



**EMPLOYEES' RETIREMENT SYSTEM,
PROCUREMENT & INVENTORY
MANAGEMENT SECTION
Steven J. Melendrez, PMO**



**SPO 010
RECORD OF PROCUREMENT,
AWARD/VENDOR SELECTION**



STATE PROCUREMENT OFFICE RECORD OF PROCUREMENT

1. Agency: B & F / Employees' Retirement System 2. PO/pCard, No. _____

3. Date: 5/17/2023 4. Project/Requisition/Work Order No. _____

5. Record for: ☐ Small Purchase procurements for goods, services, & construction less than \$5,000 (HRS §103D-305)
☐ Small Purchase procurements for goods, services, & construction \$5,000 to less than \$15,000 (HRS §103D-305)*
☐ Small Purchase procurements for health & human services less than \$25,000 (HRS §103F-405)
☒ SPO Price List or Vendor List Contract No. HlePRO RFQ Q23002274

* Small purchases \$15,000 to less than \$100,000 (goods & services) and less than \$250,000 (construction) shall be conducted on an electronic procurement system.

6. PART A. Description of good/service/construction to be procured (Ref. HAR chapter 3-122, subchapter 8):

1. Proposals requested from Qualified Vendors to provide **Board of Trustees Election Services for 2023** term. Solicitation Q23002274 issued 4/24/2023 in HlePRO, had (48) viewings.

7. PART B. Quotations Solicited - Obtain no less than three written quotes (Ref. HAR §3-122-75(b) & (c)):

Award To: (Check Box)	8. Vendor/Company Name	9. Representative Name	10. Phone No	11. Date of Quote	12. Amount Quoted
<input checked="" type="checkbox"/> 1.	KMH LLP	Ross Murakami	808-526-2255	5/12/2023	\$ 96,500.00
<input type="checkbox"/> 2					
<input type="checkbox"/> 3					

13. PART C. Justification for inability to obtain minimum three quotations, if applicable (Ref. HAR §3-122-75(d)):

Quote placed in HlePRO, had (48) vendor views (1) vendor bid. KMH LLP selected for award based on best bid value and most responsive and responsible vendor.

14. PART D. Justification for award to other than lowest responsive, responsible vendor, if applicable (Ref. HAR §3-122-75(e)):

n/a

Procurement Officer

Steven J. Melendrez 5/17/2023
15. Signature **Steven J. Melendrez, PMO** Date

Procurement Officer Approval:

Thomas Williams
16. Signature **Thomas Williams, Executive Director** Date

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE FILE PROCUREMENT FILE.



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**HCE COMPLIANT
CERTIFICATE**



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: KMH LLP

Issue Date: 05/17/2023

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#: GE-0646535168-01

FEIN/SSN#: XX-XXX9623

UI#: XXXXXX5987

DCCA FILE#: 30050

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information



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HlePRO ABSTRACT REPORT



Abstract Report

HiePRO - State of Hawaii eProcurement

05/17/2023 08:11 AM

Budget & Finance

<http://hiepro.hawaii.gov>

BOARD OF TRUSTEE'S ELECTION SERVICES 2023

Method of Procurement: Small Purchase (RFQ)

Solicitation Number: Q23002274

Category: Services

Submittal Due Date & Time: 05/15/2023 02:00 PM


Release Date: 04/24/2023

Line Items

Ln Item #	Item Title	UoM	Quantity	Line Item Description
1	BOARD OF TRUSTEE ELECTION SERVICES FOR ERS	JOB	1	ELECTION SERVICES FOR THE TERM STARTING JAN 2, 2024 FOR THE GENERAL EMPLOYEE REPRESENTATIVE ON THE ERS BOT.

Line Item Responses:

Line Item: 1; Title: BOARD OF TRUSTEE ELECTION SERVICES FOR
ERS;
UoM: JOB; Quantity: 1;

Vendor Name	Unit Price	Extended Price	Vendor Comments
KMH LLP	\$96,500.00	\$96,500.00	Please note that this fee assumes the need for two sheets (two-sided) for biographies. In the event there is only a single sheet our billing will reflect the lower cost. As KMH has done in the past, we will bill ERS the actual fees and expenses incurred to conduct the ERS BOT election ballot count, which in the past two elections was far less than the contract amount.
<div><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied</div> <div> Deputy Executive Director Date</div>			
Manufacturer Name	Manufacturer ID	Manufacturer Part #	Manufacturer URL
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Sum of All Line Items by Vendor:

Vendor Name	Ln Item #(s)	Unit Price Sum	Extended Price Sum	Vendor Compliance in HCE
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ABSTRACT REPORT

HiePRO - State of Hawaii eProcurement

KMH LLP	1	\$96,500.00	\$96,500.00	yes (05/17/2023 08:11 AM)
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