County Council
House of Representatives County of Kauai
Judiciary Kauai County Council
County of Kauai-Department of Water

FROM: for Sarah Allen, Administrator *Sarah A. Kahakui*

SUBJECT: **Change No. 26**
SPO Vendor List Contract No. 17-18
NASPO VALUEPOINT CLOUD SOLUTIONS - STATEWIDE
CH16012
Expires: September 15, 2026

The following changes are made to the vendor list contract:

1. Update the fax number for County of Kauai.
2. Add definition for fulfillment partner to pages 5-6.
3. Remove the EA & SOW from each Contractor's information page.
4. Remove the term reseller and replace with fulfillment partner on each Contractor's information page.
5. Download the revised Engagement Addendum (EA) and Service Level Agreement (SLA) from the URL on page 8.
6. Instructions for the Executive Departments are revised.
7. Add links on the Where to Find.

The current vendor list contract incorporating Change No. 26 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 Matthew Chow at (808) 586-0577 or matthew.m.chow@hawaii.gov.

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Instructions How to Utilize this Vendor List Contract for:

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[Judiciary](#)

[City & County of Honolulu](#)

[Honolulu Board of Water Supply](#)

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[Maui County Council](#)

[Hawaii Health Systems Corporation](#)

[County of Maui](#)

[Public Charter School Commission and Schools](#)

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 17-18
Replaces SPO Vendor List Contract No. 13-16
Includes Change No. 26
Effective: 09/23/2020

THIS SPO PRICE/VENDOR LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY

**NASPO VALUEPOINT
CLOUD SOLUTIONS**
(RFP Reference No. CH16012)
July 7, 2017 to September 15, 2026

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. 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 Cloud Solutions contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization and contracts were awarded to 32 qualified Contractors.

The purpose of this contract is to provide Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS). During the term of the contract, awarded vendors may request for inclusion of new and improved technology products pending approval from the Lead State Contract Administrator.

For additional information on this contract, visit the NASPO ValuePoint website at <https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/>.



PARTICIPATING JURISDICTIONS listed below have signed 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 of Honolulu)
Department of Education (DOE)	Honolulu Board of Water Supply
Hawaii Health Systems Corporation	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
Public Charter School Commission and Schools	County of Maui
House of Representatives (House)	Maui County Council
Judiciary	County of Kauai
	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 is 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 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	Matthew Chow	586-0577	586-0570	matthew.m.chow@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	doeprocure@notes.k12.hi.us
HHSC	Joe Evanoff	315-7449		jevanoff@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	danny.vasconcellos@spcsc.hawaii.gov
House	Brian Takeshita	586-6423	586-6401	takeshita@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 Board of Water Supply	Procurement Office	748-5071		fn_procurement@hbws.org
HART	David Ha	768-6294		dha@honolulu.gov

Jurisdiction	Name	Telephone	Fax	E-mail
County of Hawaii	Diane Nakagawa	961-8440	961-8248	Diane.Nakagawa@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	249-2403 x30	249-0839	greg.king@co.maui.hi.us
Maui County Council	Marlene Rebugio	270-7838		marlene.rebugio@mauicounty.us
County of Kauai	Ernest Barreira	241-4295	241-6349	ebarreira@kauai.gov
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6439	lishibashi@kauai.gov ssato@kauai.gov
County of Kauai- Department of Water	Marcelino Soliz	245-5470	245-5813	msoliz@kauaiwater.org

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 lists 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 vendor list contract. They have signed a Master Agreement with the State of Utah and a Participating Addendum with the Hawaii State Procurement Office.

Contractor Name	Services Provided
Armedia, LLC	PaaS and SaaS
Calibre Systems, Inc.	SaaS
Carahsoft Technology Corporation (Carahsoft)	PaaS, IaaS, and SaaS
Century Link	PaaS, IaaS, and SaaS
CherryRoad Technologies, Inc. (CherryRoad)	PaaS, IaaS, and SaaS
EMC Corporation	PaaS, and IaaS
Environmental System Research Institute, Inc. (ESRI)	PaaS, IaaS, and SaaS
Hewlett Packard Enterprise	PaaS, IaaS, and SaaS

Contractor Name	Services Provided
Insight Public Sector, Inc. (Insight)	PaaS, IaaS, and SaaS
International Business Machines Corp (IBM)	PaaS, IaaS, and SaaS
Oracle America, Inc.	PaaS, IaaS, and SaaS
Quest Media & Supplies, Inc.	SaaS
SHI International Corp.	PaaS, IaaS, and SaaS
Smartronix, Inc. (Smartronix)	PaaS, IaaS, and SaaS
Strategic Communications, LLC	PaaS, IaaS, and SaaS
Unisys Corporation (Unisys)	PaaS, IaaS, and SaaS

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. 17-18. *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, excluding 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 \$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 charge its customers a transaction fee for the usage.

SPO PL Contract No. 17-18 & MASTER AGREEMENT NO. AR3087 (Armedia LLC), AR3089 (Calibre Systems, Inc), AR2472 (Carahsoft Technology Corporation), AR2474 (Century Link), AR2476 (CherryRoad Technologies, Inc.), AR2495 (EMC Corporation), AR2482 (Environmental Systems Research Institute, Inc.), AR3104 (Hewlett Packard Enterprise Company), AR2485 (Insight Public Sector, Inc.), AR3107 (International Business Machines Corp), AR2487 (Oracle America, Inc.), AR2505 (Quest Media & Supplies Inc.), AR2488 (SHI International Corp.), AR2489 (Smartronix, Inc.), AR2490 (Strategic Communications, LLC), AR2492 (Unisys Corporation) will be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO PL Contract No. 17-18 shall be notated on the appropriate transaction document.

STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE shall not exceed the following rates if seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE OF SURCHARGE TAX RATE
C&C OF HONOLULU	0.50%	4.0%	4.7120%	12/31/2030
HAWAII	0.50%	4.0%	4.7120%	12/31/2030
COUNTY OF MAUI (including Molokai and Lanai)	0.0%	4.0%	4.1666%	No county surcharge
KAUAI	0.50%	4.0%	4.7120%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate(s) for each island.

County surcharges on state general excise (GE) tax or Use tax may be visibly passed on but is not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation’s website at <http://tax.hawaii.gov/geninfo/countysurcharge>.

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.

LEASE AGREEMENTS are not allowed under this contract.

VENDOR AND PRODUCT EVALUATION form, SPO-012, 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.

DEFINITIONS

Infrastructure as a Service (IaaS) is defined the capability provided to the end user to provision processing, storage, networks, and other fundamental computing resources where the consumer is able to deploy and run arbitrary software, which can include operating systems and applications. The end user 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 (e.g. host firewalls).

Platform as a Service (PaaS) is defined as the capability provided to the consumer to deploy onto the cloud infrastructure end user created or-acquired applications created using programming languages and tools supported by the provider. This capability does not necessarily preclude the use of compatible programming languages and tools supported by the provider. This capability does not necessarily preclude the use of compatible programming languages, libraries, services, and tools from other sources. The end

user does not manage or control the underlying cloud infrastructure including, network, servers, operating systems, or storage, but has control over the deployed applications hosting environment configurations.

Service Level Agreement (SLA) means the SLA obligations the service provider publishes in its service terms or a written agreement between both the Purchasing Entity and the Contractor that is subject to the terms and conditions and relevant Participating Addendum unless otherwise expressly agreed in writing between the Purchasing Entity and the Contractor. SLA's should include: (1) the technical service level performance promises, (i.e. metrics for performance and intervals for measure), (2) description of service quality, (3) identification of roles and responsibilities, (4) remedies, such as credits, and (5) an explanation of how remedies or credits are calculated and issued.

Software as a Service (SaaS) is defined as the capability provided to the consumer to use the service providers, Contractor's or third party applications available in the service provider's marketplace running on a Contractor's infrastructure (commonly referred to as "cloud infrastructure"). The applications are accessible from various client devices through a thin client interface such as a Web browser (e.g., Web-based email), or a program interface. The consumer 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.

Fulfillment Partner means a third-party contractor qualified and authorized by Contractor, and approved by the Participating State under a Participating Addendum, who may, to the extent authorized by Contractor, fulfill any of the requirements of this Master Agreement including but not limited to providing Solutions under this Master Agreement and billing Customers directly for such Solutions.

MASTER AGREEMENT OVERVIEW

Data Security

- Cloud Security Alliance recommendations were incorporated into the RFP requirements.
 - Must meet NIST characteristics (i.e. be a true cloud service provider)
 - Must meet security requirements, which leverage the following cloud-focused security frameworks:
 - CSA STAR
 - ISO/IEC 27017
 - NIST SP 800-53 (basis for FedRAMP)

Data classification: 1st step in determining the security controls. CIO's should consider:

- Understand the Breach Notification Laws (for PII or personally identifiable information) in your jurisdiction – 47 out of 50 States have this laws (exceptions are Alabama, New Mexico, South Dakota).
- Determine the sensitivity of the data and if PII is involved
- Risk level set by consequences of exposure
- Most frameworks use three tier classification model (e.g. Low, Medium, High; Official, Secret, Top Secret)

Data Classification and Security Controls

- Understand the customer's responsibilities (e.g. for IaaS and PaaS, customer defines requirement for encryption)
- Leverage industry standard certifications to demonstrate compliance for cloud security controls, use information from Cloud Security Alliance tools to short-list vendors. Review may not comply with the specific controls that your organization needs.
- Identify specific controls and request additional certifications to comply with privacy requirements when PII is involved (for example ISO/IEC 27018).

Using Cloud Security Alliance Tools

- Cloud Controls Matrix (CCM) – security controls framework for cloud.
- Consensus Assessment Initiative Questionnaire (CAIQ) assessment tool based on CCM.
- CSA STAR (Security, Trust and Assurance Registry) - provider Assurance Program. Leverages CCM & CAIQ as its foundation.

Nail Your Business Case

- SLA Must Be Complete. – No Gray Areas! Understand the application and what is in scope and out of scope.
- Clarify Ownership of Tasks and Deliverables – essential for IaaS and PaaS.
- Do not rely on Generic Definitions
- Document Business Value Expectations
- Define Cost to Manage Risk and Quality (Security, Archiving, Backup, DR as related to the application)

SLA's

- The Master Agreement include SLA's that outline security controls the Contractor employs specific to the data they are prepared to handle.
- The CIO needs to evaluate each Master Agreement receiving a service category award (SaaS, PaaS, or IaaS) in order to compare services and security standards before making a determination as to which Contractor's cloud solution and security controls best meets their program objectives and state laws.

SLA Cannot Be An Afterthought

- Link to organizations SMART Objectives: Specific, Measurable, Actionable, Relevant and Time-Bound.
- Review SLA(s) and Terms and Conditions included in the ValuePoint-Utah Master Agreement for service commitments, remedies, and penalties. Ensure SLA(s) align with organizational SMART objective and business needs.
- Closely evaluate all Terms and Conditions for SLA(s) exclusions.
- Consider review process for adjustments to SLA(s) over time.

Recommendations

- Clearly define the scope and objectives of your cloud application. Align with expectations of key stakeholders.
- Transition planning must be a part of your strategy.
- Evaluate the comprehensiveness and achievability of the transition plan.
- Jointly manage the transition plan and escalate issues before they become risks.
- Measure and proactively manage transition processes to achieve success.

Download the Engagement Addendum (EA) and Service Level Agreement (SLA):

https://spo.hawaii.gov/wp-content/uploads/2020/08/17-18_EA-SLA.docx

Information to input on the EA & SLA can be found on the contractor's information page.

CONTRACTOR INFORMATION

Armedia, LLC

Utah Contract Number: AR3087
Contact: James Bailey
Address: 6354 Walker Lane, Suite 500, Alexandria
VA 22310
Phone: (703) 272-3270
Fax: (703) 935-3030
Email: james.bailey@armedia.com

Payment Information

Armedia, LLC
8221 Old Courthouse Rd Ste 300
Vienna, VA 22182
Vendor Code: 354678-00

To review "Armedia, LLC" *Master Agreement*, *Pricing*, and *SLA's*, go to:
<https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/armedia/>

For *Master Agreement* click on "Armedia – Master Agreement"

For *Pricing*, click on "Armedia - Product Catalog"

For *SLA's* go to pages 81 to 83 in the Master Agreement.

Calibre Systems, Inc.

Utah Contract Number: AR3089

Contact: Carolyn Hernandez

Title: Contracts Administrator

Address: 6354 Walker Lane Suite 500 Alexandria, VA
22310

Phone: (703) 797-8980

Fax: (703) 797-8501

Email: Contracts@calibresys.com

Payment Information

Calibre Systems

6354 Walker Lane

Suite 300

Alexandria, VA 22310-3252

Vendor Code: 354426-00

To review "Calibre Systems, Inc" *Master Agreement*, *Pricing*, and *SLA's*, go to:

<https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/calibre-systems-inc/>

For *Master Agreement* click on "Calibre Systems, Inc. – Master Agreement.pdf"

For *Pricing*, click on "Calibre Systems, Inc. Product Catalog"

For *SLA's* go to pages 95 to 113 in the Master Agreement.

Carahsoft Technology Corporation

Utah Contract Number: AR2472
Contact: Jack Dixon
Address: 1860 Michael Faraday Drive, Suite
100 Reston, VA 20190
Phone: (703) 230-7545
Email: jack.dixon@carahsoft.com

Payment Information

Carahsoft Technology Corp.
11493 Sunset Hills Rd #100
Reston, VA 20190
Attn: Karina Woods
Vendor Code: 302764-01

To review "Carahsoft Technology Corporation" Master Agreement, Pricing, and SLA's, go to:
<https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/carahsoft-technology-corporation/>

For Master Agreement click on "Carahsoft Technology – Master Agreement.pdf"

For Pricing, click on "Carahsoft – Price List."

For SLA's go to pages 125 to 135 in the Master Agreement.

Century Link

Utah Contract Number: AR2474
Contact: Dave Hunter
Address: 714 Washington St. Olympia, WA
98501
Phone: (360) 754-3154
Email: David.hunter@centurylink.co

Payment Information

CenturyLink
PO Box 4300
Carol Stream, IL 60197-4300
Vendor Code: 354150-00

To review "Century Link" Master Agreement, Pricing, and SLA's, go to:
<https://www.naspoaluepoint.org/portfolio/cloud-solutions-2016-2026/centurylink/>

For Master Agreement click on "Century Link – Master Agreement.pdf"

For Pricing, click on "Century Link - Pricing"

For SLA's go to pages 149 in the Master Agreement.

CherryRoad Technologies, Inc.

Utah Contract Number: AR2476
Contact: Robert Cockrum
Title: Client Manager
Address: 8950 Cal Center Drive, Suite 348
Sacramento, CA 95826
Phone: (916) 715-6504
Email: rcockrum@cherryroad.com

Contact: Christopher Tilden
Title: Director, Technology Sourcing and Solutions
Phone: (609) 353-8001
Email: ctilden@cherryroad.com

Payment Information

CherryRoad Technologies, Inc.
301 Gibraltar Drive, Suite 2C
Morris Plains, NJ 07950
Vendor Code: 341362-00

To review "CherryRoad Technologies, Inc." *Master Agreement*, *Pricing*, and *SLA's*, go to:
<https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/cherryroad-technologies-inc/>

For *Master Agreement*, click on "Cherryroad – Master Agreement.pdf"

For *Pricing*, click on "CherryRoad – Price File."

For *SLA's* go to Section 6, Technical Response, pages 52 to 53 in the Master Agreement.

EMC Corporation

Utah Contract Number: AR2495

Payment Information

EMC Corporation
4246 Collections Ctr Dr
Chicago, IL 60693
Vendor Code: 310953-00

To review “EMC Corporation” *Master Agreement*, *Pricing*, and *SLA’s*, go to:

<https://www.naspo.valuepoint.org/portfolio/cloud-solutions-2016-2026/emc-corporation/>

For *Master Agreement* click on “EMC - Master Agreement.pdf”

For *Pricing* click on “EMC – Price”.

For *SLA’s* go to the Master Agreement.

Dell Technologies Sales Team

Contact: Walter Eccles
Account Executive - State of HI and Counties
Phone: (808)222-1472
Email: Walter.Eccles@Dell.com

Contact: Kimberly Coutts
Account Manager – State of HI and Counties
Phone: (512)513-8485
Email: Kimberly_Coutts@Dell.com

Contact: Elizabeth Vary
Account Executive – Education (DoH, UH System)
Phone: (808)214-8942
Email: Elizabeth_Vary@Dell.com

Contact: Bill Foster
Account Manager – UH System
Phone: (512)513-3938
Email: Bill_R_Foster@Dell.com

Contact: Carlous Cade
Account Manager – Dept of Ed
Phone: (512)513-0829
Email: Carlous_Cade@Dell.com

Contact: Nichole Bronson
Regional Sales Manager
Phone: (949)412-3289

Contact: Allen Nguyen
Data Center – All Public
Phone: (808)219-5067
Email: Allen.Nguye@EMC.com

Contact: Ian Morada
Enterprise – All Public
Phone: (808)220-9681
Email: Ian_Morada@Dell.com

**Environmental Systems Research
Institute Inc (ESRI)**

Utah Contract Number: AR2482
Contact: Jasmine Deo
Title: Contracts Administrator, CPCM
Address: 380 New York Street Redlands,
CA 92373
Phone: (909) 793-2853 x4309
Email: jdeo@esri.com

Payment Information

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

To review "ESRI" *Master Agreement*, *Pricing*, and *SLA's*, go to:
<https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/esri/>

For *Master Agreement*, click on "ESRI – Master Agreement"

Pricing is listed on Amendment 3 Attachment C – Cost Schedule.

For *SLA's* go to pages 35 to 39 in the Master Agreement.

Hewlett Packard Enterprise

Utah Contract Number: AR3104

Contact: Nancy Schwarz: (480) 636-0267

State, Local and Education Contract Management

Address: 6443 S Wilson St Tempe, AZ 85283

Phone: (408) 636-0267

Email: nancy.schwarz@hpe.com

To review "Hewlett Packard Enterprise" *Master Agreement*, *Pricing*, and *SLA's*, go to:

<https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/hewlett-packard-enterprise-company/>

For *Master Agreement* click on "HPE - Master Agreement"

For *Pricing*, go to Attachment C – Cost Schedule, in the Master Agreement.

For *SLA's* go to Section 8.12.2, page 110 in the Master Agreement.

For price quotes, contact HPE's authorized fulfillment partners.

Payments are made to HPE's authorized fulfillment partners.

Fulfillment Partner(s) and Payment Information

PC Specialists, dba Technology

Integration Group (TIG)

1003 Bishop Street, Ste #1250

Honolulu, HI 96813

Contact: Mary Manalo

Phone: (808) 524-6652 x1560

Email: Mary.manalo@tig.com

Insight Public Sector, Inc.

Utah Contract Number: AR2485

Primary Point of Contact

Name: Christin Townsley

Toll-Free Phone: (800) Insight Ext. 501-505-4139

Direct Phone: (501) 505-4139

Fax No.: (480) 760-9488

Email: TeamHawaii@insight.com

Secondary Point of Contact

Name: Brandon Marvel

Direct Phone: (501) 505-4599

Fax No.: (480) 760-9488

Email: brandon.marvel@insight.com

Payment Information

Insight Public Sector, Inc.

P.O. Box 731072

Dallas, TX 75373-1072

Vendor Code: 283656-00

To review "Insight Public Sector" Master Agreement, Pricing, and SLA's, go to:

<https://www.naspoaluepoint.org/portfolio/cloud-solutions-2016-2026/insight-public-sector-inc/>

For Master Agreement, click on "Insight Public Sector – Master Agreement"

For Pricing, click on "Insight Price Catalog" and for professional services "Insight Public Sector – Attachment C Cost Proposal Rates 1-11-19."

For SLA's go to pages 6-109 to 6-113 in the Master Agreement.

International Business Machines Corp. (IBM)

Utah Contract Number: AR3107
Contact: Zubin Menon (808-383-1466)
Client Executive
Address: 733 Bishop Street, Makai Tower
Suite 2340 Honolulu, HI 96813
Phone: (808) 383-1466
Email: zmenon@us.ibm.com

Payment Information

IBM Corporation
PO Box 676673
Dallas, TX 75267-6673
Vendor Code: 277567-01

For NASPO Contract questions:
Contact: Karen Schneider (720-397-5563)
NASPO Program Manager
kasch@us.ibm.com

To review "IBM" Master Agreement go to:
<https://www.naspo.valuepoint.org/portfolio/cloud-solutions-2016-2026/ibm-corporation/>

For Master Agreement, click on "IBM – Master Agreement"

For Pricing, go to Attachment C – Cost Schedule, in the Master Agreement.

For SLA's go to Section 8.10.2 on page 125 in the Master Agreement.

Oracle America, Inc.

Utah Contract Number: AR2487
Contact: Anya Merkle
Title: Technology Account Manager
Phone: (760) 525-4322
Email: anya.merkle@oracle.com

Payment Information

Oracle America, Inc.
PO Box 44471
San Francisco, CA 94144-4471
Vendor Code: 315267-00

Contact: Sarah Blanchard
Title: Account Manager
Phone: (703) 307-4296
Email: sarah.e.blanchard@oracle.com

To review "Oracle America, Inc." *Master Agreement, Pricing, and SLA's*, go to:
<https://www.naspo.valuepoint.org/portfolio/cloud-solutions-2016-2026/oracle-cloud-solutions/>

For *Master Agreement* click on "Oracle - Master Agreement"

For *Pricing*, go to Attachment C – Cost Schedule, in the Master Agreement.

For *SLA's* go to Section 8.12.2, page 82 in the Master Agreement.

For price quotes, contact Oracle America Inc authorized fulfillment partners.
Payments are made to Oracle America Inc authorized fulfillment partners.

Fulfillment Partner(s) and Payment Information

Hoike Networks, Inc dba Pacxa
1000 Bishop Street, Suite 701
Honolulu, HI 96813
Contact: Scott Watanabe
Phone: (808) 349 2114
Email: scott.watanabe@pacxa.com

Quest Media & Supplies Inc.

Utah Contract Number: AR2505
Contact: Ryan O’Keeffe
Title: Director of Managed Services
Address: 9000 Foothills Blvd., Suite 100
Roseville, CA 95747
Phone No.: (800) 326-4220
Email: NASPOValuePoint@questsys.com

Payment Information

Quest
PO Box 910
Roseville, CA 95678
Vendor Code: 351469-00

To review “Quest Media & Supplies Inc.” *Master Agreement*, *Pricing*, and *SLA’s*, go to:
<https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/quest-media-supplies-inc/>

For *Master Agreement* click on “Quest - Master Agreement”

For *Pricing* click on “Quest – Price List”

For *SLAs* go to Section 8.10, pages 105-155 in the Master Agreement

Fulfillment Partner(s) and Payment Information

Pacxa
PO Box 3347
Honolulu, HI 96801-3347
Contact Name: Scott Watanabe
Phone Number: (808) 349-2114
Email: scott.watanabe@pacxa.com

SHI International Corp.

Utah Contract Number: AR2488

Contact: Carlee Chun

Phone No.: (808) 979-5895

Email: Carlee_Chun@shi.com

Payment Information

SHI International Corp.

P.O. Box 952121

Dallas, TX 75395-2121

Vendor Code: 319284-00

Please cc: TeamHawaii@shi.com for timely response.

To review "SHI International Corp." *Master Agreement*, *Pricing*, and *SLA's*, go to:
<https://www.naspo.valuepoint.org/portfolio/cloud-solutions-2016-2026/shi-international-corp/>

For *Master Agreement* click on "SHI Master Agreement.pdf"

For *Pricing* click on "SHI – Price and Product Catalog 2-2018".

For *SLA's* go to Section 8.10, pages 113 to 114 in the Master Agreement.

Smartronix. Inc.

Utah Contract Number: AR2489
Contact: Joel M. Parris
Title: Strategic Account Manager
Address: 12950 Worldgate Drive, Suite 450
Herndon, VA 20170
Phone: (317) 416-8541
Email: jmparris@smartronix.com

Payment Information

Smartronix, Inc.
12950 Worldgate Drive, Suite 450
Herndon, VA 20170
Vendor Code: 348746-00

To review "Smartronix, Inc." *Master Agreement*, *Pricing*, and *SLA's*, go to:
<https://www.naspo.valuepoint.org/portfolio/cloud-solutions-2016-2026/smartronix/>

For *Master Agreement* click on "Smartronix – Master Agreement.pdf"

Pricing is listed on Attachment C – Cost Schedule on page 43 to page 49.

For *SLA's* go to pages 70 to 77 in the Master Agreement.

Strategic Communications, LLC

Utah Contract Number: AR2490
Contact: Stella Kathy Mills
Address: 310 Evergreen Rd Louisville, KY
40243
Phone: (502) 657-3412
Fax: (502) 657-6512
Email: naspo@yourstrategic.com

Payment Information

Strategic Communications, LLC
310 Evergreen Rd.
Suite 100
Louisville, KY 40243
Vendor Code: 354175-00

To review "Strategic Communications, LLC" *Master Agreement*, *Pricing*, and *SLA's*, go to:
<https://www.naspo.valuepoint.org/portfolio/cloud-solutions-2016-2026/strategic-communications-llc/>

For *Master Agreement* click on "Strategic Communications, LLC – Master Agreement.pdf"

Pricing is listed on Attachment C – Cost Schedule on page 44 to page 49.

For *SLA's* go to page 87 in the Master Agreement.

Unisys Corporation

Utah Contract Number: AR2492
Contact: Peter Cipriano
Title: NASPO Program Leader
Phone: (845) 518-2172
Email: peter.cipriano@unisys.com

Payment Information

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

To review “Unisys Corporation” *Master Agreement*, *Pricing*, and *SLA’s*, go to:
<https://www.naspo.valuepoint.org/portfolio/cloud-solutions-2016-2026/unisys-corporation/>

For *Master Agreement*, click on “Unisys – Master Agreement.pdf”

For *Pricing*, click on “Unisys – Price Catalog.”

Unisys does not have a standardized *SLA* document. *SLA’s* are defined by the business solution and negotiated to the specific service.

INSTRUCTIONS

HOW TO UTILIZE THIS

VENDOR LIST CONTRACT FOR:

EXECUTIVE DEPARTMENTS/AGENCIES

DOE

OHA

UH

HOUSE

C&C OF HONOLULU

HONOLULU BOARD OF WATER SUPPLY

HART

COUNTY OF HAWAII

COUNTY OF HAWAII-DEPT OF WATER SUPPLY

MAUI COUNTY COUNCIL

KAUAI COUNTY COUNCIL & COUNTY OF KAUAI

COUNTY OF KAUAI-DEPARTMENT OF WATER

HHSC

County of Maui

Public Charter School Commission and Schools

INSTRUCTIONS FOR EXECUTIVE DEPARTMENTS/AGENCIES

1. Requesting agency are required to contact their IT Coordinator for instructions and assistance with procuring Cloud Solutions from one of the authorized vendors listed in Vendor List Contract No. 17-18.
2. Prior approval for IT related equipment or service via the ETS-205 (aka T-205), *Computer Hardware or Software Request*, process is required to be submitted to ETS by the IT Coordinator.
3. Requesting agency should obtain one (1) price quote from one of the authorized vendors for procurements up to \$50,000. For procurements more than \$50,000, two (2) or more price quotes are required from two different authorized vendors.
4. When utilizing this vendor list contract, awards for Value-Added Services (e.g., consulting services pre- and post-implementation) shall not exceed \$100,000.00 per year and the contract term shall not exceed three (3) years, unless requesting agencies receive written approval by the CIO. Agencies may utilize the GSA Schedule 70 Contracts for IT Services only, or conduct an applicable procurement method and its procedures, such as small purchases, competitive sealed bidding or competitive sealed proposals pursuant to HRS chapter 103D.
5. The requesting agency shall award based on lowest price. If the lowest price does not meet the agency's specification and operational requirements, the award may be made to the authorized vendor whose offer represents the best value to the agency with a completed form SPO-010. The completed SPO-010 is kept in the procurement file.

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.

6. Requesting agency should work with the awarded authorized vendor in drafting an Engagement Addendum/Statement of Work (EA/SOW) and Service Level Agreement (SLA).
7. Vendor List Contract No. 17-18 will provide instructions on how to download the EA/SOW and SLA.
8. Requesting agency should coordinate the execution of the EA/SOW and SLA in the following order:

- Contractor signs the EA/SOW and SLA;
- CIO signs the EA/SOW and SLA; and
- Agency/Entity procurement officer with authority to execute contracts signs the EA/SOW and SLA.

9. Requesting agency:

- Retains original contract;
- Emails copy of the completed executed EA/SOW and SLA to: state.procurement.office@hawaii.gov and to the Contractor within three (3) working days.

10. For questions, contact Todd Omura, ETS IT Governance Officer at (808) 586-1824 or at todd.t.omura@hawaii.gov. 

 Sep 15, 2020
Douglas Murdock (Sep 14, 2020 17:36 HST)

Douglas Murdock / Chief Information Officer

CIO or Designee Signature / Date

Print Name / Job Title

INSTRUCTIONS FOR DEPARTMENT OF EDUCATION

1. School/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 Vendor List Contract No. 17-18. OITS may be reached at (808) 586-3307.
2. ^{OITS}~~OITS~~ should work with the requesting school/office and selected authorized vendor listed in Vendor List Contract No. 17-18 in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. ^{OITS}~~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 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: ^{OITS}state.procurement.office@hawaii.gov, to the Contractor, ~~OITS~~ and requesting school/office within three (3) working days.
6. For questions, contact the Procurement Staff at (808) 675-0130 or doeprocare@notes.k12.hi.us.

Christine A. Shaw 7/5/17
CIO or Designee Signature / Date

Christine Shaw, Acting Asst. Supt.
Print Name / Job Title

**INSTRUCTIONS
FOR
OFFICE OF HAWAIIAN AFFAIRS**

1. Requestor is required to contact ISRM Manager with the Office of Hawaiian Affairs for assistance in recommending one of the authorized vendors listed in Vendor List Contract No. 17-18. Tiger Li, ISRM Manager, contact information is (808) 594-1792, (808) 347-9229 or tigerl@oha.org.
2. Prior approval for IT related equipment or service shall be obtained via the submission of the OHA Purchase Requisition by ISRM.
3. Procurement shall coordinate with the ISRM Manager to obtain a price quote from the authorized vendors for procurement.
4. Procurement Unit shall coordinate with the ISRM Manager for completion and execution of the Engagement Addendum (EA) and Statement of Work (SOW) with the selected authorized vendor.
5. The requesting agency shall award based on lowest price. If the lowest price does not meet the agency's specification and operational requirements, the award may be made to the authorized vendor whose offer represents the best value to the agency.
6. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
7. Procurement Unit shall coordinate the execution of the EA and SOW in the following order:
 - Contractor signs EA;
 - CEO signs the EA; and
 - CPO, HOPA or Designee with authority to execute contracts signs the EA.
8. OHA Corporate Counsel:
 - Retains original contracts
9. Procurement Unit:
 - Emails copy of the completed executed EA and SOW to: stateprocurement.office@hawaii.gov, to the Contractor, within three (3) working days.
10. For questions, Contact Phyllis Ono-Evangelista, Procurement Manager at (808) 594-1833 or at phylliso@oha.org.

 5/29/18
Designee Signature / Date

Lisa A. Victor
Its Ka Pou Nui, Chief Operating Officer

 5/29/18
Designee Signature / Date

Kamana'opono M. Crabbe, Ph. D
Its Ka Pouhana, CEO

INSTRUCTIONS FOR UNIVERSITY OF HAWAII

1. Requestors are required to contact their department IT Coordinator for assistance in selecting one of the authorized vendors listed in Vendor List Contract No. 17-18.
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. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. OPRPM should coordinate the execution of the EA and SOW in the following order.
 - Contractor signs EA;
 - CIO signs the EA; and
 - Procurement Officer with authority to execute contracts signs the EA.
 - Departmental Fiscal Authority (FA) can sign to execute contract if the total amount is less than \$25,000 and falls within the FA's purchasing authority limit.
 - OPRPM will execute contract if the total amount is greater than \$25,000 or exceeds the departmental FA's limit.
5. Procurement Officer 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.

 07/13/2017

CIO or Designee Signature / Date

Garret T. Yoshimi
Vice President for IT and CIO

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 Vendor List Contract No. 17-18.
2. Brian Takeshita should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Brian Takeshita should coordinate the execution of the EA and SOW in the following order.
 - Contractor signs 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.

 8/1/17

CIO or Designee Signature / Date

Brian L. Takeshita / Chief Clerk

Print Name / Job Title

INSTRUCTIONS FOR JUDICIARY

1. Requestor is required to contact Tritia Cruz, of the Contracts and Purchasing Division (CPD) of the Financial Services Department at (808) 538-5805 or at Tritia.L.Cruz@courts.hawaii.gov. Or contact David Maeshiro of the Information Technology and Communications Division (ITCD) of the Information Technology and Services Department at (808) 538-5353 or at David.K.Maeshiro@courts.hawaii.gov for assistance in selecting one of the authorized vendors listed in Vendor List Contract No. 17-18.
2. Requestor and ITCD should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Requestor, CPD, and ITCD should coordinate the execution of the EA and SOW in the following order.
 - Contractor signs EA;
 - David Maeshiro, CIO signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. Requestor:
 - Retains copy of the contract
 - Emails copy of the completed executed EQ and SOW to the Contractor within three (3) working days.
6. CPD:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov within three (3) working days.
7. For questions, contact Tritia Cruz at (808) 538-5805 or Tritia.L.Cruz@courts.hawaii.gov.

 04/20/2018

CIO or Designee Signature / Date

David Maeshiro/CIO

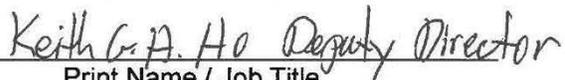
Print Name / Job Title
David Maeshiro/CIO

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 Vendor List Contract No. 17-18.
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. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. The Division of Purchasing assigned staff should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs 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.

 8/3/2017

CIO or Designee Signature / Date

 Deputy Director

Print Name / Job Title

INSTRUCTIONS FOR HONOLULU BOARD OF WATER SUPPLY

1. Requestor is required to contact the Honolulu Board of Water Supply (BWS) Procurement Office at (808) 748-5071 or fn_procurement@hbws.org for assistance in selecting one of the authorized vendors listed in Vendor List Contract No. 17-18.
2. BWS Procurement Office should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. BWS Procurement Office should coordinate the execution of the EA and SOW in the following order.
 - Contractor signs EA;
 - Henderson Nuuhiwa, BWS CIO, signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. BWS Procurement Office:
 - 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 BWS Procurement Office at (808) 748-5071 or fn_procurement@hbws.org.

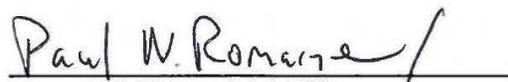

CIO or Designee Signature / Date

Henderson Nuuhiwa, Program Administrator
Print Name / Job Title

INSTRUCTIONS FOR HONOLULU AUTHORITY FOR RAPID TRANSPORTATION

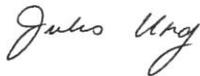
1. Requestor is required to contact Richelle Ajimine with the Honolulu Authority For Rapid Transportation at (808) 768-8361 or rajimine@honolulu.gov for assistance in selecting one of the authorized vendors listed in Vendor List Contract No. 17-18.
2. Richelle Ajimine should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Nicole Chapman, Director of Procurement and Contracts should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs EA;
 - HART's Corporation Counsel signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts 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) 768-6135 or nchapman@honolulu.gov.


C/O or Designee Signature / Date


Print Name / Job Title
Administrative Services Officer

INSTRUCTIONS FOR COUNTY OF HAWAII

1. Requestor is required to contact Jules Ung, Director-Department of Information Technology with the County of Hawaii at (808) 932-2975 or Jules.Ung@hawaiicounty.gov for assistance in selecting one of the authorized vendors listed in Vendor List Contract No. 17-18.
2. Jules Ung should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Jules Ung should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs EA;
 - Jules Ung signs the EA; and
 - Mayor signs the EA.
5. Jules Ung:
 - 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 Jules Ung at (808) 932-2975 or Jules.Ung@hawaiicounty.gov.



Digitally signed by Jules Ung
DN: cn=Jules Ung, o=Hawaii County,
ou=Department of Information Technology,
email=jules.ung@hawaiicounty.gov, c=US
Date: 2017.06.29 15:31:25 -10'00'
Adobe Reader version: 11.0.20

CIO or Designee Signature / Date

Jules Ung / Director of Information Technology

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 Vendor List Contract No. 17-18.
2. Dennis Wong should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Dennis Wong should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs 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.


CPO Approval _____ Date 10 2017

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

INSTRUCTIONS FOR MAUI COUNTY COUNCIL

1. Requestor is required to contact Traci Fujita, Council Services Director, Office of Council Services, at (808) 270-7838 or county.council@mauicounty.us for assistance in selecting one of the authorized vendors listed in Vendor List Contract No. 17-18.
2. Traci Fujita should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Traci Fujita should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs EA;
 - Traci Fujita signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. Traci Fujita:
 - 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 Traci Fujita (808) 270-7838 or countycouncil@mauicounty.us.

 6/25/19

CIO or Designee Signature / Date

Traci Fujita, Council Services Director
Print Name / Job Title

INSTRUCTIONS FOR KAUAI COUNTY COUNCIL & COUNTY OF KAUAI

1. Requestor is required to contact Del Sherman, Interim 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 Vendor List Contract No. 17-18.
2. Del Sherman should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. The Division of Purchasing should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs EA;
 - Del Sherman 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 Del Sherman 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.

 June 28, 2017

CIO or Designee Signature / Date

Mel Rapozo / Council Chair
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 Vendor List Contract No. 17-18.
2. Jeffrey Mendez should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Jeffrey Mendez should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs 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.



Jeff Mendez / 8/16/2018

Waterworks Information Technology Officer
Print Name / Job Title

INSTRUCTIONS FOR HAWAII HEALTH SYSTEMS CORPORATION

1. Requestor is required to contact Renee Lai, Chief Information Officer with the Hawaii Health Systems Corporation at 808-733-4010 or rlai@hhsc.org for assistance in selecting one of the authorized vendors listed in Vendor List Contract No. 17-18.
2. Renee Lai should coordinate the work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Joe Evanoff, Director of Contracts and Materials Management should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs EA;
 - Renee Lai signs the EA approving the EA and SOW; and
 - Ed Chu, CFO who has the authority to execute contracts signs the EA.
5. Joe Evanoff, Director of Contracts and Materials Management
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov, to the Contractor, within three (3) working days.
6. For questions, contact Joe Evanoff at 808-315-7449 or jevanoff@hhsc.org.

 5/8/19

CIO or Designee Signature / Date

Renee Lai, Chief Information Officer

Print Name / Job Title

INSTRUCTIONS FOR COUNTY OF MAUI

1. Requestor is required to contact Jacob Verkerke, CIO, with the County of Maui at (808) 270-7538 or jacob.verkerke@co.maui.hi.us for assistance in selecting one of the authorized vendors listed in Vendor List Contract No. 17-18.
2. Jacob Verkerke should coordinate the work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Jacob Verkerke should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs EA;
 - Jacob Verkerke signs the EA; and
 - Scott, Teruya, Chief Procurement Officer, signs the EA.
5. County of Maui Purchasing Division:
 - Retains original contract;
 - Emails copy of the completed executed EA and SOW to: state.procurement.office@hawaii.gov, to the Contractor, within three (3) working days.
6. For questions, contact Jacob Verkerke at (808) 270-7538 or jacob.verkerke@co.maui.hi.us

5/10/19


CIO or Designee Signature / Date


Print Name / Job Title

INSTRUCTIONS FOR PUBLIC CHARTER SCHOOL COMMISSION AND SCHOOLS

1. Requestor is required to contact Danny Vasconcellos Jr. with the Public Charter School Commission and Schools at (808) 586-5228 or danny.vasconcellos@spcsc.hawaii.gov for assistance in selecting one of the authorized vendors listed in Vendor List Contract No. 17-18.
2. Danny Vasconcellos Jr. should work with the selected authorized vendor in drafting an Engagement Addendum (EA) and Statement of Work (SOW).
3. Vendor List Contract No. 17-18 will provide instructions on how to download the EA and SOW.
4. Danny Vasconcellos Jr., Finance and Control Manager should coordinate the execution of the EA and SOW in the following order:
 - Contractor signs EA;
 - Danny Vasconcellos Jr., Finance Manager signs the EA; and
 - Agency/Entity procurement officer with authority to execute contracts signs the EA.
5. Danny Vasconcellos Jr., Finance and Control 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 Danny Vasconcellos Jr. (808) 586-5228 or danny.vasconcellos@spcsc.hawaii.gov


CIO or Designee Signature / Date

Sione Thompson, Executive Director
Print Name / Job Title