

EXHIBIT B

- Overview of the RFP Process

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- The RFP is issued pursuant to Subchapter 6 of HAR Chapter 3-122, implementing HRS § 103D-303.
- The procurement process begins with the issuance of the RFP and the formal response to any written questions or inquiries regarding the RFP. Changes to the RFP will be made only by Addendum.
- Proposals shall be received by the HCDA. The register of proposals and Bidders' proposals shall be open to public inspection after posting of the award.
- All proposals and other material submitted by Bidders become the property of the State and may be returned only at the State's option.
- The Procurement Officer, or an evaluation committee approved by the Procurement Officer, shall evaluate the proposals in accordance with the evaluation criteria in Section Five.
- Proposals may be accepted on evaluation without discussion. However, if deemed necessary, prior to entering into discussions, a "priority list" of responsible Bidders submitting acceptable and potentially acceptable proposals shall be generated. The priority list may be limited to a minimum of three responsible Bidders who submitted the highest-ranked proposals. The objective of these discussions is to clarify issues regarding the Bidder's proposal before the BAFO is tendered.
- If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended by an addendum to incorporate such clarification or change. Addenda to the RFP shall be distributed only to priority listed Bidders who submit acceptable or potentially acceptable proposals.
- Following any discussions, Priority Listed Bidders will be invited to submit their BAFO, if required. The Procurement Officer or an evaluation committee reserves the right to have additional rounds of discussions with the top three (3) Priority Listed Bidders prior to the submission of the BAFO.
- The date and time for Bidders to submit their BAFO, if any, is indicated in Section 1.2, RFP Procurement Timetable. If Bidder does not submit a notice of withdrawal or a BAFO, the Bidder's immediate previous offer shall be construed as its BAFO.
- After receipt and evaluation of the BAFOs in accordance with the evaluation criteria in Section Four, the Procurement Officer or an evaluation committee will make its recommendation. The Procurement Officer will award the contract to the Bidder whose proposal is determined to be the most advantageous to the State taking into consideration price and the evaluation factors set forth in Section Four.
- The contents of any proposal shall not be disclosed during the review, evaluation, or discussion. Once award notice is posted, all proposals, successful and unsuccessful, become available for public inspection. Those sections that the Bidder and the State agree

are confidential and/or proprietary should be identified by the Bidders and shall be excluded from access.

- The Procurement Officer or an evaluation committee reserves the right to determine what is in the best interest of the State for purposes of reviewing and evaluating proposals submitted in response to the RFP. The Procurement Officer or an evaluation committee will conduct a comprehensive, fair and impartial evaluation of proposals received in response to the RFP.
- The RFP, any addenda issued, and the successful Contractor's proposal shall become a part of the contract. All proposals shall become the property of the State of Hawaii.