



Department of Health
1250 Punchbowl Street
Honolulu HI, 96813

eRequest for Quotation

2:36:36 P.M.

HH:MM:SS adjusted to system server hh:mm:ss

Solicitation Title: Identity Theft Protection Services

Solicitation Nbr: Q2013000435
Reference Number:

Requisition Nbr: R2013000512
Document Nbr: D2013000675

IMPORTANT NOTIFICATION: You have not yet responded to this Solicitation.

Solicitation Date of Issue:
MON NOV 05, 2012

Response Due NO LATER THAN:
WED NOV 14, 2012 04:30:00 PM HST

THIS SOLICITATION REQUIRES A RESPONSE TO ALL ITEMS

IN: 8 Days 3 Hours 53 minutes 15 seconds

Start of Service Date: 11/16/2012

End of Service Date: 11/15/2013

Freight: Freight / Handling Included
in Price

FOB: Destination

Delivery Point: KPCMHC2

Name 1: Kalihi-Palama CMHC

Name 2:

Name 3:

Contact Email: carlisle.kaae@doh.hawaii.gov

Address 1: 1700 Lanakila Ave.

Address 2:

City, State & Zip: Honolulu, HI 96817

Contact Person: AMY YAMAGUCHI

Phone Nbr: 808-586-4681

Email: amy.yamaguchi@doh.hawaii.gov

Fax Nbr: 808-586-4745

Buyer: AMY YAMAGUCHI

Phone Nbr: 808-586-4681

Email: amy.yamaguchi@doh.hawaii.gov

Fax Nbr: 808-586-4745

Solicitation Instructions:

1: Unless otherwise indicated, questions regarding this solicitation must be directed, via email or phone, to the Buyer listed.

2: HAWAII ELECTRONIC PROCUREMENT SYSTEM (HePS) INSTRUCTIONS AND GENERAL CONDITIONS: It is the offeror's responsibility to read and comply with any Specifications, Instructions, Special Provisions, and Terms & Conditions that may be attached or referenced in this solicitation.

3: TRANSACTION FEES: In accordance with the SOSA for HePS, the Awarded Vendor shall pay a Transaction Fee of 0.85% (.0085), capped at \$5,000, to SicommNet on the total dollar amount of goods or services purchased through the Hawaii Electronic Procurement System (HePS). Unless otherwise indicated in this solicitation, the Transaction Fee shall apply to all purchases, whether through the State of Hawaii pCard, Purchase Order, Contract, or eCatalog regardless of the quantity or dollar amount of the purchase. Payment must be made to SicommNet within thirty (30) days from receipt of invoice.

The SOSA is hereby incorporated by reference into this Electronic Solicitation as if set forth herein in its entirety, and is located on

- 4: Only responses submitted through the HePS shall be considered for award.
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OFFER DEEMED FIRM: Submission of an electronic response to the State of Hawaii constitutes and shall be deemed an offer to sell the specified goods and/or services to the State of Hawaii at the price shown in the response and under the State's Terms and Conditions.

- 5: The electronic response submitter certifies that he/she is authorized to sign the response for the submitting vendor and that the response is made without connection with any person, firm, or corporation making a response for the same goods and/or services and is in all respects fair and without collusion or fraud.
-

SUBMITTING ATTACHMENTS ON HePS:

To upload/attach a document when submitting a solicitation response:

- 6:
- Click the radio button beside Upload/Manage Already Uploaded Files.
 - A new window will appear. Click Browse.
 - Find your file, select it.
 - Click Open.
 - Click Upload file.
 - Ensure your file is attached! Select Upload/Manage Already Uploaded Files again. The file name will be there. [More Info.](#)

File Names: File names may not include special characters or spaces.

File Formats: MS Word or MS Excel documents submitted as attachments in response to solicitations should be submitted in versions compatible with MS Word or MS Excel 2000 (Windows). Documents submitted in PDF should be compatible with Adobe Acrobat Version 5.0 and above.

TAXES SHALL BE INCLUDED IN PRICE WHEN APPLICABLE:

- 7: Vendors are advised that they may be liable for Hawaii state taxes including Hawaii General Excise Tax (4%) and the applicable Use tax (.5%). Note that for the City and County of Honolulu (the island of Oahu), there is an additional .5% County Surcharge Tax (CST). Unless otherwise stated in the solicitation, offers for goods or services subject Hawaii taxes shall include all applicable taxes in the price offered.

For more information on taxes, please contact the Hawaii State Department of Taxation at (808) 587-4242 or 1-800-222-3229 or visit their [website](#).

SALES/SERVICES REPORTS:

Should this solicitation result in an award where work is performed or product delivered over a period of time, Contractors shall be required to submit a quarterly sales report indicating the total quantity of goods sold or services provided to:

- 8:
- 1) the HePS contractor (SicommNet); and
 - 2) the contracting agency.

Reports are due no later than 30 days after the end of the fiscal quarter (November 1, February 1, May 1, and August 1). The first report shall be due at the end of the first quarter after contract award. Reports shall be sent to the contracting agency indicated in this solicitation and to SicommNet at vendorreports@sicomm.net.

Failure of the Contractor to submit the reports as required may result in termination of the contract.

DOWNLOAD INSTRUCTIONS FOR ATTACHMENTS

It is the responsibility of all bidders to:

- 9:
- Download attachments,(open, save, or print documents);
 - enter pricing if indicated;
 - Complete any other required information if indicated; and
 - Submit by the solicitation closing date and time.

See also Submitting Attachments on HePS.

COMPLIANCE, DOCUMENTATION AND HAWAII COMPLIANCE EXPRESS

Vendors are required to be compliant with all appropriate state and federal statutes.

Proof of compliance (compliance documentation) is required. See the [HePS Vendor FAQ](#) on the State Procurement Office website for more information.

10: **VENDOR REGISTRATION IN HAWAII COMPLIANCE EXPRESS (HCE)**

Proof of compliance/documentation is obtained through Hawaii Compliance Express (HCE). Vendors shall register in Hawaii Compliance Express (HCE), a program separate from HePS. The annual subscription fee to utilize the HCE service is currently \$12.00. Allow 2 weeks to obtain complete compliance status after initial registration. It is highly recommended that vendors subscribe to HCE prior to responding to a solicitation.

The vendor is responsible for maintaining compliance. If the vendor does not maintain timely compliance in HCE, an offer

otherwise deemed responsive and responsible may not be awarded.
NOTE: State agencies may check HCE for compliance at any time. Non-compliance may result in a vendor not receiving an award, delay of payment, or cancellation of award. Register online for [HCE](#). For more information about HCE click the [FAQ](#) link.

11: ESTIMATED QUANTITIES: Quantities listed in this solicitation are estimates. No guarantee to purchase the exact amount is intended or implied. The State reserves the right to purchase larger or smaller quantities at the prices quoted in this solicitation. In the event the actual requirements are less than estimated, such failure shall not constitute grounds for adjustment under this contract.

12: GENERAL CONDITIONS
All awardees for this solicitation are subject to and shall comply with the [General Conditions](#) of the Department of the Attorney General. It is the Vendor's responsibility to read and comply with these General Conditions and other documents or specifications for the solicitation whether attached or referenced.

Header File Attachments: NO HEADER FILES ATTACHED

AGENCY PROMPT Payment Terms: Fill out this section only if you offer a discount for the agency making its payment to you promptly

Discount Terms:
example: 5.25% = .0525

Terms Text:
example: 5.25% / 30 net 31 days = 30 net 31

Note: Discount and Terms pertain to each item on this Request for Quotation. Changing the amount changes it for ALL items previously submitted.

Solicitation Items:

Item Number: 001

Solicitation Nbr: Q2013000435 v00

Line Item File Attachments: NO LINE ITEM FILES ATTACHED

Quantity:
170

Unit of Measure:
EACH

Commodity Code:
946-36--

Description:
FINANCIAL SERVICES
Identity Theft Protection Services

Provision of identity theft protection services for approximately 170 individuals for a one year period. The number of interested individuals signing up for this service will determine the total number of individuals to be monitored. The service shall include monitoring of 3-bureau credit reports (Experian, Equifax, and TransUnion), and Social Security numbers or public records. The reporting of credit bureau activity, the use of an individual's Social Security numbers, and other suspicious activities shall be able to be done through the U.S. Postal Service mail, e-mail, and telephone. Each monitored individual shall be able to choose their preferred method of report notification.

Item 001 Response

Recycle Status:

Unit(EACH) Price in US DOLLARS and CENTS: \$
S

Extended Price in US DOLLARS and CENTS: \$ (Quantity * Unit Price)

Zero Dollars and no cents

Unit Price Text

Zero Dollars and no cents

Extended Price Text

Comments:

ATTACH FILES TO LINE ITEM 001 HERE

Optionally, please supply:

Retail Price:

Manufacturer Name:

Manufacturer ID:

Manufacturer Part Nbr:

Manufacturer URL:

Item Identification ID:

For Item 1

E.REPUBLIC, INC. Questions Manager for Solicitation Q2013000435

0 QUESTIONS ENTERED by E.REPUBLIC, INC.

Question submitter name **will not** be displayed

Questions Deadline: **11/07/2012**

Answers Due Date: **11/12/2012**

Nbr	Question	Entered
Click here to enter questions for solicitation Q2013000435.		
Please Note:		

Total Extended Price: Zero Dollars and no cents

**You will receive an on-screen and an email confirmation of your response.
If you do not receive these confirmations, please contact the Sicommnet Help Desk
at 800.575.9955 option 2 or email to: support@sicomm.net**

Solicitation Closes In: 8 Days 3 Hours 53 minutes 15 seconds