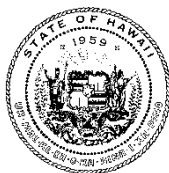


JOSH B. GREEN, M.D.  
GOVERNOR  
KE KIA'ĀINA



BONNIE KAHAKUI  
ADMINISTRATOR  
DAYNA OMIYA  
ASSISTANT ADMINISTRATOR


**STATE OF HAWAII | KA MOKU'ĀINA O HAWAII'**  
**STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 586-0554  
email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>

May 18, 2026

TO: Executive Departments/Agencies  
Department of Education (DOE)  
School Facilities Authority (SFA)  
Hawaii Health Systems Corporation (HHSC)  
Office of Hawaiian Affairs (OHA)  
University of Hawaii (UH)  
Public Charter School Commission and Schools  
House of Representatives (House)  
Senate  
Judiciary

City and County of Honolulu (C&C Honolulu)  
Honolulu City Council  
Honolulu Board of Water Supply  
Honolulu Authority for Rapid Transportation (HART)  
County of Hawaii  
Hawaii County Council  
County of Hawaii – Department of Water Supply  
County of Maui  
Maui County Council  
County of Maui – Department of Water Supply  
County of Kauai  
Kauai County Council  
County of Kauai – Department of Water

FROM: For Bonnie Kahakui, Administrator 

SUBJECT: **Change No. 5**  
SPO Vendor List Contract No. 26-10  
NASPO Valuepoint Procurement Assistance and Support Services  
RFP No. DPC-1428523190-SA  
Expires: January 18, 2029

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

- CSG Government Solutions, Inc. and Public Consulting Group LLC. have been added to the vendor list contract.

The current vendor list contract, incorporating Change No. 5, 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 Jittima Laurita at (808) 586-0766 or [jittima.laurita@hawaii.gov](mailto:jittima.laurita@hawaii.gov).

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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 26-10**  
Includes Change No. 5  
Effective: 05/18/2026

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

**NASPO Valuepoint**  
**Procurement Assistance and Support Services**  
(RFP No. DPC-1428523190-SA)  
January 27, 2026, to January 18, 2029

**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 North Carolina is the current lead agency and contract administrator for the NASPO ValuePoint Procurement Assistance and Support Services. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization and contracts were awarded to forty (40) qualified Contractors.

The contract contains two primary award categories:

- Category 1 - Procurement Assistance Support Services (PASS) and;
- Category 2 - IT Research, Advisory, and Consulting Services (IT RAC).

For additional information on this contract, visit the NASPO ValuePoint website at <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/>.



**PARTICIPATING JURISDICTIONS** listed below have signed a cooperative 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
School Facilities Authority (SFA)	Honolulu Board of Water Supply
Hawaii Health Systems Corporation (HHSC)	Honolulu Authority for Rapid Transportation (HART)
Office of Hawaiian Affairs (OHA)	County of Hawaii
University of Hawaii (UH)	Hawaii County Council
Public Charter School Commission and Schools	County of Hawaii – Department of Water Supply
House of Representatives (House)	County of Maui
Senate	Maui County Council
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 by 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.

**POINTS OF CONTACT.** Questions regarding the products listed, ordering, pricing and status should be directed to the contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Jittima Laurita	586-0766	586-0570	<a href="mailto:jittima.laurita@hawaii.gov">jittima.laurita@hawaii.gov</a>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
SFA	Gaudencia "Cindy" Watarida	430-5531	n/a	<a href="mailto:cindy.watarida@k12.hi.us">cindy.watarida@k12.hi.us</a>
HHSC	Nancy Delima	359-0994	n/a	<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
OHA	Christopher Stanley	594-1833	594-1865	<a href="mailto:psp@oha.org">psp@oha.org</a>
OHA	Gary Garo	582-0526	594-1865	<a href="mailto:travelservices@oha.org">travelservices@oha.org</a>
UH	Karlee Hisashima	956-8687	n/a	<a href="mailto:opm@hawaii.edu">opm@hawaii.edu</a>
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	<a href="mailto:danny.vasconcellos@spcsc.hawaii.gov">danny.vasconcellos@spcsc.hawaii.gov</a>

Jurisdiction	Name	Telephone	FAX	E-mail
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>
Honolulu City and County (C&C)	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Kendall Amazaki, Jr.	768-5084	n/a	<a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a>
Honolulu City Council	Nanette Saito	768-5085	768-5011	<a href="mailto:nsaito@honolulu.gov">nsaito@honolulu.gov</a>
Honolulu Board of Water Supply	Procurement Office	748-5071	n/a	<a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a>
HART	Dean Matro	768-6246	n/a	<a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a>
County of Hawaii	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
Hawaii County Council	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
County of Hawaii - Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext. 224	961-8657	<a href="mailto:kmatsumoto@hawaiiidws.org">kmatsumoto@hawaiiidws.org</a>
County of Maui	Jared Masuda	463-3816	n/a	<a href="mailto:jared.masuda@co.maui.hi.us">jared.masuda@co.maui.hi.us</a>
Maui County Council	Marlene Rebugio	270-7838	n/a	<a href="mailto:marlene.rebugio@mauicounty.us">marlene.rebugio@mauicounty.us</a>
County of Maui - Department of Water Supply	Ashley Decastro	270-7680	270-7136	<a href="mailto:ashley.decastro@co.maui.hi.us">ashley.decastro@co.maui.hi.us</a>
County of Kauai	Ernest Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Codie Tabalba	241-4193	241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a>
County of Kauai - Department of Water	Christine Erorita	245-5409	245-5813	<a href="mailto:cerorita@kauaiwater.org">cerorita@kauaiwater.org</a>

**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 North Carolina and a Participating Addendum with the Hawaii State Procurement Office.

**Contractor:**

ASI Government LLC  
Berry, Dunn, McNeil & Parker, LLC  
Civic Initiatives, LLC  
CSG Government Solutions, Inc.  
E.L. Hamm & Associates, Inc.  
Flairsoft LTD  
Guidehouse Inc.  
Ikaso Consulting, LLC  
Infojini Inc.  
Mathtech, Inc.  
Public Consulting Group LLC  
Simplar Sourcing Solutions, LLC

**Master Agreement Number:**

DPC-1428523190-SA-2-PASS  
DPC-1428523190-SA-5-PASS\_ITRAC  
DPC-1428523190-SA-11-PASS  
DPC-1428523190-SA-13-PASS  
DPC-1428523190-SA-16-PASS  
DPC-1428523190-SA-19-PASS\_ITRAC  
DPC-1428523190-SA-23-PASS\_ITRAC  
DPC-1428523190-SA-26-PASS  
DPC-1428523190-SA-27-ITRAC  
DPC-1428523190-SA-30-PASS  
DPC-1428523190-SA-35-PASS  
DPC-1428523190-SA-37-PASS

**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. 26-10. *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, SFA, 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 of \$2,500 or more and for vendors who either do not accept the pCard, or set minimum order requirements before accepting the pCard.

**SPO VL CONTRACT NO. 26-10** & applicable NASPO VALUEPOINT MASTER AGREEMENT NUMBER shall be typed on purchase orders and pCard transaction document, as applicable.

**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.

**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)	0.50%	4.0%	4.7120%	12/31/2030
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>.

**COMPLIANCE PURSUANT TO HRS §103-53.** All state and county contracting officers or agents shall withhold final payment of a contract until the receipt of tax clearances from the director of taxation and the Internal Revenue Service. This section does not apply to contracts of less than \$25,000.

**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.

**EMERGENCY PURCHASE.** The FEMA special provisions have been added to the contract to allow departments/agencies to make purchases during a declared disaster and seek FEMA reimbursement during a declared emergency. For more information, please visit: <https://spo.hawaii.gov/for-state-county-personnel/disaster-preparedness-procurement/fema-reimbursement/>

The following Contractors have agreed to the FEMA special provisions:

- ASI Government LLC
- Berry, Dunn, McNeil & Parker, LLC
- CSG Government Solutions, Inc.
- E.L. Hamm & Associates, Inc.
- Flairsoft LTD
- Guidehouse Inc.
- Infojini Inc.
- Ikaso Consulting, LLC
- Public Consulting Group LLC
- Simplar Sourcing Solutions, LLC

## CONTRACT INFORMATION

Contractor	Category 1	Category 2
ASI Government, LLC	x	
Berry, Dunn, McNeil & Parker, LLC	x	x
Civic Initiatives, LLC	x	
CSG Government Solutions, Inc.	x	
E.L. Hamm & Associates, Inc.	x	
Flairsoft LTD	x	x
Guidehouse Inc.	x	x
Ikaso Consulting, LLC	x	
Infojini Inc.		x
Mathtech, Inc.	x	
Public Consulting Group LLC	x	
Simplar Sourcing Solutions, LLC	x	

### Important Notes

Pursuant to Hawaii Revised Statutes (HRS) §103D-405(d) "Outside Contractors may be utilized to prepare specifications and work statements in the development of a solicitation. Contractors paid for those services shall be precluded from bidding on or receiving a contract when they participated in any way in the development of the solicitation package or any resulting contract." Because of the nature of the Master Agreement, the organizational conflicts of interest procedures and limitations set forth by the State of Hawaii in this request for proposals shall apply to Orders placed by State of Hawaii Participating Agencies.

Construction procurement services are not included in the scope of this contract.

### Scope of Work

This portfolio is intended to supplement resources to assist procurement personnel to obtain the desired goods and/or services. For example, if the agency has the need to procure IT consulting services, the Procurement Assistance and Support Services (PASS) Contractor(s) will assist in writing specifications and/or develop an RFP and/or provide any other procurement support services that will provide the Purchasing Agency with a resulting contract for such good or service.

It is important to recognize that the Purchasing Agency has fundamental inherent government functions that should not be delegated to a Contractor. When it relates to procurement, government personnel should be making final decisions. The following responsibilities are inherently governmental functions:

Determining what supplies or services are to be acquired by the Government;

Approving any solicitation documents, to include documents defining requirements, specifications, incentives, and evaluation criteria;

Negotiating;

Awarding contracts;

Approving post-award contract changes to include, but not limited to, ordering changes in contract scope, schedule, budget;

Responding to evaluations of Contractor performance and accepting or rejecting Contractor products or services; and

Terminating contracts.

It is the responsibility of the Purchasing Agency placing the order to make the determination if an action must be performed by the government or may be performed by a Contractor. Ordering activities must require prospective Contractors to identify potential conflicts of interest and address those, prior to task order award.

### **Task Orders**

The Purchasing Agency shall define the specific objective(s) to be performed by the Contractor including but not limited to; the project scope of work, and implementation schedule milestone(s) including payment milestones.

### **Initial Project Needs Assessment**

1. Upon Purchasing Agency's request, Contractor shall schedule at a mutually agreed date and time, an initial Participating Entity needs assessment consultation meeting ("Needs Assessment Meeting").
2. Prior to the initial Needs Assessment Meeting, Purchasing Agency may provide Contractor an agenda including but not limited to the following items:
  - a. An introduction of Purchasing Agency participants;
  - b. An overview of potential project scope(s) and/or statement of work deliverables, an overview of Purchasing Agency's intended outcomes, goals and objectives, an overview of post project management deliverables to ensure completion and/or implemented.
3. Within three (3) business days upon the completion of the Needs Assessment Meeting, Contractor shall provide Purchasing Agency a summary of the deliverables to be incorporated into a task order. The task order(s) document must include but not be limited to:
  - a. Identification of Purchasing Agency stakeholders and/or Purchasing Agency project management supervisor(s)
  - b. A breakdown of labor categories and hours. If requested, resumes of personnel assigned to the task order.
  - c. The proposed total cost pursuant to the Task Order; and

Specific anticipated benefits, cost savings, and anticipated outcomes for each Participating Entity approved service(s).

### **Statement of Work Development**

1. In collaboration with Contractor, Purchasing Agency shall finalize the statement of work.
2. Statement of Work requirements include, but are not limited to:

- a. A description of the project objective(s), scope of work(s), timeline, milestone(s) and/or implementation schedule(s), total cost summary including in person training or virtual requirements as requested by Participating Agency.
- b. Specific Contractor Deliverables including, but not limited to, reports, charts, graphs, presentations, and deliverables as required by the Participating Agency.

### **Contract Services**

1. Status reports (as required by the Purchasing Agency): The Contractor shall provide, electronically, a Monthly Status Report (MSR). Distribution of this report will be determined by the Purchasing Agency. The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSRs shall be agreed to by Purchasing Agency. The Contractor shall prepare a MSR that includes:
  - Overall status of services and capabilities
  - Schedule for new activities
  - Existing and potential problem areas and proposed resolution and timelines
  - Proposed recommendations for improvements/enhancements to service, capabilities, management procedures, as appropriate

Deliverable: The Contractor shall provide the Monthly Status Reports no later than the 15th day of each succeeding month, commencing no later than 45 days after contract award or as agreed by the Purchasing Agency.

2. Quarterly In-Process/Status Reviews (IPRs) (as requested by the purchasing agency): The Contractor shall organize and present quarterly (IPRs) as requested. The method and schedule for these reviews shall be in the Contractor's Program Management Plan approved by the Purchasing Agency. The objectives of these reviews are to track project progress, identify and resolve issues, and identify project risks and mitigation strategies. The Contractor shall submit to the Purchasing Agency an "Action Item Report" 15 days after the meeting has taken place that documents what was agreed to by the Purchasing Agency and Contractor and what the Contractor is doing to resolve outstanding issues, all of which would not impact the contract price or costs, schedule or terms and conditions of the contract.

The Contractor shall present the following at each review:

- a. Review of all open items and issues.
- b. Status of each outstanding task.
- c. Data collected from continuous evaluation of the work performed using benchmarks and metrics designed to improve its quality, user-satisfaction, and cost effectiveness, including information on "lessons learned" and best practices.
- d. Self-assessment of their performance against the performance measures delineated in the Performance Management Plan (PMP) to include the methods, metrics and data used.
- e. Contractor recommendation to the Government on changes to the contract for improving the overall quality of services, to include implementation plans, schedules, savings, avoidances, benefits, and impacts associated with the recommendation(s)

### **Services – Purchasing Agency Furnished Materials and Facilities.**

Facilities, Supplies and Services - Work may be performed at a Purchasing Agency provided facility, digital or telework (offsite). Basic facilities such as workspace and its associated operating requirements

(i.e., phones, desks, utilities, information technology, consumable and general-purpose office supplies) may be provided while working in a Purchasing Agency facility.

**Information** - The Purchasing Agency may provide information, material and forms unique to the Purchasing Agency for supporting the task. All Purchasing Agency unique information related to a requirement, which is necessary for Contractor performance, may be made available to the Contractor. The Purchasing Agency will identify the point of contact for identification of any required information to be supplied by the Purchasing Agency.

**Documentation** - All existing documentation, relevant to a task accomplishment, may be made available to the Contractor. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Purchasing Agency.

**Travel**

The Contractor may be required to travel in performance of orders issued under this contract.

The Contractor shall be reimbursed actual cost of all travel conducted while providing the services in accordance with statements of work and respective Purchasing Agencies' regulations. Allowable travel and State per diem charges will be agreed upon at the time work is requested. Thus, all travel shall be pre-approved.

The Contractor shall perform all travel necessary to accomplish the tasks contained in a task order. At a minimum, the Contractor shall be prepared to travel in conjunction with studies, vendor site visits, and to provide support at Purchasing Agency meetings. **All travel requirements shall be approved in advance by the Purchasing Agency.** The Contractor shall be responsible for making all travel arrangements.

Costs for transportation may be based upon mileage rates, actual costs incurred, or a combination thereof, provided the method used results in a reasonable charge. Travel costs shall be considered reasonable and allowable only to the extent that they do not exceed, on a daily basis, the maximum State per diem rates in effect at the time of the travel. If the additional expenses are not justified and approved by the Participating Agency, Contractor will be responsible for paying the difference.

**AWARD CATEGORIES**

**Category 1 – PASS:**

Subcategory	Link / Title
Subcategory 1	Procurement Strategy / Strategy Plan
Subcategory 2	Independent Government Cost Estimate
Subcategory 3	Specifications / Scope of Work Review
Subcategory 4	Market Research
Subcategory 5	Cost & Pricing Analysis
Subcategory 6	Solicitation Review or Preparation
Subcategory 7	Source Selection
Subcategory 8	Cost Realism Analysis
Subcategory 9	Contract Development / Contract Formation
Subcategory 10	Contract Management
Subcategory 11	Vendor Performance Evaluation Program

For more details on each subcategory please see: <https://spo.hawaii.gov/wp-content/uploads/2026/01/PASS-Category-1.pdf>

## **Category 2 – IT Research, Advisory, and Consulting Services**

Contractor will provide Information Technology Research, Consulting, and Advisory services. Information Technology topics may include, but are not limited to, the following:

IT business advice, objective IT research, and IT data that is thematic, prescriptive, and executable, and that provides a comprehensive perspective on the rapidly changing IT environment. Sponsors of research must be identified. Access to an online database containing IT research articles. The database should contain at least 1,000 articles or more including white papers, research reports, webinars, bulletins, summaries, and any other IT research-oriented documents published within the last five years.

Response to over-the-phone inquiries regarding published articles and direction on other available resources. Advisory services regarding strategic and tactical planning for customer's IT policy development. On-site workshops, advisory engagements, and conferences on IT related topics.

IT topics may include, but are not limited to, the following:

1. Planning and establishing IT policies, procedures, and best practices
2. Establishing and implementing IT governance
3. Review of new and emerging Information Technologies
4. Assistance with IT Procurement and acquisition decisions for IT hardware and software
5. Software licensing and Asset Management
6. Application/system development
7. Data analytics, data management, and business intelligence
8. Information security
9. Strategic planning and Enterprise Architecture
10. Evaluations of industry issues, products, and major trends in the marketplace
11. IT Benchmarking
12. Digital transformation and Digital Government Services
13. IT talent, recruiting, and retention
14. TelCom, IP telephony, and call center solutions
15. Disaster recovery and business continuity
16. Cloud computing
17. Mobile device strategy and management
18. Emergency response and radio communications
19. Enterprise CRMV

## **Value Add/Support Services**

The Contractor may provide optional value add services under any resulting Master Agreement. For more details please see: <https://spo.hawaii.gov/wp-content/uploads/2026/01/Value-Add-Support-Services.pdf>

## AGENCY INSTRUCTIONS

1. Agency shall prepare a uniform request for quotations to obtain responses from at least three (3) Contractors. Agencies may use the [Uniform Request for Quotes](#), or a similar form. It is the Agency's responsibility to give the Contractors a reasonable amount of time to prepare and submit the quote.
2. Each Request for Quote (RFQ) Each RFQ will describe the project based on SOW Category 1 PASS (subcategories), and Category 2, IT Research, Advisory, and Consulting Services. Task Orders will include a statement of work which defines the services and deliverables. The Agency may determine that acquisition-specific training may be required due to knowledge transfer needs. The training needs shall be made part of the statement of work.
3. Each RFQ will require the Contractor to submit the names of each team member who will provide services throughout the contract period. The rate and description of each team member will be identified by the labor category as submitted by the Contractor. Agencies may request resumés or any other additional information about the team members to find out more about the expert level and experience that make up the team.
4. The Contractor responds by the due date specified and includes the following:
  - a. A recommendation(s) for tasks that will result in a deliverable(s) that respond to the agencies' project needs. Acquisition-specific training by the Contractor may also be necessary in order to produce the desired outcome. Consequently, training may be needed as one of the tasks.
  - b. A breakdown of the number of hours for tasks by labor categories. The total price **shall be a firm fixed fee**.
  - c. Description of Schedule of Performance Payment Milestones and project schedule.
5. Agency reviews and evaluates all quotes received. If a Contractor fails to respond by the due date specified, the agency shall document such failure in the procurement file. If a Contractor submits a late quote, it is the agency's decision to accept or reject a late quote submittal. The Agency shall document the late submittal in the procurement file.
6. Basis of Award. Purchasing Agency may award on best value. 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 serves the State is selected. These criteria may include, but not limited to, the total cost of ownership, performance history of the vendor, quality of goods, warranties, services, or construction, delivery, and proposed technical performance. The agency shall justify in writing, and document kept in the procurement file, when not selecting the lowest quote.
7. Agencies shall ensure that task orders, statements of work, or requests for quotations include the requirement to comply with the Hawaii Electronic Information Technology Disability Access Standards. The following language shall be included when procuring information technology:

"All electronic information technology developed or provided under this contract or procurement shall comply with the applicable requirements of the Hawaii Electronic Information Technology Disability Access Standards (Access Standards).
8. The Task Order Document shall be signed by the Contractor and Agency Procurement Officer (PO) or designee authorized to enter into a contract.
9. Orders must be placed prior to January 18, 2029.



G O V E R N M E N T  
ASI GOVERNMENT, LLC

Master Agreement No. DPC-1428523190-SA-2-PASS

NASPO URL: <https://www.naspo.valuepoint.org/portfolio/procurement-assistance-it-support-services/asi-government-llc/>

Learn more: <https://asigovernment.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to “Document Details” and click on “Pricing Documents”.

**Sales Contact:**

Doug Stuck  
Client Relationship Manager  
301-788-3839  
[Dstuck@asigovt.com](mailto:Dstuck@asigovt.com)

**Purchase Order Address and Remit To:**

ASI Government, LLC  
13873 Park Center Road  
Suite 129s  
Herndon, VA 20271  
Vendor Code: 376416-00



**BERRY, DUNN, MCNEIL & PARKER, LLC**  
Master Agreement No. DPC-1428523190-SA-5-PASS\_ITRAC

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/berry-dunn-mcneil-parker-llc/>

Learn more: <https://www.berrydunn.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to “Document Details” and click on “Pricing Documents”.

**Sales Contact:**

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Business Development Manager  
207-541-2368  
[rfps@berrydunn.com](mailto:rfps@berrydunn.com)

**Purchase Order Address and Remit To:**

Berry, Dunn, McNeil & Parker, LLC  
2211 Congress Street  
Portland, ME 04102  
Vendor Code: 344653-02



**CIVIC INITIATIVES, LLC**  
Master Agreement No. DPC-1428523190-SA-11-PASS

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/civic-initiatives-llc/>

Learn more: <http://www.civicinitiatives.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to “Document Details” and click on “Pricing Documents”.

**Sales Contact:**

Dustin Lanier  
CEO  
512-523-4834  
[dlanier@civicinitiatives.com](mailto:dlanier@civicinitiatives.com)

**Purchase Order Address and Remit To:**

Civic Initiatives, LLC  
7000 North Mopac Expressway, Ste 200  
Austin TX 78731-3013  
Vendor Code: 326085-00



**CSG GOVERNMENT SOLUTIONS, INC.**  
Master Agreement No. DPC-1428523190-SA-13-PASS

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/csg-government-solutions/>

Learn more: <http://csgdelivers.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to “Document Details” and click on “Pricing Documents”.

**Sales Contact:**

Tosha Bond  
Marketing and Sales Enablement  
Manager  
312-444-2760  
[rfp@csgdelivers.com](mailto:rfp@csgdelivers.com)

**Purchase Order Address and Remit To:**

CSG Government Solutions, Inc.  
180 N. Stetson Ave, Suite 3200  
Chicago, IL 60601  
Vendor Code: Pending



**E.L. HAMM & ASSOCIATES INC.**

Master Agreement No. DPC-1428523190-SA-16-PASS

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/el-hamm-associates-inc/>

Learn more: <https://www.elhamm.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to “Document Details” and click on “Pricing Documents”.

**Sales Contact:**

Niko R. Hamm  
President  
757-818-5631  
[niko.hamm@elhamm.com](mailto:niko.hamm@elhamm.com)

**Purchase Order Address and Remit To:**

E.L. Hamm & Associates Inc.  
4801 Columbus Street Suite 202  
Virginia Beach, VA 23462-6751  
Vendor Code: Pending



**FLAIRSOFT LTD.**

Master Agreement No. DPC-1428523190-SA-19-PASS\_ITRAC

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/flairsoft-ltd/>

Learn more: <http://flairsoft.net/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to "Document Details" and click on "Pricing Documents".

**Sales Contact:**

Nick Kulshreshtha  
Sr. Vice President  
614-888-0700 ext. 201  
[nick@flairsoft.net](mailto:nick@flairsoft.net)

**Purchase Order Address and Remit To:**

Flairsoft LTD.  
110 Northwoods Blvd, Suite C  
Columbus, OH 43235  
Vendor Code: 376413-00



**GUIDEHOUSE, INC**

Master Agreement No. DPC-1428523190-SA-23-PASS\_ITRAC

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/guidehouse-inc/>

Learn more: <http://guidehouse.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to "Document Details" and click on "Pricing Documents".

**Sales Contact:**

Ani Menon  
Director  
808-429-4490  
[animenon@guidehouse.com](mailto:animenon@guidehouse.com)

**Purchase Order Address and Remit To:**

1676 International Dr., Ste 800  
McLean, VA 22102  
Vendor Code: 355896-02



**IKASO CONSULTING, LLC**

Master Agreement No. DPC-1428523190-SA-26-PASS

NASPO URL: <https://www.naspo.valuepoint.org/portfolio/procurement-assistance-it-support-services/ikaso-consulting/>

Learn more: <https://www.ikasoconsulting.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to "Document Details" and click on "Pricing Documents".

**Sales Contact:**

Reiko Osaki  
CEO & President  
415-734-6858  
[rosaki@ikasoconsulting.com](mailto:rosaki@ikasoconsulting.com)

**Purchase Order Address and Remit To:**

533 Airport Blvd Suite 400  
Burlingame, CA 94010  
Vendor Code: 352452-00



**INFOJINI INC.**

Master Agreement No. DPC-1428523190-SA-27-ITRAC

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/infojini-inc/>

Learn more: <https://www.infojiniconsulting.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to "Document Details" and click on "Pricing Documents".

**Sales Contact:**

Piyush Sadhu  
AVP- Public Sector  
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[piyush.sadhu@infojiniconsulting.com](mailto:piyush.sadhu@infojiniconsulting.com)

**Purchase Order Address and Remit To:**

Infojini Inc.  
PMB #115, 344 Grove ST.  
Jersey City, NJ 07302  
Vendor Code: 366446-00



**MATHTECH, INC.**

Master Agreement No. DPC-1428523190-SA-30-PASS

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/mathtech-inc/>

Learn more: <http://www.mathtechinc.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to "Document Details" and click on "Pricing Documents".

**Sales Contact:**

Janet Dobos  
Director of Finance  
609-689-8507  
[JDobos@Mathtechinc.com](mailto:JDobos@Mathtechinc.com)

**Purchase Order Address and Remit To:**

Mattech, Inc.  
1 AAA Drive, Suite 102  
Hamilton, NJ 08691  
Vendor Code: Pending



**PUBLIC CONSULTING GROUP LLC**

Master Agreement No. DPC-1428523190-SA-35-PASS

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/public-consulting-group-llc/>

Learn more: <http://publicconsultinggroup.com/>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to "Document Details" and click on "Pricing Documents".

**Sales Contact:**

Paul Wertheim

Vice President

858-245-8225

[pwertheim@pcgus.com](mailto:pwertheim@pcgus.com)

**Purchase Order Address and Remit To:**

**Public Consulting Group LLC**

148 State Street, 10<sup>th</sup> Floor

Boston, MA 02109

Vendor Code: 322919-02



**SIMPLAR SOURCING SOLUTIONS, LLC**  
Master Agreement No. DPC-1428523190-SA-37-PASS

NASPO URL: <https://www.naspovaluepoint.org/portfolio/procurement-assistance-it-support-services/simplar-sourcing-solutions-llc/>

Learn more: <https://simplar.com>

To view Labor Rates/Price Sheet, click on NASPO URL above and navigate to “Document Details” and click on “Pricing Documents”.

**Sales Contact:**

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Managing Director  
928-713-0501  
[Jeff@simplar.com](mailto:Jeff@simplar.com)

**Purchase Order Address and Remit To:**

Simplar Sourcing Solutions, LLC  
P.O. Box 27565  
Tempe, AZ 85285  
Vendor Code: 376417-00