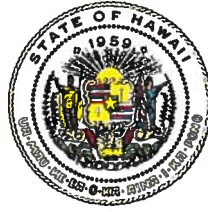


JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



THOMAS WILLIAMS
EXECUTIVE DIRECTOR

GAIL STROHL
DEPUTY EXECUTIVE DIRECTOR

**STATE OF HAWAII
EMPLOYEES' RETIREMENT SYSTEM**

February 20, 2025

Addendum No. 1
To
Request for Proposal for
V3locity Migration Project Manager
RFP 2025-02:

OFFERORS:

Please replace the pages in the Request For Proposal issued date: February 4, 2025 with the revised pages that have changes highlighted in yellow:

- Page 6 of 32 (revised 2/20/2025)
- Page 28 of 32 (revised 2/20/2025)



Employees' Retirement System
of the State of Hawaii

City Financial Tower • 201 Merchant Street, Suite 1400 • Honolulu, Hawaii 96813-2980
Telephone (808) 586-1735 • Fax (808) 586-1677 • <http://ers.ehawaii.gov>

Cost Proposal:

Concerning the cost proposal, the offered pricing for services shall be firm and fixed including all fees, labor, **travel, taxes** and otherwise expenditures provided by the Offeror to fulfill the terms and conditions of this RFP.

Proposal Delivery Format:

Each Offeror shall submit (1) one single-sided original, unbound and (10) ten copies of the bound proposal with contents indexed to be delivered to Employees' Retirement System of the State of Hawaii at City Financial Tower, 201 Merchant Street, Suite 1400, Honolulu, HI 96813. The Offeror shall provide in the shipping container with the proposals (1) one, USB drive with the electronic version of the proposal in PDF format with bookmarks.

Offeror shall clearly identify on the outside cover of the package containing the proposals the following:

**Employees' Retirement System of the State of Hawaii
City Financial Tower, 201 Merchant Street, Suite 1400
Honolulu, HI 96813 Attention: Procurement Officer**

Proposal Submitted by:

**Offeror Company Name: _____ Submitted by: _____
Response to V3locity Migration Project Manager RFP 2025-02**

1.10 RECEIPT, OPENING AND RECORDING OF PROPOSALS; LATE PROPOSALS

Proposals shall be date and time-stamped upon receipt at ERS and held in a secure place by the Procurement Officer or designee, until the established RFP opening date and time.

Late Proposals shall not be opened or considered and shall be returned to Offeror. Proposals may be modified or withdrawn prior to the deadline for submission of proposals.

- **Modifications** — A written notice shall be sent by the offeror and received by the Procurement Officer stating that a modification to a submitted proposal is being provided by the offeror. The written notice must accompany the actual modification securely sealed in a separate envelope or container and received by the RFP closing date and time.

3.10 PROPOSED FEES

1. Offeror to include a detailed fee proposal which shall be an inclusive quote, fully encumbered, firm and fixed, including all costs, fees, labor, travel and taxes in or associated with the provision and performance of the services provided by Offeror per the terms and conditions of this RFP specification.
 - Provide sufficient detail for the proposed project timeline for each project phase to include cost per phase, proposed payment schedule for project timeline, etc.
 - Provide a breakdown of proposed fees by year for the following periods
 - o Year 1 total costs including a breakdown costs for
 - months 1 to 6; and
 - months 7 to 12;
 - o Year 2
 - o Year 3 etc.

(not applicable- deleted)

~~2. Offeror in its firm and fixed price quote to exclude travel costs, which shall be reimbursed at face value. Provide details of expected staff travel during the project such as number of trips and/or, rates, etc.
Offeror to include the hourly rate per hour by staff level.~~

2. If the Offeror intends to perform migration services that are considered out of scope of this RFP, the Offeror to describe those services and the fees thereof for ERS consideration.
3. Offeror to include on a separate line item the fee for the optional (1) one year term extension, if ERS extends the option to the offeror.