



Hawaii Green
Infrastructure Authority

LEGAL AD DATE: MARCH 14, 2025

REQUEST FOR PROPOSALS
No. RFP-25-004-HGIA

SEALED PROPOSALS
FOR

**SOLAR FOR ALL CLIMATE FINANCE CURRICULUM
CONTRACTOR**

STATE OF HAWAII
HAWAII GREEN INFRASTRUCTURE AUTHORITY

WILL BE RECEIVED UP TO 4:30 P.M. (HST) ON

FRIDAY, APRIL 25, 2025

VIA [HiePRO WEBSITE](#) SUBMISSION

DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO:
[DANTE HIRATA-EPSTEIN AT DANTE.HIRATA-EPSTEIN@HAWAII.GOV](mailto:DANTE.HIRATA-EPSTEIN@HAWAII.GOV)
SUBJECT: RFP-25-004-HGIA

Gwen Yamamoto Lau
Procurement Officer
Hawaii Green Infrastructure Authority

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SECTION ONE
INTRODUCTION, TERMS AND ACRONYMS, KEY DATES

1.1 INTRODUCTION

The Hawaii Green Infrastructure Authority (“HGIA” or “Authority”), an agency attached to the Department of Business, Economic Development and Tourism, will be administering the Environmental Protection Agency’s Solar for All Hawaii (“SFA-HI”) Financing Program.

HGIA is seeking a Climate Finance Curriculum Contractor in support of the SFA-HI program.

1.2 CANCELLATION

The Request for Proposals (RFP) may be canceled and any or all proposals rejected in whole or in part, without liability to HGIA, when it is determined to be in the best interest of HGIA.

1.3 TERMS AND ACRONYMS USED THROUGHOUT THE SOLICITATION

Application/ Proposal	=	These terms may be used interchangeably
BAFO	=	Best and Final Offer
Contractor/ Vendor/ Applicant	=	The entity who enters into a contract with the State as a result of this solicitation. These terms may be used interchangeably
EPA	=	Environmental Protection Agency
GC	=	General Conditions, issued by the Department of the Attorney General
GET	=	General Excise Tax
GEMS	=	Green Energy Market Securitization
GEM\$	=	Green Energy Money \$aver
HAR	=	Hawaii Administrative Rules
HCE	=	Hawaii Compliance Express
HGIA	=	Hawaii Green Infrastructure Authority
HRS	=	Hawaii Revised Statutes
Offeror	=	The entity submitting a proposal in response to RFP
Procurement Officer (PO)	=	The contracting officer for the Hawaii Green Infrastructure Authority
RFP	=	Request for Proposals
SFA	=	Solar For All
SFA-HI	=	Solar For All-Hawaii Financing Program

SLH	=	Session Laws of Hawaii
State	=	State of Hawaii, including its departments, agencies, and political subdivisions

1.4 RFP SCHEDULE AND SIGNIFICANT DATES

The schedule represents HGIA's best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (HST). If a component of this schedule, such as "Proposal Due date/time" is delayed, the rest of the schedule will likely be shifted by the same number of days. Any change to the RFP Schedule and Significant Dates shall be reflected in and issued in an addendum. The approximate schedule is as follows:

Release of Request for Proposals	FRI, March 14, 2025
Due date to Submit Questions	FRI, March 28, 2025, 4:30PM (HST)
State's Response to Questions	FRI, April 4, 2025
Proposals Due (date/time)	FRI, April 25, 4:30 PM (HST)
Proposal Evaluations	April 28 – May 9, 2025
Discussion with Offerors (if necessary)	May 12-13, 2025
A presentation may be requested by Offerors. HGIA will notify Offerors and arrange for a date/time for discussions and possible presentations.	
Best and Final Offer (if necessary)	MON, May 19, 2025
Notice of Award	WED, May 23, 2025
Contract Start Date	MON, June 13, 2025

1.5 QUESTIONS AND ANSWERS PRIOR TO OPENING OF PROPOSALS

All questions shall be submitted by the due date specified in SECTION 1.4, *RFP Schedule and Significant Dates*, as may be amended.

HGIA will respond to questions through Addenda/Amendments by the date specified in SECTION 1.4, *RFP Schedule and Significant Dates*, as may be amended.

1.6 PROPOSAL SUBMISSION

The State has established the Hawaii State eProcurement System (HlePRO) to promote an open and transparent system for vendors to compete for state contracts electronically.

Offerors interested in responding to this solicitation must be registered on HlePRO. Registration information is available at the [HlePRO website](#) under the "Vendor Registration" tab.

HlePRO will be used to issue the RFP, receive all offers, and issue any addenda to the RFP. Changes and additions to the RFP, including but not limited to answers to questions and changes to procurement requirements and solicitation schedule shall be made via formal written addenda issued by the State.

The State accepts no responsibility for a prospective Offeror not receiving solicitation documents and/or revisions to the solicitation. It is the responsibility of the prospective Offeror to monitor HlePRO to obtain any RFP addenda or other information relating to the RFP. Offerors shall review any special instructions related to offer submission in HlePRO.

Offerors are responsible for ensuring that all necessary files are attached to their offer prior to the proposal deadline. Offerors are advised that they should not wait until the last minute to submit their proposal on HlePRO.

Awards for this solicitation, shall be made through HlePRO and shall therefore be subject to a mandatory transaction fee of 0.75% of the original award amount, not to exceed \$5,000 for each award. Hawaii Information Consortium, LLC dba Tyler Hawaii, the vendor that operates HlePRO, will invoice the awarded Offeror directly for payment of transaction fees. Payment must be made to Tyler Hawaii within thirty (30) days of invoice receipt. Transaction fees are used by Tyler Hawaii to fund the operation, maintenance, and future enhancements of the HlePRO system. Refer to the “Instructions” tab in the HlePRO solicitation for more details.

1.7 OFFICIAL CONTACT PERSON

The official contact person regarding this RFP is:

Dante Hirata-Epstein, Contracts Manager
Hawaii Green Infrastructure Authority
Email: Dante.hirata-epstein@hawaii.gov

SECTION TWO

SCOPE OF WORK

2.1 BACKGROUND

2.1.1 History of HGIA Financing Program

Per Act 211, SLH 2013, the Authority was constituted in November 2014 and capitalized with the proceeds of Green Energy Market Securitization (GEMS) Bonds, to create and implement non-traditional financing programs to reach ratepayers previously locked out of rooftop solar. In addition to providing financing to underserved¹ ratepayers unable to obtain loans at reasonable rates and terms from banks and credit unions, the Authority's objectives also included stimulating and attracting private investments while leveraging innovative financing tools to mitigate risks and reach new markets. HGIA's goals are in alignment with the State's 100% renewable energy generation portfolio standard by 2045.

The Authority accomplishes this goal through its risk-mitigating [GEM\\$ \(Green Energy Money \\$aver\)](#) on-bill repayment program, which eliminates credit scores to qualify applicants and instead relies on energy savings to repay the loan. The only eligibility criterion required is the ratepayer must meet HGIA's underserved definition.

2.1.2 Federal Funds: Solar For All

The Inflation Reduction Act (IRA) authorized the U.S. Environmental Protection Agency (EPA) to implement the [Greenhouse Gas Reduction Fund \(GGRF\)](#), a historic \$27 billion investment to combat the climate crisis by mobilizing financing and private capital for greenhouse gas- and air pollution-reducing projects in communities across the country through three programs (1) National Clean Investment Fund (\$14.0 billion); (2) Clean Communities Investment Accelerator (\$6.0 billion); and Solar for All (\$7.0 billion).

Under the Solar for All Program, EPA awarded 60 grants to states, territories, Tribal governments, municipalities, and nonprofits to provide inclusive financing and expand access to low-income household and disadvantaged communities — enabling millions of over-burdened low-income households to access affordable, resilient, and clean solar energy.

On April 22, 2024, HGIA received official notice of the award for a \$62.45 million grant to be implemented over five (5) years. Under Solar for All – Hawaii (SFA-HI), HGIA will:

- Finance energy storage systems with every solar system to increase resilience in disadvantaged communities and low-income households;
- Finance solar and storage on subsidized multi-family rental projects;
- Finance community-owned, community solar projects;
- Lower loan interest rates from 5.5% to 4.99% and lengthen the loan term from 20 years to 25 years, thereby making financing even more affordable; and
- Increase solar adoption in disadvantaged communities through effective outreach and education;

¹ Underserved ratepayers are defined as low and moderate-income homeowners, renters, nonprofits, small businesses (as determined by the U.S. Small Business Administration size standards), and multi-family rental projects.

2.2. PURPOSE

Green Banks and Green Lenders like HGIA who are implementing and administering non-traditional financing programs to expand access to capital to low-income households and disadvantaged communities, are “stuck” between finance and climate. Candidates from Banks or credit unions may understand traditional lending; however, they often lack an understanding of non-traditional lending, clean energy technology and utility interconnection programs. Candidates from the energy industry understand clean energy technology and utility interconnection programs but are ignorant to traditional and non-traditional lending. As such, every single HGIA employee requires “on the job” training, which lengthens the amount of time it takes for new hires to become proficient in their work.

The starting pay for an entry-level residential loan underwriter and processor for HGIA is equivalent to mechanical engineering technicians, cardiovascular technologists and technicians and first-line supervisors of non-retail sales (to name a few). Further, HGIA’s entry-level underwriter’s salary is higher than teachers in both Hawaii and on the mainland, making Climate Finance a good career choice for individuals from low-income households or rural areas.

HGIA intends to launch a technical assistance program to support the growth, development and deployment of a diverse professional workforce to enable state and community lenders, project developers, and low-income communities in Hawaii to conduct state of the art planning, assessment, financing, and entity-level implementation of rooftop solar projects funded through the Hawaii Solar for All (SFA) grant. These stakeholders will also assist in the co-creation of the program. In the process, HGIA will help build an equitable new market for solar program development and lender-based financing to accelerate deployment of direct investment funds of SFA to low-income households and disadvantaged communities.

This program will create and provide university faculty and professional based instruction and capacity building for two sequential, accreditation level, upper-level undergraduate, graduate, and early/mid-career professional courses. These will address 1) foundational skills and tools needed for planning, design, and assessment of rooftop solar projects and programs, and 2) financing and entity level implementation of solar projects and programs with a focus on lending, leveraging (e.g., mobilizing private capital) and green budgeting. The courses will be coupled with experiential learning-by-doing technical assistance opportunities through education program-based assistance to a stream of new SFA projects in Hawaii. The program will be designed to be launched through an NGO partnership platform led by thought leaders experienced in strategy, analysis, innovation, training, advanced facilitation and technical assistance, partnered with an educational organization focused on creating intellectual and economic wealth through education and programming. In addition to SFA financial support, HGIA will assist in the design of the program to not only train full-time employees in Hawaii but also help scale inclusive climate finance nationwide.

Scaling the deployment of SFA funds requires increased installers, solar sales professionals and green lenders. HGIA seeks a Climate Finance Curriculum Contractor to develop curriculum and partner with an educational provider, as described above, to accelerate climate finance technical skills.

2.3 CONTRACTOR TASKS AND RESPONSIBILITIES

The following section outlines the key tasks and responsibilities to be provided by the Climate Finance Contractor.

2.3.1. Create Climate Finance Courses

The Contractor shall create two sequential courses for blended financing, measurement, and implementation of solar projects that address multiple social and economic objectives. These courses will address (1) foundational skills and tools needed for planning, design and assessment of rooftop solar projects and programs; and (2) financing and entity level implementation of solar projects and programs with a focus on lending, leveraging (e.g., mobilization of private capital) and green budgeting. Ideally, the courses will align with accreditation standards, delivered via a National Learning Management System (LMS) platform, focusing on:

1. Blended Financing Strategies: Integrating debt, equity, grants, and other mechanisms.
2. Measurement Systems: Tools to support financing and project implementation.
3. Implementation Frameworks: Tailored approaches for equitable solar energy solutions.

The Contractor will:

- Incorporate feedback from energy stakeholders concerning necessary foundational skills and tools for workforce development. These stakeholders include lenders, state and county government staff, including agencies such as the public utility commission, Department of Commerce and Consumer Affairs Consumer Advocate, Department of Business, Economic Development, and Tourism's Hawaii State Energy Office, as well as attorneys working on green energy, nonprofits, and solar contractors
- Develop course content at accreditation level paired with a Learning Management System for delivery of the course and for adoption by national training and education networks.
- Create course versions for students with and without four-year degrees.
- Update the content of existing related courses taught by professional network partners with SFA knowledge and learning.
- Create experiential learning activities as part of the course through pairing with community-level institutions and organizations in the governmental and nongovernmental sectors, including the financing institutions.

The target audience for the Level 1 Foundational Skills and Tools training may include but are not limited to:

- Existing Lenders (Green Banks, Commercial Banks, Credit Unions, CDFIs)
- Public Utilities Commission Staff
- Consumer Advocate Staff
- Staff from attorney firms specializing in clean energy
- State energy office staff
- Entry level employees of solar contractors

The target audience for the Level 2 Financing and Entity Level Implementation (participants must take the Level 1 course or have functional equivalency) training may include but are not limited to:

- Lenders
- Investors
- Nonprofits
- Local and state government

2.3.2. Co-developing Clean Energy Tools and Templates

Create avenues for co-development of new and enhanced tools and templates for clean energy and sustainable energy financing, measurement, and implementation. As an example, HGIA currently uses spreadsheets to calculate electric utility bill savings, which determines the loan amount/system size. Working with HGIA and other partners, the Contractor will develop new tools and model templates for activities such as these. These tools should be incorporated into the climate finance courses.

2.3.3. Course Delivery

Deliver the course to graduate students and mid-career professionals, with or without four-year degrees, through existing training and education programs or professional networks with the capability to reach out to low-income and disadvantaged communities.

- In collaboration with HGIA and its Communications/PR Contractor, develop and implement a marketing and outreach plan to promote the courses to the target audience, with a specific focus on reaching low-income and disadvantaged communities.
- Collaborate with existing training and education programs of professional networks to leverage their reach and infrastructure, including:
 - Local and/or National networks of graduate business education organizations distributed across U.S. providing targeted instruction for leadership, community engagement, and clean energy problem-solving to minority and nonminority students.
 - Local and/or National multidisciplinary network of professional networks such as:
 - Accountants
 - Owners of solar services
 - Engineers
 - Emerging technology issues
 - Human resources
 - Workforce development
 - Science, technology, engineering and math learning resources, and
 - Historically black colleges and universities
 - State and local government employees
 - Local and/or National professional networks with current training programs as well as financial expertise and templates for:
 - Experiential learning
 - Solar for all program design, blended financing, workforce training, technical assistance and planning tools
 - Academic delivery and community reach

- Integration of emerging issues across disciplines
- Workforce development expertise
- Deliver the courses through the LMS platform, managing student registrations, facilitating online discussions, and providing technical support.
- Ensure the courses and LMS platform are accessible to students with disabilities.
- Collect feedback from participants and network partners to evaluate the effectiveness of the course delivery and identify areas for improvement. Make any necessary adjustments based on feedback

To expand its reach while maintaining affordability for potential students, all coursework will be delivered virtually, however, the Contractor shall include in its design at least one hybrid session in Hawaii, providing participants an option (based on schedules and budgets) to meet in person for classroom training or to meet virtually. In person participants may have additional opportunities of visiting project sites.

2.3.4. Create Training Program

Create a train-the-trainers program to support network adoption and scale up of training and education. The train-the-trainers program should focus specifically on the content of the climate finance courses. It should cover:

- Key concepts and principles of blended financing, measurement, and implementation of solar projects.
- Effective teaching strategies for adult learners, including how to facilitate discussions, use case studies, and incorporate experiential learning activities.
- How to use the tools and templates developed in 2.3.2 in training sessions.
- Strategies for reaching and engaging diverse audiences, including low-income and disadvantaged communities.

Training materials should include:

- Trainer manuals with detailed lesson plans and teaching tips.
- Presentation slides, handouts, and other visual aids that align with the climate finance courses.
- Activity guides for experiential learning exercises.
- Sample training materials that trainers can adapt for their own use.
- A streamlined version for Climate Finance professionals covering experiential learning modules on actual projects.

The Contractor is responsible for recruiting trainers with expertise in solar energy, finance, community development, and/or training, along with trainees, focusing on low-income and disadvantaged communities for recruitment.

2.3.5. Mentorship

Facilitate creation and foundation for mentoring instructors, students, and educational and experiential learning partners. The mentorship program should align with the length of the climate finance courses. Mentoring activities can include but are not limited to:

- Sharing relevant resources and articles related to energy financing and implementation.
- Connecting mentees with other professionals in the field.
- Offering guidance on career development and job searching.

2.4 HAWAII GREEN INFRASTRUCTURE AUTHORITY RESPONSIBILITIES

1. Provide direction and guidance to the Climate Finance Contractor through explanations of programs and goals
2. Provide relevant information to the Contractor in a timely manner.
3. Pay invoices in a timely fashion upon verification of satisfactory performance.
4. Maintain an oversight and advisory role in each of the tasks outlined above.

2.5 COMPENSATION

The award shall be made on a monthly retainer basis, including all taxes.

1. The compensation shall be outlined in the proposal supported by a proposed budget.
2. The Contractor will document all expenses and expenditures in relation to this project.
3. The Contractor shall perform all of the above requirements as agreed upon in the contract within but not to exceed the amount specified by contract.

Proposals are to be priced up to \$500,000. Funding for this project comes from the Solar for All program under the Environmental Protection Agency's Greenhouse Gas Reduction Fund.

2.6 TERM OF CONTRACT

The Climate Finance Certification Training will be designed and implemented by modules (e.g., the Foundational course will be designed and deployed first (e.g. Spring 2026) with the Financing and Entity Level Implementation module being designed while the Foundational course is in session, to be ready to be deployed upon the completion of the first module (e.g. Fall 2026). The contract shall be for a four-year period, after which, the Climate Finance Certification Program should be a sustainable, ongoing program.

The contract is subject to the availability of funds. The contract will be canceled if funds are not made available to support continuation of performance in any fiscal period succeeding the initial term of the contract.

SECTION THREE

PROPOSAL SUBMISSION AND CONTENT

3.1 OFFEROR'S AUTHORITY TO SUBMIT AN OFFER

HGIA will not participate in determinations regarding an Offeror's authority to sell a product or service. If there is a question or doubt regarding an Offeror's right or ability to obtain and sell a product or service, the Offeror shall resolve that question prior to submitting an offer.

3.2 REQUIRED REVIEW

3.2.1 Before submitting a proposal, each Offeror must thoroughly and carefully examine this RFP, any attachment, addendum, and other relevant document, to ensure Offeror understands the requirements of the RFP. Offeror must also become familiar with State, local and Federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work required.

3.2.2 Should Offeror find defects and questionable or objectionable items in the RFP, Offeror shall notify HGIA, via HlePRO portal, prior to the deadline for written questions as stated in SECTION 1.5 RFP *Schedule and Significant Dates*, as may be amended. This will allow the issuance of any necessary corrections and/or amendments to the RFP by addendum and mitigate reliance on a defective solicitation and exposure of proposal(s) upon which award could not be made.

3.3 PROPOSAL PREPARATION COSTS

Any and all costs incurred by the Offeror in preparing or submitting a proposal shall be the Offeror's sole responsibility whether or not any award results from this RFP. HGIA shall not reimburse such costs.

3.4 TAX LIABILITY

3.4.1 Work to be performed under this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. Contractor is advised that it is liable for the Hawaii GET at the current 4.5% for sales made on Oahu, Hawaii Island and Kauai and at the 4% rate for the islands of Maui, Molokai, and Lanai. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

3.4.2 Federal I.D. Number and Hawaii General Excise Tax License I.D. Offeror shall submit its current Federal I.D. No. and Hawaii General Excise Tax License I.D. number in the space provided on Offer Form, page OF-1, thereby attesting that the Offeror is doing business in the State and that Offeror will pay such taxes on all sales made to the State.

3.5 PROPERTY OF STATE

All proposals become the property of HGIA and the State of Hawaii.

3.6 CONFIDENTIAL INFORMATION

- 3.6.1 If an Offeror believes that any portion of a proposal, offer, specification, protest, or correspondence contains information that should be withheld from disclosure as confidential, then the Offeror shall inform the Procurement Officer named on the cover of this RFP in writing and provide the Procurement Officer with justification to support the Offeror's confidentiality claim. Price is not considered confidential and will not be withheld.
- 3.6.2 An Offeror shall request in writing nondisclosure of information, such as designated trade secrets or other proprietary data Offeror considers to be confidential. Such requests for nondisclosure shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- 3.6.3 Pursuant to Section 3-122-58 HAR, the head of the purchasing agency (HOPA) or designee shall consult with the Attorney General and make a written determination in accordance with Chapter 92F, HRS. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the Offeror appeals the denial to the Office of Information Practices in accordance with Section 92F-15.5(a), HRS.

3.7 EXCEPTIONS

Offerors are cautioned that award may be made on receipt of initial proposals without clarifications or an opportunity for discussions, and the nature of exceptions will be evaluated as part of the Offeror's proposal. In the sole discretion of HGIA, exceptions may be evaluated to determine the extent to which the alternative language or approach poses unreasonable, and/or additional risk to HGIA; inhibits achieving the objectives of the RFP; or creates ambiguity making evaluation difficult and a fair resolution (available to all Offerors) impractical given the timeframe for the RFP.

Should Offeror take any exception to the terms, conditions, specifications, or other requirements listed in the RFP, Offeror shall list such exceptions in this section of the Offeror's proposal. Offeror shall reference the RFP Section where exception is taken, a description of the exception taken, and the proposed alternative, if any. HGIA reserves the right to accept or not accept any exceptions.

No exceptions to the requirements of the General Conditions shall be considered.

3.8 PROPOSAL OBJECTIVES

- 3.8.1 One of the objectives of this RFP is to make proposal preparation easy and efficient, while giving Offerors ample opportunity to highlight their proposals. The evaluation process must also be manageable and effective.
- 3.8.2 Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate for the purpose. Emphasis will be on completeness, clarity, and content.

- 3.8.3 When an Offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the Offeror has identified as necessary to successfully complete the obligations outlined in this RFP.
- 3.8.4 The proposal shall describe in detail the Offeror's ability and availability of services to meet the goals and objectives of this RFP as stated in SECTION 2.3 Scope of Work. The Offeror may choose to propose additional services beyond those mentioned in SECTION 2.3 Scope of Work. If the Offeror chooses to propose these services, they should be explained in the proposal narrative and addressed in the proposed budget.
- 3.8.5 Offeror shall submit **one singular proposal** that includes an overall strategy, timeline and plan for the work proposed as well as expected results and possible shortfalls.

3.9 PROPOSAL FORMS

- 3.9.1 To be considered responsive, the Offeror's proposal shall respond to and include all items specified in this RFP and any subsequent addendum. Any proposal offering any other set of terms and conditions that conflict with the terms and conditions provided in the RFP or in any subsequent addendum may be rejected without further consideration.
- 3.9.2 Proposal Transmittal Letter and Applicant Form (SECTION SEVEN, Attachment 1). This form must be completed using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, as applicable. Failure to do so may delay proper execution of the Contract.

The Offeror's authorized signature on the Transmittal Letter and Applicant Form, shall be an original signature in ink or eSignature, which shall be required before an award, if any, can be made. **If unsigned, the offer shall automatically be rejected** unless accompanied by other material containing an original signature or eSignature (with audit), indicating the Offeror's intent to be bound.

- 3.9.3 Corporate Resolution (SECTION SEVEN, Attachment 2)
- 3.9.4 Offer Form, Page OF-1 – Proposal Contents (SECTION SEVEN, Attachment 3). Offer Form, OF-1 is the contents of the proposal described in Section 3.10 Proposal Contents.
- 3.9.5 Offer Form, Page OF-2 – Pricing (SECTION SEVEN, Attachment 4). Pricing shall be submitted on Offer Form OF-2. The price shall be the all-inclusive cost, including the GET, to the State. Any unit prices shall be inclusive. Please provide as an attachment, a cost breakdown sheet for the offer amount (See Proposed Budget Section 3.9.7).
- 3.9.6 Proposed Budget (SECTION SEVEN, Attachment 5). The budget shall contain a cost breakdown for the tasks within the 'Scope of Work' SECTION 2.3 for the 12-month term period and each optional additional 12-month period, and any additional proposed cost included in the Offeror's proposal narrative.

3.9.7 Certificate of Vendor Compliance (SECTION SEVEN, Attachment 6) or proof that one has been applied for. (SECTION 5.4.)

3.9.8 If Subcontractor(s) (SECTION SEVEN, Attachment 7, if applicable) will be used, append a statement to the transmittal from each subcontractor, signed by an individual authorized to legally bind the subcontractor and stating:

- a. The general scope of work to be performed by the subcontractor; and
- b. The subcontractor's willingness to perform the indicated work for the price indicated.

3.10 PROPOSAL CONTENTS

3.10.1 Provide all of the information requested in this RFP in the order specified.

3.10.2 The Proposal must be organized into sections, following the exact format using all titles, subtitles, and numbering, with tabs separating each section described below. Each section must be addressed individually, and pages must be numbered.

- a. Title Page
- b. Table of Contents
- c. All forms listed in SECTION 3.9 Proposal Forms
- d. Proposal Narrative to accomplish the scope of work including an overall strategy, plan, timeline, and staffing. If Offeror chooses to provide additional services beyond the services listed in SECTION 2.3 Scope of Work, the additional services must be described in the proposal narrative and addressed in the proposal budget. Provide professional or project experience of the key personnel to this project, including resumes and credentials.
- e. Exceptions.

3.11 RECEIPT AND REGISTER OF PROPOSALS

Proposals will be received and receipt verified by the designated State official on or after the date and time specified in SECTION ONE, or as amended.

The register of proposals and proposals of the Offeror(s) shall be open to public inspection upon posting of award pursuant to section 103D-701, HRS.

3.12 BEST AND FINAL OFFER (BAFO)

If HGIA determines a BAFO is necessary, it shall request one from the Offeror. The Offeror shall submit its BAFO; and any BAFO received after the deadline shall not be considered.

3.13 MODIFICATION PRIOR TO SUBMITTAL DEADLINE OR WITHDRAWAL OF OFFERS

The Offeror may modify or withdraw a proposal before the proposal due date and time. Any change, addition, deletion of attachment(s) or data entry of an Offer must be made prior to the deadline for submittal of offers.

3.14 MISTAKES IN PROPOSALS

3.14.1 Mistakes shall not be corrected after award of contract.

3.14.2 When the Procurement Officer knows or has reason to conclude before award that a mistake has been made, the Procurement Officer should request the Offeror to confirm the proposal. If the Offeror alleges a mistake, the proposal may be corrected or withdrawn pursuant to this section.

- a. Once discussions are commenced or after best and final offers are requested, any priority-listed Offeror may freely correct any mistake by modifying or withdrawing the proposal until the time and date set for receipt of best and final offers.
- b. If discussions are not held, or if the best and final offers upon which award will be made have been received, mistakes shall be corrected to the intended correct offer whenever the mistake and the intended correct offer are clearly evident on the face of the proposal, in which event the proposal may not be withdrawn.
- c. If discussions are not held, or if the best and final offers upon which award will be made have been received, an Offeror alleging a material mistake of fact which makes a proposal non-responsive may be permitted to withdraw the proposal if: the mistake is clearly evident on the face of the proposal but the intended correct offer is not; or the Offeror submits evidence which clearly and convincingly demonstrates that a mistake was made.

Technical irregularities are matters of form rather than substance evident from the proposal document, or insignificant mistakes that can be waived or corrected without prejudice to other Offerors; that is, when there is no effect on price, quality, or quantity. If discussions are not held or if best and final offers upon which award will be made have been received, the Procurement Officer may waive such irregularities or allow an Offeror to correct them if either is in the best interest of HGIA. Examples include the failure of an Offeror to: return the number of signed proposals required by the request for proposals; sign the proposal, but only if the unsigned proposal is accompanied by other material indicating the Offeror's intent to be bound; or to acknowledge receipt of an amendment to the request for proposal, but only if it is clear from the proposal that the Offeror received the amendment and intended to be bound by its terms; or the amendment involved had no effect on price, quality or quantity.

3.15 CHANGES IN KEY PERSONNEL IN PROPOSAL

If there are any changes in key personnel and/or staffing after the submittal of a proposal, the Offeror must notify HGIA immediately. HGIA may choose to reevaluate the Offeror's proposal, which may result in its removal from the Priority Listed Offerors.

3.16 NO LATE SUBMITTALS AFTER DEADLINE

Proposals received after the due date and time will be marked late and shall be ineligible for this solicitation. The email receipt time stamp will be used as the official time. Offerors

are cautioned to make prior arrangements to ensure timely delivery prior to the due date and time as NO late submittals will be accepted.

3.17 CERTIFICATION OF NON-DEBARMENT

The Offeror must certify that neither the Offeror nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency. If the Offeror cannot certify this statement, attach a written explanation for review by HGIA.

SECTION FOUR

EVALUATION CRITERIA

Evaluation criteria and the associated points are listed below. The award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to HGIA based on the evaluation criteria listed in this section.

4.1 PROPOSAL EVALUATION CRITERIA (200 TOTAL POSSIBLE POINTS)

The evaluation committee shall evaluate the Offeror's proposal against requirements specified in this RFP. Based on a 200-point scale, proposals must score a minimum of 150 points for further award consideration. Proposals scoring less than 150 points shall not be considered for award.

Proposals will be evaluated against the following criteria and points:

4.1.1 Understanding of the Contractor's role and HGIA's needs (30 Points)

1. Offeror demonstrated an understanding of HGIA's mission and SFA-HI's program goals, and the significance of effective climate finance courses as described in 2.1 and 2.2 of this RFP. Offerors established expertise on Solar For All program design and implementation, including technical assistance and blended financing involving debt, equity, grants, and other mechanisms, as well as its goals of developing the necessary workforce to support similar programs nationally. Offeror demonstrated that they will maintain alignment with HGIA's goals and keep responsive, open communication channels with HGIA staff when performing the scope of work. – 10 points
2. Offeror demonstrated a thorough understanding of the purpose and scope of the Contractor's responsibilities as related to the requirements described in 2.3 of this RFP. – 20 points

4.1.2 Offeror Organization and Staffing (30 Points)

1. Offeror demonstrated sufficient organizational capability, capacity, and commitment to carry out the duties and responsibilities described in 2.3 of this RFP in a manner that meets deadlines and deliverable quotas. Offeror demonstrated internal mechanisms for successful time management and reliably producing deliverables. – 10 points
2. Offeror's proposed staffing and teaming strategy, in-house personnel, and subcontractors (if any), demonstrated the appropriate and relevant expertise and professional background and years of experience with similar types of services as those needed for the SFA-HI program, including outreach and collaboration with the national networks identified in 2.3.3 or their equivalents. Offeror has access to and technical experience with the necessary educational software and tools. – 20 points

4.1.3 Offeror Performance and Experience (50 Points)

The evaluation committee will evaluate the experience and performance of the Offeror and subcontractors (if any). References for the Offeror and/or proposed

individual(s) assigned to this proposed project may be checked. Reference checking is not limited to only those references supplied by the Offeror.

1. Offeror's established capability of designing, delivering and managing accreditation level courses and curricula at the secondary, graduate, and undergraduate levels, including Learning Management Systems. Capability to design and deliver courses for students who have not entered four-year programs.– 20 points
2. Offeror's ability to integrate emerging issues into existing courses and training across disciplines. Offeror's expertise in workforce development, community-based problem-solving techniques, tools, and planning and analysis engagements on clean energy issues– 20 points
3. Offeror's experience in partnering with states, localities, and financial institutions to collaborate on training initiatives. – 10 points

4.1.4 Offeror's Approach and Reasonableness of Proposal (90 Points)

1. The committee will evaluate the Offeror's approach and comprehensiveness of the proposal based on the project scope, as well as its integrated implementation plan for performing necessary tasks. – 40 points
2. The committee will evaluate the Offeror's reasonableness of pricing based on the following:
 - a. The Offeror's proposed cost (covering proposed activities in Section 2.3, the Scope of Work) will be scored using a numerical rating system. Submitted proposals should have only one proposed contract cost. Of the proposals scored, the one with the lowest total price for this will be awarded the maximum possible points for this component. Other proposals will be awarded points for this component equal to the lowest proposed price multiplied by the maximum possible points for this component, divided by the Offeror's proposed (higher) price. – 25 points
 - b. Best value factors of the services received for the costs proposed based on the breakdown sheet showing the pricing for the ongoing tasks (Section 2.3, the Scope of Work) and any additional proposed tasks that will be paid on a per-event basis. - 25 points

In the event of only one proposal, reasonableness of price will be scored based on fair and reasonable price analysis of the project and estimates of cost and hourly prices or known prices for similar work.

SECTION FIVE

CONTRACTOR SELECTION AND CONTRACT AWARD

5.1 EVALUATION OF PROPOSALS

An evaluation committee of at least three (3) qualified State employees selected by the Procurement Officer, shall evaluate proposals. The evaluation will be based solely on the evaluation criteria set out in SECTION FOUR of this RFP. HGIA will accept and consider joint proposals from separate firms.

5.2 DISCUSSION WITH REGISTERED OFFERORS

HGIA may invite Registered Offerors to discuss their proposals to ensure thorough, mutual understanding. HGIA in its sole discretion will schedule the time and location for these discussions, generally within the timeframe indicated in SECTION 1.5. RFP Schedule and Significant Dates. HGIA may also conduct discussions with Registered Offerors to clarify issues regarding the proposals before requesting Best and Final Offers, if necessary; however, proposals may be accepted without such discussions at the discretion of HGIA.

5.3 AWARD OF CONTRACT

Award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to HGIA based on the evaluation criteria set forth in the RFP.

5.4 RESPONSIBILITY OF OFFERORS

Offeror is advised that in order to be awarded a contract under this solicitation, Offeror will be required to be compliant with all laws governing entities doing business in the State, including the following chapters and pursuant to HRS §103D-310(c):

1. Chapter 237, General Excise Tax Law;
2. Chapter 383, Hawaii Employment Security Law;
3. Chapter 386, Worker's Compensation Law;
4. Chapter 392, Temporary Disability Insurance;
5. Chapter 393, Prepaid Health Care Act; and
6. §103D-310(c), Certificate of Good Standing for entities doing business in the State.

HGIA will verify compliance on Hawaii Compliance Express (HCE).

It is the Offeror's responsibility to be Compliant at the time of award and throughout the duration of the contract. **If an Offeror is not compliant with the above HRS chapters at the time of award, the Offeror may not receive the award.** HGIA reserves the right to move on to the next responsive, responsible Offeror who is compliant.

HCE is an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service; Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Vendors/contractors/service providers are advised to register with HCE prior to submitting an offer at <https://vendors.ehawaii.gov>. The annual registration fee is nominal and the 'Certificate of Vendor Compliance' is accepted for the execution of contract and final payment.

Timely registration on HCE. If not already, interested Offerors are highly advised to register and complete the compliance process on HCE as soon as possible.

5.5 PROPOSAL AS PART OF THE CONTRACT

This RFP and all or part of the successful proposal may be incorporated into the resulting contract by reference. To the extent that this RFP and the successful proposal conflict, the terms of the RFP shall govern, unless otherwise agreed upon by HGIA in the contract.

5.6 PUBLIC EXAMINATION OF PROPOSALS

Except for confidential portions, the proposals shall be made available for public inspection upon posting of award pursuant to HRS §103D-701.

If a person is denied access to a State procurement record, the person may appeal the denial to the Office of Information Practices in accordance with HRS §92F15.5.

5.7 DEBRIEFING

Pursuant to HAR §3-122-60, a non-selected Offeror may request a debriefing to understand the basis for award.

A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The Procurement Officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

Any protest by the requestor following a debriefing shall be filed within five (5) working days, as specified in HAR §103D-303(h).

5.8 PROTEST PROCEDURES

Pursuant to HRS §103D-701 and HAR §3-126-3, an actual or prospective Offeror who is aggrieved in connection with the solicitation of award of a contract may submit a protest..

A protest shall be submitted, in writing, within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto, provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award or if requested, within five (5) working days after the PO's debriefing was completed.

To expedite handling of protests, the envelope should be labeled "PROTEST" and either served personally or sent via registered or certified mail, return receipt requested.

At a minimum, the protest shall contain the following:

- Name and address of the protestor;
- Appropriate identification of the procurement;
- A statement of the reasons for the protest; and
- Supporting exhibits, evidence, or documents to substantiate any claims unless not available with the required filing time, in which case the expected availability date shall be indicated.

Any protest must be received within the deadline specified by statute. Submit the required information, in writing at:

If hand delivered:

Hawaii Green Infrastructure Authority
 Attention: Procurement Officer, RFP-25-004-HGIA
 250 S. Hotel St., Room 501
 Honolulu, HI 96813

If mailed:

Hawaii Green Infrastructure Authority
 Attention: Procurement Officer, RFP-25-004-HGIA
 P.O. Box 2359
 Honolulu, HI 96804

Awards, if any, resulting from this solicitation shall be posted to the State Procurement Office (SPO) website <http://spo.hawaii.gov/> > HANDS (Awards & Notices) > Bidding Opportunities tile on the left side of page > [Enter keyword(s)].

5.9 APPROVALS

Any agreement arising out of this offer may be subject to the approval of the Department of the Attorney General, and to all further approvals, including the approval of the Governor, as required by statute, regulation, rule, order, or other directive.

5.10 CONTRACT EXECUTION

Successful Offeror receiving award shall enter into a formal written contract. No performance or payment bond is required for this contract.

No work is to be undertaken by the Contractor prior to the effective date of contract. HGIA is not liable for any work, contract costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official starting date.

If an option to extend is mutually agreed upon, the Contractor shall be required to execute a supplement to the contract for the additional extension period(s).

5.11 INSURANCE

1. Prior to the contract start date, the Contractor shall procure at its sole expense and maintain insurance coverage acceptable to HGIA in full force and effect throughout the term of the Contract. The Offeror shall provide proof of insurance for the following minimum insurance coverage(s) and limit(s) in order to be awarded a contract. The type of insurance coverage is listed as follows:

- a. Commercial General Liability Insurance

Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities or contractual liability by the Contractor, its employees and subcontractors during the term of the Contract. This insurance shall include the following coverage and limits specified or required by any applicable law: bodily injury and property damage coverage with a minimum of \$1,000,000 per occurrence; personal injury of \$1,000,000 per occurrence; and with an aggregated limit of \$2,000,000. The commercial general liability policy shall be written on an occurrence basis, and the policy shall provide legal defense costs and expenses in addition to the limits of liability stated above. The Contractor shall be responsible for payment of any deductible applicable to this policy.
 - b. Professional Liability.

Coverage of no less than \$1,000,000 per claim and \$2,000,000 in aggregate.
 - c. Automobile Liability Insurance

Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of \$1,000,000 for bodily injury for each person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage for each accident.
 - d. Appropriate levels of per occurrence insurance coverage for workers' compensation and any other insurance coverage required by Federal or State law.
- 2. The Contractor shall deposit with HGIA, on or before the effective date of the Contract, certificate(s) of insurance necessary to satisfy HGIA that the provisions of the Contract have been complied with, and to keep such insurance in effect and provide the certificate(s) of insurance to the HGIA during the entire term of the Contract. Upon request by HGIA, the Contractor shall furnish a copy of the policy or policies.
 - 3. The Contractor will immediately provide written notice to HGIA and contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration.
 - 4. The certificates of insurance shall contain the following clauses:
 - a. "HGIA is added as an additional insured with respect to operations performed for HGIA/State of Hawaii."
 - b. "This insurance shall not be canceled, limited in scope of coverage or nonrenewal until after 30 days' written notice has been given to the State of Hawaii, Hawaii Green Infrastructure Authority, P.O. Box 2359, Honolulu, HI 96804."

- c. "It is agreed that any insurance maintained by HGIA will apply in excess of, and not contribute to, insurance provided by this policy."
- 5. Failure of the Contractor to provide and keep in force such insurance shall constitute a material default under the Contract, entitling HGIA to exercise any or all of the remedies provided in the Contract (including without limitation terminating the Contract). The procuring of any required policy or policies of insurance shall not be construed to limit the Contractor's liability hereunder, or to fulfill the indemnification provisions of the Contract. Notwithstanding said policy or policies of insurance, the Contractor shall be responsible for the full and total amount of any damage, injury, or loss caused by the Contractor's negligence or neglect in the provision of services under the Contract.

5.12 PAYMENT

Scheduled payments of the contract price to be awarded on a fixed-fee basis.

5.13 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

SECTION SIX
SPECIAL PROVISIONS

6.1 OFFER GUARANTY

A proposal security deposit is NOT required for this RFP.

6.2 CERTIFICATION OF OFFEROR CONCERNING WAGES, HOURS AND WORKING CONDITIONS OF EMPLOYEES SUPPLYING SERVICES *(include as applicable)*.

All Offerors for service contracts shall comply with section 103-55, Hawaii Revised Statutes, which provides as follows:

Wages, hours, and working conditions of employees of CONTRACTOR supplying services: Before any prospective Offeror is entitled to submit any offer for the performance of any contract to supply services in excess of \$25,000 to any governmental agency, Offeror shall certify that the services to be performed will be performed under the following conditions:

Wages: The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work.

Compliance with labor laws: All applicable laws of the Federal and State governments relating to workers compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

No contract to perform services for any governmental contracting agency in excess of \$25,000 shall be granted unless all the conditions of this section are met. Failure to comply with the conditions of this section during the period of the contract to perform services shall result in cancellation of the contract.

It shall be the duty of the governmental contracting agency awarding the contract to perform services in excess of \$25,000 to enforce this section.

This section shall apply to all contracts to perform services in excess of \$25,000, including contracts to supply ambulance service and janitorial service.

This section shall not apply to:

- (1) Managerial, supervisory, or clerical personnel.
- (2) Contracts for supplies, materials, or printing.
- (3) Contracts for utility services.
- (4) Contracts to perform personal services under paragraphs (2), (3), (12), and (15) of section 76-16, paragraphs (7), (8), and (9) of section 46-33, and paragraphs (7), (8), and (12) of section 76-77, Hawaii Revised Statutes, (HRS).
- (5) Contracts for professional services.
- (6) Contracts to operate refreshment concessions in public parks, or to provide food services to educational institutions.
- (7) Contracts with nonprofit institutions.

SECTION SEVEN
ATTACHMENTS AND EXHIBITS

- Attachment 1: Proposal Transmittal Letter and Applicant Form
- Attachment 2: Corporate Resolution
- Attachment 3: OFFER FORM, OF-1
- Attachment 4: OFFER FORM, OF-2
- Attachment 5: Proposed Budget
- Attachment 6: Certificate of Vendor Compliance
- Attachment 7: Subcontractors, as applicable

- Exhibit A: AG General Conditions
- Exhibit B: Overview of the RFP Process

To be submitted on Offeror's official business letterhead

TRANSMITTAL LETTER & APPLICANT FORM

Hawaii Green Infrastructure Authority
Attn: Dante Hirata-Epstein
250 S. Hotel Street, Room 501
Honolulu, Hawaii 96813

RE: **SOLICITATION No. RFP-25-004-HGIA**

Dear Mr. Hirata-Epstein:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is: ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Joint Venture
☐ Nonprofit ☐ Other _____

If Offeror is a "dba" or a division of a corporation, furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

State of incorporation or organization: _____

Hawaii General Excise Tax License I.D. No. _____

Federal I.D. No. _____

Payment address (other than street address below): _____
City, State, Zip Code: _____

Business address (street address): _____
City, State, Zip Code: _____

The undersigned acknowledges receipt of any addendum(s) issued by the Hawaii Green Infrastructure Authority by recording in the space below the date of receipt:

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

Attachment 1

Firm certified Minority-Owned Business (MBE) or Women-Owned Business (WBE)?

☐ Yes. If checked, please attach a copy of certifications

☐ No

RFP REQUIREMENTS FOR AWARD:

If evidence of the following requirements are not already included as part of the proposal, Offeror agrees to provide evidence of compliance to requirements in a timely manner should Applicant be selected for award, or risk disqualification of award.

Applicant understands RFP Requirements should Applicant be selected (Initial):

☐ Certificate of Compliance – Hawaii Compliance Express (HEC)

☐ Insurance Requirements

The undersigned hereby certifies that the proposal hereby attached has been carefully checked and is submitted as correct.

CONFLICT OF INTEREST:

By selecting NO, the Applicant represents that neither the Applicant, nor any employee or agent of the Applicant, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, that would or might conflict in any manner or degree with the Applicant's performance of this contract.

Conflict of Interest (initial)

Yes ☐

No ☐

If yes, attach list of conflict(s)

Respectfully submitted,

Exact Legal Name of Offeror (company name)

Authorized signature (attach corporate resolution or evidence of authorization to bind)

Title

Date

Street Address

City, STATE, Zip Code

Attachment 1

Telephone No.

Mailing Address (if different from street address)

CORPORATE RESOLUTION

Attach Corporate resolution or written authorization of Offeror's representative to sign this proposal here.

**OFFER FORM
OF-1**

PROPOSAL CONTENTS

Attach Proposal Contents here in the format specified.

**OFFER FORM
OF-2**

PRICING

Attach supporting documents and information supporting the Pricing here.

Total contract cost for accomplishing the development and delivery of these services.

\$ _____

Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.

Note: Please provide a completed budget (attached as Attachment 4) containing a cost breakdown for the tasks within the 'Scope of Work' SECTION 2 for the initial 12-month period and additional 12-month periods. If applicable, include any additional proposed cost in the proposal narrative associated with the extended period.

PROPOSED BUDGET

Attach Detailed Proposed Budget here.

CERTIFICATE OF VENDOR COMPLIANCE

Attach HCE Vendor Compliance Certificate here.

SUBCONTRACTORS

Attach Subcontractor information here, as applicable.