

## REQUEST FOR PROPOSALS

### DEPARTMENT OF WATER, COUNTY OF KAUA'I PROJECT MANAGEMENT SOFTWARE RFP #IT-2017-1 PM SOFTWARE

Pursuant to Chapter 103D, HRS, SEALED TENDERS will be received up to 2:00 p.m., Hawaiian Standard Time (HST) on **Monday, January 23, 2017**, at the Office of the Department of Water, Lihu'e, Kaua'i, Hawai'i. Proposals received after the date and time specified above shall be rejected.

The Manager and Chief Engineer also reserves the right to reject any or all proposals, in whole or in part, if deemed to be in the best interest of the County.

Proposals must be signed in ink by the person or persons duly authorized to sign proposals in the space provided for signature on the proposal form.

PROPOSERS ARE HEREBY NOTIFIED THAT EVIDENCE OF THE AUTHORITY OF THE PERSON(S) SIGNING THE PROPOSAL DOCUMENT IS REQUIRED TO BE INCLUDED WITH THE PROPOSAL DOCUMENTS. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL BE CAUSE OF REJECTION OF THE PROPOSAL AS BEING NON-RESPONSIVE.

**SCOPE OF WORK:** The Department of Water, County of Kaua'i is issuing this Request for Proposal (RFP) for a vendor to provide a new Program Management System solution that supports the Department of Water's current program management business processes. Responses to this RFP will be used to evaluate prospective vendors' proposed approach for software implementation and support, and their ability to fulfill the Department of Water's functional needs relating to program management. The selected vendor will be required to provide the services described in the section below. The vendor should provide two deliverables in the RFP response: Statement of Work (SOW) for Discovery and Narrative Phased Implementation Plan.

**SPECIFICATIONS:** Parties interested in responding to this solicitation must be registered for this specific solicitation. Not registering may be grounds for automatic rejection. Please email the Department of Water Deputy Secretary, Christine Erorita at [cerorita@kauaiwater.org](mailto:cerorita@kauaiwater.org) with the following registration information: Company Name; contact person; solicitation number; mailing address; email address; telephone number; fax number; enter "RFP #IT-2017-1 PM Software" in email subject line. For inquiries on obtaining the specifications, call the Department of Water at (808) 245-5400 or for other inquiries call the project manager at (808) 245-5469.

**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 (COGS) for entities doing business in the State.

The Department of Water will verify compliance on Hawai'i Compliance Express (HCE).

DEPARTMENT OF WATER, COUNTY OF KAUA'I  
SPO Website and [www.kauaiwater.org](http://www.kauaiwater.org) 12/19/16