

Reviewed and Approved by Executive Director: DN
February 2, 2022

FOR DECISION MAKING

I. REQUEST

Consider Authorizing the Executive Director to Award and Execute a Three-Year Contract with Two One-Year Options to Extend to Cetra Technology, Inc., to Provide Information Technology (“IT”) Services for the Hawaii Community Development Authority’s (“HCDA”) Offices at the American Brewery Building, located at 547 Queen Street, Honolulu, Hawaii, in an Amount Not to Exceed \$91,000 in accordance with their Bid Form.

II. BACKGROUND

The HCDA requires a contractor to provide services consisting of hardware and software support and management of HCDA’s local area and wi-fi network.

A multi-year contract is needed for continuity of IT support and cost savings.

III. DISCUSSION

The last contract with an IT contractor ended in February 2020. Since that time, due to the COVID pandemic (limit on items brought to the attention of the Authority, focus on health & safety matters, etc.), the HCDA utilized 12-month purchase orders to retain an IT contractor.

The HCDA released in Invitation for Bids and the lowest priced, responsive bidder was Cetra Technology Inc. (“Contractor”). The Contractor is a reputable Hawaii based company and has 38 years of experience in this area.

IV. RECOMMENDATION

Authorize the Executive Director to Award and Execute a Three-Year Contract with Two One-Year Options to Extend to Cetra Technology, Inc., to Provide Information Technology Services for the Hawaii Community Development Authority’s Offices at the American Brewery Building, located at 547 Queen Street, Honolulu, Hawaii, in an Amount Not to Exceed \$91,000 in accordance with their Bid Form.

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Deepak Neupane