

Announcement

Employees' Retirement System of the State of Hawai'i

EMPLOYEES' RETIREMENT SYSTEM, OF THE STATE OF HAWAII HiePRO REQUEST FOR QUOTATION (RFQ) 23002274 Board of Trustees Election Services 2023 CONTRACTOR SERVICES SUMMARY

Description: The Board of Trustees of the Employees' Retirement System of the State of Hawaii ("ERS Board") is searching for a candidate to fill one (1) general employee seat on the ERS Board. This Request for Quotation is to obtain a contractor to provide expert election services and the election process for ERS.

Work hours: The ERS's standard work hours are from 7:45 AM to 4:30 PM, Hawaii Standard Time. Monday through Friday, except State Holiday and/or days when work is not officially scheduled. Employees' Retirement System is located at 201 Merchant Street, Suite 1400, Honolulu, HI 96813.

Vendor Compliance: Vendors are required compliant with Hawaii Compliance Express (vendors.ehawaii.gov/hce) and duly registered to do business with the State of Hawaii via DCCA registration, (cca.hawaii.gov/resources) by the date & time of the closing of this RFQ which is 05/15/2023 @ 2:00 PM HST. Governing documents are Hawaii Revised Statutes (HRS) §103D-310(c) and Hawaii Administrative Rules (HAR) §3-122-112).

Offeror's Submission of Documents: This solicitation is an E-Procurement offering, provided by the State of Hawaii eProcurement System (hiepro.ehawaii.gov). Offeror's proposal, quote and attachment documents are to be provided and uploaded by the Offeror into the HiePRO System before the end of the solicitation period, which is; 05/15/2023 @ 2:00 PM HST, (no hardcopies shall be accepted).

Contact Person: The point of contact for this solicitation is **Mr. Steven Melendrez**, Procurement and Inventory Management Section, (steven.melendrez@hawaii.gov & cc to: dbf.ers.procure@hawaii.gov). Questions in regards to the RFQ specifications are to be submitted through HiePRO, Q & A section between 05/05/2023 to 05/12/2023.

Award Method: A standard State of Hawaii/ERS purchase order will be issued to the awardee of this solicitation.