

**REQUEST FOR PROPOSALS**

**The Research Corporation of the University of Hawaii  
requests proposals for the**

**FEDERAL GOVERNMENT RELATIONS PROGRAM**

**for the**

**Office of the Vice President for Research and Innovation  
University of Hawaii Honolulu, HI**

**October 30, 2024**

## NOTICE TO OFFERORS

### RFP Availability

A copy of the Request for Proposal (RFP) Federal Government Relations Program is available on the website: <http://research.hawaii.edu>.

### Questions About the RFP

All questions about the RFP must be directed to Melissa Arakawa at [ovprifa@hawaii.edu](mailto:ovprifa@hawaii.edu). Closing Date for Receipt of Offeror Questions is 4:00 PM (Hawaii Standard Time), November 7, 2024.

### Closing Date for Receipt of Proposals

Completed proposals must be received no later than 4:00 PM (Hawaii Standard Time), November 20, 2024, at the address listed in Section 1.10 of this RFP. Email or mailed submissions will be accepted (email submittals are strongly preferred), but regardless of the submittal method, it is the Offeror's responsibility to ensure confirmation of proposal receipt prior to the Closing Date for Receipt of Proposals. Proposals received after the time and date fixed for submittal will not be considered.

This RFP is issued by The Research Corporation of the University of Hawaii (RCUH).

Research Corporation of the University of Hawaii  
1601 East-West Road, Burns Hall 4<sup>th</sup> Floor  
Honolulu, HI 96848

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This RFP contains 39 pages.

# SECTION 1 -- ADMINISTRATIVE OVERVIEW

## 1.1 INTRODUCTION

This is a Request for Proposals (RFP) issued by the Research Corporation of the University of Hawaii (RCUH), on behalf of the University of Hawaii, Office of the Vice President for Research and Innovation (OVPRI) to solicit proposals from Offerors who wish to be considered. The contract will be issued and administered as an Agreement for Services with the RCUH.

## 1.2 SCHEDULE OF KEY DATES

The schedule of key dates set forth herein represents the RCUH's best estimate of the schedule that will be followed. Any of the dates listed below may be changed at any time at the sole discretion of the RCUH Procurement Officer or Delegated Procurement Officer.

Date of Notice (RFP Issued): ..... October 30, 2024  
Closing Date for Receipt of Offeror's Attachment A  
(Notice of Intent to Submit a Proposal): ..... RESERVED  
Closing Date for Receipt of Offeror Questions:..... November 7, 2024; 4:00pm  
Closing Date for Posting Responses to Questions: ..... November 11, 2024; 4:00pm  
Closing Date for Receipt of Proposals: ..... November 20, 2024; 4:00 pm  
Proposal Review Period: ..... November 21-26, 2024  
Date of Contractor Selection and Award (Tentative): ..... November 29, 2024  
Services Start Date (Tentative): ..... December 19, 2024

## 1.3 RFP AMENDMENTS

The RCUH reserves the right to amend the RFP at any time prior to the Closing Date for Receipt of Proposals. All RFP amendments will be posted on the following website, <http://research.hawaii.edu>. **Offerors are solely responsible to check this website for any modifications to the RFP. The RCUH reserves the right to cancel this RFP at any time for any reason at no cost to the RCUH.**

## 1.4 QUESTIONS BY OFFERORS AND POTENTIAL OFFERORS TO RCUH

All questions by Offerors or potential Offerors should be submitted in writing via email to [ovprifa@hawaii.edu](mailto:ovprifa@hawaii.edu). RCUH reserves the right to only respond to questions regarding proposal requirements, contents, and details, that are received by 4:00 PM, HST November 7, 2024. All received questions and responses will be posted by November 11, 2024 on the following website, <http://research.hawaii.edu>.

The website referred to in the preceding paragraph will be non-secured (open and accessible to anyone to view). Since all questions and responses will be posted and accessible to the public, no proprietary information or questions regarding proprietary information or material should be communicated by an Offeror to the website identified above.

## **1.5 QUESTIONS BY RCUH TO OFFERORS**

The Offeror is responsible for ensuring the correctness and readability of its proposal. However, the RCUH reserves the right to seek clarifications during the Proposal Review Period. Content for which a clarification may be requested includes obvious mislabeling of figures or tables, illegible text (such as may occur in a figure label being reduced to too small a font size), or an obvious clerical mistake (e.g., a misplaced decimal point or obvious mistake in designation of a unit such as feet instead of meters). The authority to permit correction of proposals is limited to proposals that, as submitted, are responsive to the RFP and may not be used to permit correction of proposals to make them responsive.

## **1.6 CLARIFICATION OF THE RFP**

An Offeror shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter shall be promptly submitted to the RCUH prior to the Closing Date for Receipt of Offeror Questions. This shall allow issuance of any necessary amendments to the RFP. The Offeror hereby acknowledges, agrees, and waives any claim arising from any knowledge of any defect in this RFP acquired prior to the Closing Date for Receipt of Offeror Questions and failing to inform the RCUH prior to said deadline. The Offeror further acknowledges and agrees that: (1) the RCUH reserves the right to waive any technical irregularity not affecting an unbiased and objective evaluation of all proposals; (2) such waiver will be in the best interest of the RCUH; and (3) the Offeror hereby waives any claim against the RCUH arising from such technical irregularity.

## **1.7 TAX CLEARANCE FOR PROPOSALS**

A tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service is not required for submission of a proposal. However, in accordance with Section 103-53 of the Hawaii Revised Statutes, the selected contractor shall submit a valid tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service prior to execution of the Agreement for Services. A Certificate of Vendor Compliance that reflects a “Compliant” status from Hawaii Compliance Express (HCE), <https://vendors.ehawaii.gov/hce/splash/welcome.html> is acceptable in satisfying the tax clearance requirement. Governmental agencies in the U.S. (i.e., city, county, state, federal) and any foreign governmental agencies are excepted from the tax clearance requirement.

Due to the fact that the proposal review and contract award period may be tightly scheduled, it is highly recommended that Contractors submitting proposals apply for tax clearance upon submission of the proposal in order to meet key dates.

## **1.8 PREPARATION COSTS**

Any costs incurred by Offerors in preparing or submitting a proposal shall be the sole responsibility of the Offeror.

## **1.9 PROPRIETARY INFORMATION**

The Offeror should clearly identify any proprietary information in the Offeror's submitted proposal. Upon final execution of an Agreement for Services, all non-proprietary information in an Offeror's proposal may be made available by the RCUH for public inspection upon request. Accordingly, material designated as confidential should be readily separable from the proposal in order to facilitate inspection of the nonconfidential portion of the proposal.

## **1.10 SUBMISSION OF PROPOSALS**

Offerors may submit proposals by mail or email. Email submittals are strongly preferred. Note that the maximum allowable file size for email attachments is 10 MB, so an Offeror may need to send its complete proposal in multiple parts. If submitting by mail, please include the original and THREE (3) copies. It is the responsibility of the Offeror to confirm that the RCUH has received its proposal prior to the Closing Date for Receipt of Proposals. Proposals may be modified by an Offeror prior to the Closing Date for Receipt of Proposals.

Address, if submitting by mail:

Office of the Vice President for Research and Innovation  
University of Hawai'i  
2425 Campus Road, Sinclair 10  
Honolulu, Hawai'i 96822

Address, if submitting by email:

[ovprifa@hawaii.edu](mailto:ovprifa@hawaii.edu)

## **1.11 CERTIFICATION OF PROPOSAL**

By submitting a proposal, the Offeror certifies that the proposal submitted to the RCUH is in accordance with any required authorization by the governing body of the Offeror's organization. The Offeror further certifies that the information and responses contained in the proposal are true, accurate, and complete, and that the RCUH may justifiably rely upon said information for purposes of evaluation and contracting with the Offeror. If it is later discovered that any information provided in the Offeror's proposal is false, it will result in the Offeror's elimination from consideration.

## **1.12 PROPOSAL WITHDRAWAL**

An Offeror may withdraw its proposal by submitting a written request to the RCUH any time prior to the Closing Date for Receipt of Proposals.

## **1.13 RFP SUBMITTALS BECOME THE PROPERTY OF RCUH**

All proposals and other material submitted shall become the property of the RCUH, and may be returned at the sole discretion of the RCUH.

## **1.14 OPENING OF PROPOSALS**

Proposals will be opened after 4:00 P.M. Hawaii Standard Time, on November 20, 2024, or as amended at the office to which the proposals are submitted. The proposal opening will not be open to the public. Proposals will not be subject to public inspection until after an Agreement for Services is signed by all parties, but in no case will proprietary information or proprietary material designated as such and submitted by an Offeror as part of an Offeror's proposal, be available for public inspection.

## **1.15 DISQUALIFICATION OF PROPOSALS**

The RCUH reserves the right to consider as acceptable only those proposals submitted in accordance with all the requirements set forth in this RFP, and which demonstrate an understanding of the scope of work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP, or that reserves the right to accept or reject award or the right to enter into a contract pursuant to an award, may be disqualified without further notice, at the discretion of the RCUH.

An Offeror shall be disqualified and its proposal automatically rejected for any one or more of the following reasons:

- The proposal shows any noncompliance with applicable law.
- The proposal is incomplete or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The Offeror is debarred or suspended. Entities that are currently debarred or suspended from federal procurement transactions are listed in the Excluded Parties Listing System. A search can be performed at <https://www.sam.gov/SAM/> to determine whether an entity has an active exclusion.

## **1.16 REFERENCES**

The Offeror must disclose all contracts for similar services for the last FIVE (5) years, and these will serve as potential references to be contacted by the RCUH as part of the evaluation of the Offeror's proposal. Points of contact and contact information should be indicated for each contract listed.

The RCUH reserves the right to contact the references named in the Offeror's proposal and any other references provided by the Offeror during the past FIVE (5) years. The results of discussions with the references will be used to score the proposal, as described in Section 4 of this RFP.

## **1.17 SELECTION ON INITIAL PROPOSALS**

The RCUH may select a Contractor on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Offeror's best terms. RCUH may elect to require oral presentations following the submission of proposals, if requirements for the oral presentation process is included in Section 4.5.



## **1.18 BASIS FOR SELECTION**

Based on the evaluation process discussed in Section 4 of this RFP, the highest ranked responsible and responsive Offeror will be selected.

## **1.19 PROCESS FOR NEGOTIATIONS**

The RCUH will attempt to negotiate with the selected Offeror a mutually acceptable Agreement for Services. If this cannot be accomplished within 21 calendar days after initial Selection, the RCUH reserves the right to terminate contract negotiations with the first-ranked Offeror, and may select the second-ranked Offeror for negotiation of a potential award. This process may continue in order of Offeror ranking until a mutually acceptable Agreement for Services is achieved with the RCUH and an award is made to a selected Offeror.

## **1.20 AVAILABILITY OF FUNDS**

Offerors are advised that entering into an Agreement for Services is contingent upon availability of funds. If funds are not available, the RCUH reserves the right not to enter into an agreement.

## **1.21 NOTICE TO PROCEED**

The RCUH shall not be responsible for work done, even in good faith, prior to the RCUH's execution of an Agreement for Services unless specific provisions are made in the Agreement for Services.

## **1.22 CHANGES TO CONTRACTOR'S FEE**

It is recognized that financial audit disallowances and other changes may require adjustments in the compensation due to the Contractor. In the event that future actions would either disallow or minimize the payments already made to the Contractor, the Contractor shall assist the RCUH in defending the correctness of the claim for reimbursement. If the disallowance or adjustment is upheld, then the Contractor will repay RCUH to the extent the amount of the disallowance or adjustment was included in the total fee received by the Contractor. Payment to the RCUH shall be made within THIRTY (30) calendar days from which official notice is received by the Contractor from the RCUH.

## **1.23 PROCUREMENT OFFICER**

This RFP is issued by the Research Corporation of the University of Hawaii, on behalf of the University of Hawaii, Office of the Vice President for Research and Innovation. The Delegated Procurement Officer responsible for overseeing the RFP process and Agreement for Services is Vassilis Syrmos.

## **SECTION 2 – STATEMENT OF WORK**

### **2.1 OVERVIEW OF THE UNIVERSITY OF HAWAI‘I**

The University of Hawai‘i (hereinafter referred to as the “University”), one of the largest employers in the State of Hawai‘i, touches the lives of thousands of Hawai‘i residents and is increasingly the alma mater of individuals worldwide. The 10-campus University of Hawai‘i system is a vital public institution of strong international reputation with unparalleled learning, student experiences, and research activities. The University provides a comprehensive range of educational offerings from vocational training through doctoral programs for an average enrollment of 50,000 students and attracts more than \$600 million per annum in externally funded research and training contracts and grants.

Founded in 1907, the University of Hawai‘i System is currently composed of three university campuses; seven community college campuses; three University Centers, and other research extension and educational facilities distributed across six islands throughout the 50<sup>th</sup> state. In addition to the major research campus, the University of Hawai‘i at Mānoa, the University System includes the University of Hawai‘i at Hilo on the island of Hawai‘i, and the smaller University of Hawai‘i – West O‘ahu on the leeward side of the Island of O‘ahu. The University of Hawai‘i Community College system has four campuses on the Island of O‘ahu and one each on the islands of Maui, Kaua‘i, and Hawai‘i, making liberal arts and vocational college classes accessible and affordable, easing the transition from high school to college for many students. The education centers are located in the more remote areas of the state and support the rural communities via distance education.

### **2.2 BACKGROUND INFORMATION**

The University of Hawai‘i, Office of the Vice President for Innovation and Commercialization (OVPRI) seeks the assistance of one or more external entities with expertise in developing and executing a federal government relations program to advance federal funding and priorities for the University of Hawai‘i with multiple federal funding entities and Department of Defense (DoD) installations in the State of Hawai‘i.

### **2.3 STATEMENT OF WORK/SERVICES TO BE PROVIDED**

In the capacity as a consultant, Offeror shall make its best effort to assist the University in developing and executing a federal government relations program(s) to advance actual and potential federal funding of the University’s extramural funding portfolio and strategic initiatives, as well as supportive federal policies with an emphasis on DoD opportunities.

The Offeror shall work closely with University program offices and federal agencies in policy and funding issues to address the University’s priorities. The Offeror shall work

closely with the Hawai'i U.S. Congressional Delegation to develop a comprehensive federal funding plan for the University's priorities.

The Offeror is expected to advance the University's research and training interests before the federal government in Washington, D.C. and the DoD agencies in the State of Hawai'i. By drawing upon the wealth of expertise and resources within the University of Hawai'i community, the University strives to inform and impact the conversation within the Washington, D.C. community. The Offeror shall serve as a resource to both the communities on campus and in Washington, D.C. in tandem with other federal and state agencies in the state of Hawai'i, including the state legislature.

The Offeror's primary goals of the federal relations efforts shall be to:

- Provide an effective conduit of information between Washington, D.C. and Hawai'i on relevant policy and funding issues; and
- Provide ongoing assistance to the individual University campuses and affiliate organizations in the identification of DoD and other federal opportunities for funding and increased visibility, the development of strategies to pursue those opportunities, and on-the-ground assistance in Washington, D.C. and Hawai'i to implement those strategies and funding opportunities.

### 2.3.1 AREAS OF FOCUS:

#### **A. Data Intensive Science and Engineering**

The decision to invest in data-intensive science is designed to have a maximum impact on research productivity and workforce development across the entire University System over the next several decades. The University is poised for a renaissance in research and innovation. Many of the faculty who were hired in the late 1960's and 1970's are nearing retirement age, which opens up a large number of faculty positions and creates tremendous opportunities to change the face of research and education at the University. Since data science impacts virtually all domains of science, creating strength in this area positions the University to participate in the development of a new discipline of science that will boost research productivity and the discovery of new knowledge across all areas of research at the University. The University is home to some of the biggest and most complex data intensive science challenges in the world in areas such as astronomy, atmospheric, ocean and environmental sciences as well as in cybersecurity and sustainable energy and agriculture.

#### **B. Energy and Food Security**

The University of Hawai'i, Hawai'i Natural Energy Institute (HNEI) has been, for the last thirty years, the state's technological and

research agency for clean energy. HNEI has been serving the Department of Business, Economic Development & Tourism (DBEDT) in several initiatives as the technical and policy advisor. As a result, HNEI's research and technology insertion has been across the islands in the form of several demonstration projects (smart grid, battery, hydrogen, biofuels) with customers ranging from the Department of Education (DOE), Navy, Hawaiian Electric Company (HECO), Maui Electric Company (MECO), Hawaii Electric Light Company (HELCO) and Kauai/ Pacific Missile Range Facility (PMRF). HNEI further has strong relationships with Natural Energy Laboratory of Hawaii Authority (NELHA) on the Big Island. HNEI enjoys a very strong support from Office of Naval Research (ONR) and DOE. The University and the State of Hawaii has placed sustainability as a top priority of our programs of federal funding opportunities.

### **C. Health Sciences and Wellness**

The University has extensive health sciences programs that can be leveraged to improve health and health care in Hawai'i and the Pacific. Through the University of Hawaii's UHealthy Hawai'i initiative, the University is focusing on four main areas: 1) Ensuring a robust statewide health workforce; 2) Discovering and innovating to improve and extend lives; 3) Promoting healthier families and communities; and 4) Advancing health in all policies. The University intends to seek funding to implement strategic action plans in these areas by working with public-private partners, the federal and state legislatures, and key agencies.

### **D. Sustainability and Resilience**

In response to global climate change and the need to ensure more sustainable communities, the University has developed a new Institute for Sustainability and Resilience (ISR). The Institute brings together key leaders from across the University and beyond to focus on instructional, research, and outreach programs in the areas of sustainability and resilience in Hawai'i. The findings and recommendations from ISR are of critical importance to the state and many other communities facing near-term threats from global environmental changes. The University seeks support for expansion of its sustainability and resilience programs.

### **E. Space**

The University of Hawai'i is recognized as one of the premier institutions for learning and research in astronomy across the state and in the world. Opportunities will be sought for further support from the

National Aeronautics and Space Administration (NASA), the National Science Foundation, and other sources to support its work in space research and outreach.

## **F. Developing Areas**

The University continues to innovate and expand its areas of focus to be response to community needs. As such, other key priorities may emerge in the future.

### **2.4 DELIVERABLES**

Offeror will be required to submit monthly invoices to the OVPRI fiscal office itemizing monthly activities accomplished by the awardee in fulfilling the requirements stated in the “Statement of Work/Services Provided” in Section 2.3 (i.e. project status or accomplishments).

### **2.5 MINIMUM QUALIFICATIONS**

Offerors shall have knowledge and experience in developing and executing a comprehensive federal government relations program; extensive experience with federal agencies and governmental offices; and a comprehensive understanding and successful experience with engaging State of Hawai‘i DoD facilities and programs as well as coordination with the state National Guard components.

Offerors shall provide a narrative of recent and past activities that show knowledge and experience with DoD agencies and installation in the state of Hawai‘i.

### **2.6 FUNDING**

Initial period of funding is for three (3) years. The RCUH Agreement for Services may be extended for an additional two (2) years, provided that additional funding has been received and performance accomplishments have been achieved to the satisfaction of OVPRI.

### **2.7 DESIRABLE QUALIFICATIONS**

Offerors shall have knowledge and experience with activities in the State of Hawai‘i.

## **SECTION 3 – PROPOSAL REQUIREMENTS**

### **3.1 REQUIRED FORMAT**

This section indicates the proposal requirements for this RFP which shall be submitted by the deadline set for submission of proposals. Fulfillment of all proposal requirements listed is mandatory for consideration of proposals.

The Proposal shall include the following subsections:

1. Proposal Letter
2. Recent Experience
3. Project Narrative
4. Fee Structure
5. References

#### **3.1.1 PROPOSAL LETTER (Appendix A)**

The Proposal Letter shown in Appendix A shall be signed by an individual authorized to legally bind the Offeror, it should be dated, and affixed with a corporate seal (If corporate seal is available). If the individual is not the company's president, evidence shall be submitted showing the individual's authority to bind the corporation. The fully executed Proposal Letter shall be submitted along with the proposal.

#### **3.1.2 OFFEROR'S PROFILE/EXPERIENCE (Appendix B)**

Offeror shall complete and submit APPENDIX B, which must include recent experience (within last FIVE (5) years). Offeror shall state for each: type of service(s), contract beginning and end dates, contact person name, address and telephone number.

Offeror shall describe the firm's qualifications, experience and size. In addition, the Offeror shall identify the team it will use to provide the goods/services. Biographical summaries of the key team members shall be included in the proposal.

#### **3.1.3 PROJECT NARRATIVE (Appendix C)**

- A.** A description of the company, including number of employees, number of years in business, number of years conducting Federal Government Relations Programs, a list of key company principals, and types of services provided.
- B.** Provide the following information about the Offeror:

1. Name and address of Offeror. Name of official who will coordinate all activities related to this Federal Government Relations Program including telephone, fax and electronic mail address.

Names of personnel who will be conducting the day-to-day business with the University. State their qualifications, experience and authority.

- 3 Offerors shall describe their Key principles and how they have worked with institutions of higher education in identifying and obtaining federal funding opportunities.
1. Offeror shall provide the type of insurance coverage maintained by Offeror for errors or omissions, or for any acts committed by the Offeror or its employees. Offeror shall provide proof of coverage with proposal, following requirements in Attachment E, Insurance Requirements.

**B.** Offerors shall describe any pending or proposed agreements to merge or sell Offeror's company. Offerors shall describe pending litigation or formal complaint(s) including those filed with State of Hawai'i, another state or at Federal Government Relations Programs. Failure to disclose information may result in rejection of proposal or termination of the RCUH Agreement for Services.

**C.** Offeror's subcontractors

1. Offerors who intend to utilize the service of subcontractors shall identify each person or firm to be engaged by the Offeror as a joint Offeror or subcontractor in the performance of work required under this RFP.
2. State the qualifications and resumes of joint Offeror or subcontractor employees, if any, to be used in the performance of services.
3. Describe the services to be provided by the joint Offeror or subcontractor.

**D.** Describe in detail how Offeror's company will be able to provide services that support the Federal Government Relations Program at the University.

1. Describe in detail what role the Offeror expects from the University in the implementations of a University federal government relations program.
2. Describe limitations the Offeror may have regarding a Federal Government.
3. Describe the resources Offeror has available for advising the University with a Federal Government Relations Program.

4. Describe additional related services the Offeror's company is willing and able to provide the University and/or participants and associated cost if any.
5. Provided a narrative of recent and past activities that show knowledge and experience with the federal appropriations process at both the agency and congressional levels.
6. Describe Offeror's knowledge and experience with activities in the State of Hawai'i and the Hawai'i Congressional Delegations.

#### **3.1.4 FEE STRUCTURE (Appendix D)**

Offeror shall provide all cost associated with providing the federal relations program as detailed in Appendix D. Fees shall be inclusive of all direct and indirect expenses and all travel related expenses.

#### **3.1.5 REFERENCES/RECOMMENDATIONS (Appendix E)**

Offerors shall provide a minimum of at least FIVE (5) references who can attest to the effectiveness of the Offeror's services and personnel in federal government relations. Offeror shall furnish the names of organizations, addresses, numbers, and contact persons. The University reserves the right to contact the references for additional information.

Examples of reports of comparable work are also requested.

#### **3.1.6 APPENDICES**

The following checklist is provided to assist the Offeror in submitting the appropriate documents with their proposals:

- 1) \_\_\_\_\_ Appendix A, Proposal Letter (if applicable, shall be included a corporate seal, and an Evidence of Authority if the individual signing the proposal on behalf of the company is not the corporate president)
- 2) \_\_\_\_\_ Appendix B, Offeror's Profile/Experience
- 3) \_\_\_\_\_ Appendix C, Project Narrative
- 4) \_\_\_\_\_ Appendix D, Fee Structure
- 5) \_\_\_\_\_ Appendix E, References/Recommendations



## Appendix A

### PROPOSAL LETTER TO THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII

We propose to provide services for the Research Corporation of the University of Hawaii, for the benefit of the University of Hawaii, Office of the Vice President for Research and Innovation of the University of Hawai'i.

It is understood that this proposal constitutes an offer.

It is understood and agreed that we have read the Research Corporation of the University of Hawaii's specifications described in the RFP and this proposal is made in accordance with the provisions of such specifications. By signing this proposal, we guarantee and certify all items included in this proposal meet or exceed any and all such specifications, and agree to the terms and conditions in all of the documents described in Section 4.6 of the RFP, including Attachments.

If selected, we agree to deliver goods and services which meet or exceed the specifications.

Respectfully submitted,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
If contract is awarded, the purchase order/payment  
should be made to

\_\_\_\_\_  
Federal EIN

\_\_\_\_\_  
Remittance Address

\_\_\_\_\_  
City, State, Zip Code

\*Attach to this page: Evidence of authority of the above officer to submit an offer on behalf of the company, giving also, the names and addresses of the other officers of the company.

**Appendix B  
OFFEROR PROFILE**

*(All items must be provided to be considered)*

**Company Name** \_\_\_\_\_ **Type of Company** \_\_\_\_\_

**Address** \_\_\_\_\_ **Total # Full Time Employees** \_\_\_\_\_

\_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

**Company Start Date** \_\_\_\_\_ **State ID #** \_\_\_\_\_

**Project Manager / Principal Contact (Attach Bio)** \_\_\_\_\_

**Assigned Employees (Attach Bios)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **(Attach Additional Listings)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Position/Title** \_\_\_\_\_

**\*Attach to this page: Resumes for all project team members.**

**Appendix B**  
**EXPERIENCES**  
**Within the past five (5) years**

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Name \_\_\_\_\_ Position \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Dates of Services \_\_\_\_\_

Description of Services Provided:

## **Appendix C Project Narrative**

Offerors shall provide the following information as a part of the project narrative:

### **OFFEROR'S Qualifications**

Describe the company, including number of employees, number of years in business, number of years in conducting Federal Government Relations Programs, a list of Key company principals, and types of services provided.

Offerors shall describe their Key principles and how they have worked with institutions of higher education in identifying and obtaining federal funding opportunities.

Provide the type of insurance coverage maintained by Offeror for errors or omissions, or for any acts committed by the Offeror or its employees. Offeror shall provide proof of coverage with proposal, following requirements in Attachment E, Insurance Requirements.

Please describe pending litigation or formal complaint(s) including those filed with State of Hawai'i, another state or at federal agency level resulting from current or past involvement with public sector compensation reviews. Failure to disclose information may result in rejection of proposal or terminations of the contract.

### **OFFEROR'S PERSONNEL**

Provide listing of the names of personnel conducting day-to-day business with the University, with qualifications and authority.

### **OFFEROR'S SUBCONTRACTORS**

If applicable, list names of person or firm to be used by Offeror as a joint Offeror or subcontractor to service the contract.

State qualifications of joint Offeror or subcontractor used by Offeror to service this contract.

Describe services to be provided by the joint Offeror or subcontractor.

### **PROPOSED FEDERAL GOVERNMENT RELATIONS PLAN**

Describe in detail how Offeror's company will be able to provide the federal Government Relations Program

Describe in detail what role the Offeror expects from the University in the implementation of a University federal government relations program.

Describe limitations the offeror may have regarding completion of the Federal Government Relations Program.

Describe the resources Offeror has available for advising the University on a Federal Government Relations Program.

Describe additional related services the Offeror's company is willing and able to provide the University and/or participants and associated costs if any.

Provide a narrative of recent and past activities that show knowledge and experiences with the federal appropriations process at both the agency and congressional levels.

Describe Offeror's knowledge and experiences with activities in the State of Hawai'i and the Hawai'i Congressional Delegation.

## **Appendix D Fee Structure**

Initial period of funding is for three (3) years. The RCUH Agreement for Services may be extended for an additional two (2) years upon approval of RCUH provided that additional funding has been received and performance accomplishments have been achieved to the satisfaction of OVPRI.

Offerors shall provide all costs (per year) associated with providing the federal government relations programs as detailed in Appendix D. Fees shall be inclusive of all direct and indirect expenses and all travel related expenses.

## **Appendix E**

### **References/Recommendations**

Offerors shall provide a minimum of at least FIVE (5) references who can attest to the effectiveness of the Offeror's services and personnel in federal government relations. Offeror shall furnish the names of organizations, addresses, numbers, and contact persons. The University reserves the right to contact the references for additional information.

Examples of reports of comparable work are also requested.

## SECTION 4 – EVALUATION OF PROPOSALS AND BASIS FOR AWARD

### 4.1 EVALUATION OF OFFEROR PROPOSALS

All responsive proposals received by the Closing Date for Receipt of Proposals of 4:00 PM Hawaii Standard Time, November 20, 2024, will be evaluated and scored.

### 4.2 EVALUATION COMMITTEE

A committee, comprised of at least three (3) representatives, will evaluate and score each proposal submitted after review of all proposals and completion of oral presentations, if required. The committee will submit its evaluations to the Delegated Procurement Officer, who may also be a representative on the committee. The Delegated Procurement Officer will review the RFP and the evaluations before the selection of a Contractor. The firm with the highest score according to the criteria shown in this section shall be awarded the contract.

### 4.3 CRITERIA FOR PROPOSAL EVALUATION AND SCORING METHOD

The scoring and subsequent ranking of each proposal will be based on a scoring method using weighted formulas for qualifications and expertise, quality of proposal, price, and proposal. The total score for each proposal will be on a scale of 0 to 230 points. Four general categories will be used to evaluate the proposals:

<u>Category</u>	<u>Maximum Number of Points per Category</u>
Qualifications and experience	90
Quality of proposal	80
Price	40
Proposal	20
Total	230

#### 4.3.1 DETAILED EVALUATION FORMULA FOR PROPOSED TECHNICAL APPROACH

Within the above general categories, points will be further divided as follows:

- A) Qualifications and Experience of the Offeror and personnel (Maximum of 90 points)**
- I. Successful experiences supporting academic institutions and academic research units, knowledge and successful experience with federal budget appropriations and legislation. (Maximum of 40 points)
  - II. Successful experience in providing federal relations services showing knowledge of the nuances of interaction in Hawai'i. (Maximum 10 Points)



- III. Successful experience on federal initiatives that served several interdisciplinary multistate partners and congressional delegations. (Maximum 10 points)
- IV. Successful experience applying knowledge of the stakeholders to support efficient planning and consensus-building within the state of Hawai'i and the partner states. (Maximum 10 points)
- V. Successful experience working on projects with the local community that have federal support. (Maximum 10 points)
- VI. Reference and recommendations will be scored from selecting up to FIVE (5) of the Offeror's previous or current customers, and factoring their responses to standardized questions into the evaluation, as described in Appendix E, References/Recommendations. (Maximum 10 points)

**B) Quality of the Proposal** **Maximum of 80 points**

- I. Thoroughness and comprehensiveness of the proposal and plan for the federal relations program. (Maximum of 40 points)
- II. Organizations, detail, and feasibility of project narrative. (Maximum of 40 points)

**C) Cost** **Maximum of 40 points**

Cost of services to be provided to OVPRI as described in Appendix D, Fee Structure. (Maximum of 40 minutes points)

**D) Proposal** **Maximum of 20 points**

The proposal effectively addresses the requirements of the RFP. (Maximum of 20 points)

**Total maximum points: 230**

**4.4 BASIS FOR SELECTION AND AWARD OF AN AGREEMENT FOR SERVICES**

The RCUH will select and attempt to negotiate a mutually acceptable Agreement for Services with the first-ranked Offeror. If this cannot be accomplished within 21 calendar days after initial Selection, the RCUH reserves the right to terminate contract negotiations with the first-ranked Offeror, and may select the second-ranked Offeror for negotiation of a potential award. This process may continue in order of Offeror ranking until a mutually acceptable Agreement for Services is achieved with the RCUH and an award is made to a selected Offeror.

4.5 [Reserved]

**4.6 REQUIREMENTS FOR AN AGREEMENT FOR SERVICES WITH THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII**

The selected Offeror must submit the following documentation prior to execution of an Agreement for Services with the Research Corporation of the University of Hawaii:

1. Tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service. *See* Section 1.7 of this RFP.

2. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters, if applicable.
3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions, if applicable.

Acceptance of an Agreement for Services with the Research Corporation of the University of Hawaii requires acceptance of Attachment B – General Conditions for Services Agreements, Attachment C – Special Conditions for Services Agreements–Federal Provisions, if applicable, Attachment D – Standards of Conduct Declaration, and Attachment E – Insurance Requirements. Necessary forms will be provided to the selected company.

**Attachment A. Notice of Intent to Submit a Proposal**  
(May be sent by email or fax.)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

Email.: \_\_\_\_\_

- I acknowledge receipt of Request for Proposal No. \_\_\_\_\_ and my company intends to submit a proposal prior to the Closing Date for Receipt of Proposals. I acknowledge the requirements for a services agreement with the Research Corporation of the University of Hawaii, including submittal of a price proposal; State of Hawaii Department of Taxation and Internal Revenue Service tax clearances; Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters; Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions; Standards of Conduct Declaration; and acceptance of the General Conditions for Services Agreements and the Special Conditions for Services Agreements (Federal Provisions).
- I acknowledge receipt of Request for Proposal No. \_\_\_\_\_ but my company is not submitting a proposal.

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

## **Attachment B. General Conditions for Services Agreements**

1. Coordination of Services by the State. RCUH, or RCUH's designee, shall coordinate the services to be provided by CONTRACTOR in order to complete the Project. CONTRACTOR shall maintain communications with RCUH or the RCUH designee, at all stages of CONTRACTOR's work, and submit to RCUH or the RCUH designee, for resolution, any questions which may arise regarding this Agreement, including but not limited to CONTRACTOR's performance of this Agreement.
2. Relationship of Parties; Independent Contractor Status and Responsibilities, Including Tax Responsibilities.
  - a. In the performance of services required under this Agreement, CONTRACTOR shall be an "independent contractor", with the authority and responsibility to control and direct the performance and details of the work and services required under this Agreement; however, RCUH shall have a general right to inspect work-in-progress to determine whether in RCUH's opinion, the services are being performed by CONTRACTOR in accordance with the provisions of this Agreement. It is understood that RCUH does not agree to use CONTRACTOR exclusively, and that CONTRACTOR is free to contract to provide services to other individuals or entities while under contract with RCUH.
  - b. CONTRACTOR, and CONTRACTOR's employees and agents, shall not be considered agents or employees of RCUH for any purpose, and CONTRACTOR's employees and agents shall not be entitled to claim or receive from RCUH any vacation, sick leave, retirement, workers' compensation, unemployment insurance, or other benefits provided to RCUH employees.
  - c. CONTRACTOR shall be responsible for the accuracy, completeness, and adequacy of its performance under this Agreement. Furthermore, CONTRACTOR intentionally, voluntarily, and knowingly assumes the sole and entire liability (if such liability is determined to exist) to CONTRACTOR's employees and agents, and to any individual not a party to this Agreement, for all loss, damage, or injury caused by CONTRACTOR, or CONTRACTOR's employees or agents in the course of their employment.
  - d. CONTRACTOR shall be responsible for payment of all applicable federal, state and county taxes and fees which may become due and owing by CONTRACTOR by reason of this Agreement, including but not limited to (i) income taxes, (ii) employment related fees, assessments and taxes, and (iii) general excise taxes. CONTRACTOR is further responsible for obtaining all licenses, permits, and certificates that may be required by reason of this Agreement, including but not limited to a general excise tax license from the Department of Taxation, State of Hawaii.
  - e. CONTRACTOR shall be responsible for securing any and all insurance coverage for CONTRACTOR and CONTRACTOR's employees and agents which is, or may be, required by law. CONTRACTOR shall further be responsible for payment of all premiums, costs and other liabilities associated with securing said insurance coverage.

3. Personnel Requirements.
  - a. CONTRACTOR shall secure, at CONTRACTOR's own expense, all personnel required to perform the services required by this Agreement.
  - b. CONTRACTOR shall ensure that CONTRACTOR's employees and agents are experienced and fully qualified to engage in the activities and services required under this Agreement, and that all applicable licensing and operating requirements imposed or required under federal, state and county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents, are complied with and satisfied.
4. Nondiscrimination. No person performing work under this Agreement, including any subcontractor, employee or agent of CONTRACTOR, shall engage in any discrimination that is prohibited by any applicable federal, state or county law.
5. Subcontracts and Assignments. CONTRACTOR shall not assign or subcontract any of CONTRACTOR's duties, obligations, or interests under this Agreement without the prior written consent of RCUH. Additionally, no assignment by CONTRACTOR of CONTRACTOR's right to compensation under this Agreement shall be effective unless and until the assignment is approved in writing by RCUH, and a tax clearance is submitted by the assignee. RCUH must also approve, in writing, all other assignment or subcontract agreements entered into by CONTRACTOR's assignees and subcontractors, prior to execution.
6. Conflict of Interest. CONTRACTOR represents that neither CONTRACTOR, nor any employee or agent of CONTRACTOR, presently has any interest (and promises that no such interest, direct or indirect, shall be acquired), which would or might conflict in any manner or degree with the performance of CONTRACTOR's services under this Agreement.
7. Modifications of Agreement. Any modification, alteration, amendment, change, or extension to any term, provision, or condition of this Agreement shall be made only by written amendment to this Agreement, signed by CONTRACTOR and RCUH. No modification, alteration, amendment, change or extension to any term, provision, or condition of this Agreement, signed by any persons, including the University of Hawaii, shall be binding on RCUH unless signed by an authorized official of RCUH.
8. Suspension of Agreement. RCUH reserves the right at any time and for any reason to suspend all or any part of the performance required by this Agreement for any reasonable period, upon written notice to CONTRACTOR. Upon receipt of said notice, CONTRACTOR shall immediately comply with said notice and suspend all such work under this Agreement at the time stated.
9. Termination of Agreement for Default.
  - a. If CONTRACTOR breaches this Agreement by failing to satisfactorily fulfill in a timely or proper manner CONTRACTOR's obligations under this Agreement, or failing to perform any of the

promises, terms, or conditions of this Agreement, RCUH shall have the right to terminate this Agreement in whole or in part, by giving written notice to CONTRACTOR at least seven (7) calendar days (or any longer time as specified by RCUH in writing) before the effective date of termination. The notice shall provide CONTRACTOR with an opportunity to cure its default or take satisfactory corrective action within the seven (7) days (or other longer time as specified by RCUH). In the case of a partial termination, CONTRACTOR shall continue performance of this Agreement to the extent it is not terminated.

- b. CONTRACTOR shall, within four (4) weeks of the effective date of such termination (or within four (4) weeks of the scheduled expiration of the time of performance specified in this Agreement, whichever is earlier), compile and submit in an orderly manner to RCUH an accounting of the work performed up to the effective date of termination or expiration. In such event, CONTRACTOR shall be paid for the actual cost of the services rendered, but in no event more than the total compensation payable to CONTRACTOR under this Agreement.
- c. As of the date of termination provided in the notice, CONTRACTOR shall incur no further obligations in connection with the terminated performance, and CONTRACTOR shall stop performance to the extent specified. CONTRACTOR shall also terminate outstanding orders and subcontracts as they relate to the terminated performance. CONTRACTOR shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated performance, subject to RCUH's approval. RCUH may choose to direct CONTRACTOR to assign CONTRACTOR's right, title, and interest under terminated orders or subcontracts to RCUH.
- d. CONTRACTOR shall not be relieved of liability to RCUH for damages sustained because of any breach by CONTRACTOR of this Agreement, including but not limited to RCUH's procurement of similar goods and services in a manner and upon terms deemed appropriate by RCUH. In such an event, RCUH may retain any amounts which may be due and owing to CONTRACTOR until such time as the exact amount of damages due to RCUH from CONTRACTOR has been determined. RCUH may also set off any damages so determined against the amounts retained.
- e. Upon termination of this Agreement (or upon the scheduled expiration of the time of performance specified in this Agreement, whichever is earlier), all finished and unfinished material prepared by CONTRACTOR shall, at RCUH's option, become RCUH's property and, together with all material, if any, provided to CONTRACTOR by RCUH, shall be delivered and surrendered to RCUH on or before the expiration date or date of termination. For purposes of this Agreement, "material" includes but is not limited to any information, data, reports, summaries, tables, maps, charts, photographs, films, graphs, studies, recommendations, program concepts, titles, scripts, working papers, files, models, audiotapes, videotapes, computer tapes, cassettes, diskettes, documents, and records developed, prepared, or conceived by CONTRACTOR in connection with this Agreement, or furnished to CONTRACTOR by RCUH. Additionally, CONTRACTOR shall take timely, reasonable, and necessary action to protect and preserve property and materials in the possession of

CONTRACTOR, in which RCUH has an interest.

10. Termination of Agreement for Convenience.

- a. RCUH may terminate this Agreement without statement of cause at any time, in whole or in part, by giving written notice to CONTRACTOR of such termination at least thirty (30) calendar days before the effective date of such termination. In the event of a partial termination, CONTRACTOR shall continue performance of this Agreement to the extent it is not terminated.
- b. Upon termination of this Agreement, CONTRACTOR shall, within four (4) weeks of the effective date of such termination, compile and submit in an orderly manner to RCUH an accounting of the work performed up to the effective date of termination. In such event, CONTRACTOR shall be paid for the actual cost of the services rendered, but in no event more than the total compensation payable to CONTRACTOR under this Agreement.
- c. As of the date of termination provided in the notice, CONTRACTOR shall incur no further obligations in connection with the terminated performance, and CONTRACTOR shall stop performance to the extent specified. CONTRACTOR shall also terminate outstanding orders and subcontracts as they relate to the terminated performance. CONTRACTOR shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated performance, subject to RCUH's approval. RCUH may choose to direct CONTRACTOR to assign CONTRACTOR's right, title, and interest under terminated orders or subcontracts to RCUH.
- d. All finished and unfinished material prepared by CONTRACTOR shall, at RCUH's option, become RCUH's property and, together with all material, if any, provided to CONTRACTOR by RCUH, shall be delivered and surrendered to RCUH on or before the date of termination. For purposes of this Agreement, "material" includes but is not limited to any information, data, reports, summaries, tables, maps, charts, photographs, films, graphs, studies, recommendations, program concepts, titles, scripts, working papers, files, models, audiotapes, videotapes, computer tapes, cassettes, diskettes, documents, and records developed, prepared, or conceived by CONTRACTOR in connection with this Agreement, or furnished to CONTRACTOR by RCUH. Additionally, CONTRACTOR shall take timely, reasonable, and necessary action to protect and preserve property and materials in the possession of CONTRACTOR, in which RCUH has an interest.

11. Compliance with Laws. CONTRACTOR shall comply with all federal, state, and county laws, ordinances, codes, rules, and regulations, as the same may be amended from time to time, which in any way affect CONTRACTOR's performance of this Agreement.

12. Indemnification and Defense. CONTRACTOR shall defend, indemnify, and hold harmless RCUH, the University of Hawaii, the State of Hawaii, and the Project, and their respective officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all

attorneys' fees and costs, and all claims, suits, and demands therefore, arising out of or resulting from the acts or omissions of CONTRACTOR or CONTRACTOR's employees, officers, agents, or subcontractors, occurring during or in connection with the performance of CONTRACTOR's services under this Agreement. The provisions of this paragraph shall remain in full force and effect notwithstanding the expiration or early termination of this Agreement.

13. Disputes. No dispute arising under this Agreement may be sued upon by CONTRACTOR until after CONTRACTOR's written request to RCUH to informally resolve the dispute is rejected, or until ninety (90) days after RCUH's receipt of CONTRACTOR's written request, whichever occurs first. While RCUH considers CONTRACTOR's written request, CONTRACTOR agrees to proceed diligently with the provision of services necessary to complete the scope of services described in Attachment 1.

14. Confidentiality of Material.

- a. All material given to or made available to CONTRACTOR by virtue of this Agreement, whether oral or written, and which is identified as proprietary or confidential information, will be safeguarded by CONTRACTOR and shall not be disclosed to any individual or organization without the prior written approval of RCUH.
- b. All information, data, or other material provided by CONTRACTOR to RCUH, which is identified as proprietary or confidential, shall be kept confidential to the extent permitted by law.

15. Ownership and Intellectual Property Rights.

- a. **Physical Material.** The University of Hawaii shall have complete ownership of all physical material, both finished and unfinished, which is acquired, developed, prepared, or assembled by CONTRACTOR pursuant to this Agreement, unless the provisions of the Project's Prime Award (grant/contract awarded directly by the federal government), if any, requires that title to physical material vest in another party. If determined by RCUH to be necessary, CONTRACTOR and RCUH shall execute any and all documents necessary to establish the University of Hawaii or other required party as the owner of the material, without the need for any additional consideration.
- b. **Patentable Inventions.**
  - i. **Rights to Patentable Inventions.** The rights to patentable inventions shall be determined in accordance with the provisions of the Project's Prime Award, if any. If the Prime Award is subject to the applicable regulations governing patents and inventions incorporated in 37 CFR 401, the term "subcontractor" shall be substituted for "contractor" throughout 37 CFR 401, unless the context of the clause requires otherwise. It is intended that 37 CFR 401 shall apply to CONTRACTOR in such a manner as is necessary to: (1) reflect the position of CONTRACTOR as a subcontractor to RCUH, (2) insure CONTRACTOR's



rights under 37 CFR 401 and its obligations to RCUH, the Project, and the United States government, and (3) enable the Project to meet its obligations under its Prime Award. In the absence of ownership provisions in the Prime Award, or if the Project is supported by other funds, the ownership of patentable inventions developed pursuant to this Agreement will be determined under applicable U.S. law. If determined by RCUH to be necessary, CONTRACTOR and RCUH shall execute any and all documents necessary to establish the rights to the patentable inventions, without the need for any additional consideration.

- ii. **Licensing of Patentable Inventions.** CONTRACTOR agrees to grant and hereby does grant to the University of Hawaii an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, make, have made, and distribute any patentable invention first conceived or reduced to practice in the performance of this Agreement.
    - c. **Copyrights.** The University of Hawaii shall have complete ownership of all copyright material (including but not limited to any computer software and its documentation and/or databases) that is developed or prepared by CONTRACTOR for RCUH pursuant to this Agreement, and all such material shall be considered “works-made-for-hire.” All such material shall be delivered to RCUH upon expiration or termination of this Agreement. CONTRACTOR, however, may use thereafter any ideas and techniques that may be embodied in such works. To the extent the material is not recognized as a “work-made-for-hire” as a matter of law, CONTRACTOR hereby assigns to the University of Hawaii any and all copyrights in and to the material. If determined by RCUH or the University of Hawaii to be necessary, CONTRACTOR, the University of Hawaii, and RCUH shall execute any and all documents necessary to establish the University of Hawaii as the owner of the material, without the need for any additional consideration.
16. **Publicity.** CONTRACTOR shall not refer to RCUH, the University of Hawaii, the Project, or any office, agency, or officer thereof, or to the services provided pursuant to this Agreement, in any of CONTRACTOR’s brochures, advertisements, or other publicity of CONTRACTOR. All media contacts with CONTRACTOR about this Agreement shall be referred to RCUH.
17. **Payment Procedures; Final Payment.** All payments under this Agreement shall be made only upon (a) submission by CONTRACTOR to RCUH of original invoices specifying the amount due and certifying that services requested under this Agreement have been performed by CONTRACTOR according to this Agreement, and (b) satisfactory performance as determined by RCUH and as specified in Attachments 1, 2, and 3.
18. **Tax Clearance.** Final payment under this Agreement shall be subject to Section 103-53 of the Hawaii Revised Statutes, which requires a tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service, stating that all delinquent taxes, if any, levied or accrued against CONTRACTOR have been paid. A tax clearance is required on final payment for agreements of \$25,000 or more. In addition to obtaining a tax clearance prior to final payment, CONTRACTOR is required to obtain a tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service prior to the execution of this Agreement, if \$25,000 or more.

19. Governing Law, Jurisdiction and Venue. The validity of this Agreement and any of its terms and/or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of the State of Hawaii. Any action at law or in equity to enforce or interpret the provisions of this Agreement shall be brought in a state court of competent jurisdiction in Honolulu, Hawaii.
  
20. Notices. Any written notice required to be given by a party to this Agreement shall be (a) delivered personally, or (b) sent by United States first class mail, postage prepaid, to RCUH at its address, and to CONTRACTOR at its address, as indicated in this Agreement. A notice shall be deemed to have been received by the recipient three (3) days after mailing or at the time of actual receipt, whichever is earlier.
  
21. Severability. In the event that any provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this Agreement, provided that the remaining terms and conditions of this Agreement remain legal and enforceable.
  
22. Waiver. The failure of RCUH to insist upon strict compliance with any term, provision or condition of this Agreement shall not constitute or be deemed to constitute a waiver or relinquishment of RCUH's right to enforce the same in accordance with this Agreement.
  
23. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.
  
24. Federal Provisions. If federal funds are expended under this Agreement, CONTRACTOR shall comply with the applicable provisions of Attachment C.

## **Attachment C. Special Conditions for Services Agreements**

### **FEDERAL PROVISIONS**

1. If federal funds (under a federal grant) are expended under this Agreement, CONTRACTOR shall comply with the applicable provisions of RCUH [Attachment 32a](#).
2. If federal funds (under a federal prime contract) are expended under this Agreement, CONTRACTOR shall comply with the applicable provisions of RCUH [Attachment 32b](#).
3. If federal funds (under a cost-type prime cost reimbursable contract) are expended under this Agreement, and CONTRACTOR is a commercial entity in possession of government property, CONTRACTOR shall comply with the applicable provisions of RCUH [Attachment 32c](#).
4. If federal funds (under a cost-type prime cost reimbursable contract) are expended under this Agreement, and CONTRACTOR is an educational or nonprofit entity in possession of government property, CONTRACTOR shall comply with the applicable provisions of RCUH [Attachment 32d](#).

The aforementioned federal provisions can be found at: <https://www.rcuh.com/document-library/2-000/>.

## Attachment D. Standards of Conduct Declaration

For purposes of this declaration:

“Controlling interest” means an interest in a business or other undertaking which is sufficient in fact to control, whether the interest is greater or less than fifty percent (50%).

“Employee” means any nominated, appointed, or elected officer or employee of the State, including members of boards, commissions, and committees, and employees under contract to the State or of the Constitutional Convention, but excluding legislators, delegates to the constitutional convention, justices and judges. References to “Employee”, below, includes all State of Hawai‘i employees, including RCUH and UH employees. (HRS § 84-3).

On behalf of \_\_\_\_\_ (CONTRACTOR), the undersigned does declare, under penalty of perjury, as follows:

1. CONTRACTOR ( is) ( is not) a legislator, an Employee, or a business in which a legislator or employee has a “Controlling interest”. (HRS § 84-15(a)).
2. CONTRACTOR ( is) ( is not) a UH or RCUH employee. (2 C.F.R. § 200.459 Professional service costs).
3. CONTRACTOR has not been, and will not be, represented or assisted personally on matters related to this Agreement by an individual who has been an employee of RCUH or UH within the preceding two years, and who participated while so employed in the matter with which this Agreement is directly concerned. (HRS § 84-15(b)).
4. CONTRACTOR *has not* been assisted or represented by a legislator or Employee for a fee or other compensation to obtain this Agreement, and *will not* be assisted or represented by a legislator or Employee for a fee or other compensation in the performance of this Agreement, if the legislator or Employee was involved in the development or award of this Agreement. (HRS § 84-14(d)).
5. CONTRACTOR has not been, and will not be, assisted or represented by an employee of RCUH or UH for a fee or other compensation.
6. CONTRACTOR has not been, and will not be, represented on matters related to this Agreement, for a fee or other consideration by an individual who, within the past twelve (12) months, served as a legislator or Employee, and participated while a legislator or Employee on matters related to this Agreement. (HRS §§ 84-18(b) and (c)).
7. CONTRACTOR has not been, and will not be, represented by a former employee of RCUH or UH for a fee or other compensation, where that former employee served as an employee of RCUH or UH within the past twelve (12) months.

CONTRACTOR understands that the Agreement to which this document is attached is voidable on behalf of the RCUH if the Agreement was entered into in violation of any provision of Chapter 84, Hawaii Revised Statutes, commonly referred to as the Code of Ethics, including the provisions which are the source of the above declarations. Additionally, any fee, compensation, gift, or profit received by any person as a result of violating the Code of Ethics may be recovered by RCUH.

CONTRACTOR

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By

Its

(Title)

Date

\* Reminder to the Project. If the "(is)" in No. 1 and/or 2 above is selected: (a) contact RCUH Procurement prior to executing this Agreement; and (b) if this Agreement involves goods or services of a value in excess of \$10,000, this Agreement must have been awarded by a competitive sealed bid or proposal. Otherwise, the Project may not enter into this Agreement unless it posts a notice of intent to award this Agreement and files a copy of the notice with the Hawaii State Ethics Commission at least 10 days before this Agreement is awarded. (HRS § 84-15(a)).

## **Attachment E. Insurance Requirements**

Contractor shall maintain Commercial General Liability insurance acceptable to RCUH in full force and effect throughout the term of this Agreement. The policy or policies of insurance maintained by the Contractor shall provide a minimum Combined Single Limit Coverage (bodily injury and property damage) in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate per policy year. Insurance shall be in force the first day of the term of this Agreement.

Workers' Compensation/Employers' Liability Insurance – Contractor shall maintain workers' compensation insurance for all persons whom they employ in carrying out the work under this Agreement, in amounts sufficient to meet the Hawaii statutory limits and/or the legal requirements in all other jurisdictions where work will be performed. Contractor shall maintain the following minimums for Employers' Liability: (1) Bodily Injury by Accident, \$1,000,000 (each accident); (2) Bodily Injury by Disease, \$1,000,000 (policy limit); and (3) Bodily Injury by Disease, \$1,000,000 (each employee).

Auto Liability Insurance – Contractor shall maintain Auto Liability Insurance covering all owned, non-owned and hired autos with coverage of not less than \$1,000,000 per occurrence for Bodily Injury (per person); not less than \$1,000,000 per occurrence for Bodily Injury (per accident); and not less than \$1,000,000 per occurrence for Property Damage. The required limit of insurance may be provided by a single policy or with a combination of primary and excess policies.

Each insurance policy and certificate of insurance required by this Agreement shall:

- a. Provide that any insurance maintained by RCUH will apply in excess of, and not contribute with, insurance provided by the insured's policy.
- b. Name RCUH, the State of Hawaii, and the University of Hawaii as additional insureds with respect to operations performed for the University of Hawaii and RCUH.
- c. Waive all rights of subrogation in favor of RCUH, the State of Hawaii, and the University of Hawaii.

Clauses a and b are waived for any professional liability (errors and omissions) insurance and workers' compensation.

Contractor shall ensure that its subcontractors, suppliers, anyone directly or indirectly employed by any of them to perform work under this Agreement, or anyone for whose acts any of them may be liable, also obtain and comply with the above insurance requirements and limits, to cover all work performed.

Contractor is required to notify RCUH of any changes to Contractor's insurance policies or any cancellation of insurance at least THIRTY (30) days prior to the change or cancellation.

All insurance described herein shall be primary and cover the insured for all work to be performed under this Agreement, all work performed incidental thereto or directly or indirectly connected therewith.

Contractor agrees to deposit with RCUH, on or before the effective date of this Agreement, certificates of insurance necessary to satisfy RCUH that the insurance provisions of this Agreement have been complied with and to keep such insurance in effect and the certificates therefore on deposit with RCUH during the entire term of this Agreement.

RCUH shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of RCUH, the insurance provisions in this Agreement do not provide adequate protection for RCUH, RCUH may require Contractor to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. RCUH's requirements shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks which exist at the time a change in insurance is required.

RCUH shall notify Contractor in writing of changes in the insurance requirements; and if Contractor does not deposit copies of acceptable insurance policies with RCUH incorporating such changes within TEN (10) days of receipt of such notice, this Agreement shall be in default without further notice to Contractor and RCUH shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement. Notwithstanding said policy or policies of insurance, Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from its acts or omissions with respect to this Agreement.