

**HAWAII HEALTH SYSTEMS CORPORATION  
AGREEMENT FOR GOODS OR SERVICES  
BASED UPON COMPETITIVE SEALED PROPOSALS**

**AGREEMENT No.:** FY \_\_\_\_\_

**THIS AGREEMENT**, executed on the respective dates of the signatures of the parties shown hereafter, is effective as of date of last signature, between **Hawaii Health Systems Corporation**, an Agency of the State of Hawaii (hereinafter "HHSC"), by its Regional Chief Executive Officer (hereinafter "CEO"), whose address is 3675 Kilauea Avenue, Honolulu, Hawaii 96816, and \_\_\_\_\_, (hereinafter "CONTRACTOR"), a \_\_\_\_\_, under the laws of the State of \_\_\_\_\_ whose business address and taxpayer identification number are as follows:

**RECITALS**

- A. The HHSC is in need of the goods or services, or both, described in this Agreement and its attachments.
- B. The HHSC has issued a request for competitive sealed proposals, and has received and reviewed proposals submitted in response to the request.
- C. The solicitation for proposals and the selection of the CONTRACTOR were made in accordance with Chapter 323F, Hawaii Revised Statutes and HHSC Oahu Region Procurement Policy.
- D The CONTRACTOR has been identified as the responsible and responsive offeror whose proposal is the most advantageous for the HHSC, taking into consideration price and the evaluation factors set forth in the request.
- D. The HHSC desires to retain and engage the CONTRACTOR to provide the goods or services, or both, as the case may be, and the CONTRACTOR is agreeable to providing said goods or services, or both.

**NOW, THEREFORE**, in consideration of the promises contained in this Agreement, the HHSC and the CONTRACTOR agree as follows:

1. **Scope of Services.** The CONTRACTOR shall, in a proper and satisfactory manner as determined by the HHSC, provide all the services set forth in the request for competitive sealed proposals, **RFP # HHSC FY** \_\_\_\_\_ ("REQUEST"), and the CONTRACTOR's accepted proposal, including any and all revisions/addendum's/negotiated agreements thereto

(collectively "PROPOSAL"), both of which, even if not physically attached to this Agreement, are hereby made a part of this Agreement.

2. **Time of Performance.** The performance required of the CONTRACTOR under this Agreement shall be executed in accordance with the time period set forth in Attachment S2.

3. **Compensation.** The CONTRACTOR shall be compensated for goods supplied or services performed, or both, under this Agreement in a total amount not to exceed \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_), including taxes, at the time and in the manner set forth in the RFP and CONTRACTOR's proposal.

4. **Bonds.** The CONTRACTOR (is) required to provide a (performance and payment) bond in the amount of 5% of the Contract award amount.

5. **Standards of Conduct Declaration.** The Standards of Conduct Declaration of the CONTRACTOR, is attached and is made a part of this Agreement.

6. **Other Terms and Conditions.** The General Conditions and any Special Conditions are attached hereto and made a part of this Agreement (or, Any Special Conditions are attached hereto and made a part of this Agreement). In the event of a conflict between the General Conditions and the Special Conditions, the Special Conditions shall control. In the event of a conflict among the documents, the order of precedence shall be as follows: (1) Agreement, including all attachments and addenda; (2) Request, including all attachments and addenda; and (3) Proposal.

6. **Liquidated Damages.** Liquidated damages shall be assessed in the amount of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_ ) per day, in accordance with the terms of paragraph 10 of the General Conditions.

7. **Notices.** Any written notice required to be given by any party to this Agreement shall be (a) delivered personally, or (b) sent by United States first class mail, postage prepaid. Notice required to be given to the CEO shall be sent to: HHSC, Head of Purchasing Agency (HOPA) / President & Chief Executive Officer, HHSC, 3675 Kilauea Avenue, Honolulu, Hawaii 96816. Notice to the "head of the purchasing agency" and/or "Agency Procurement Officer" as denoted in the General Conditions shall be sent to: HHSC, Attn: Procurement Office, 3675 Kilauea Avenue, Honolulu, Hawaii 96816. Notice to the CONTRACTOR shall be sent to the CONTRACTOR's address as indicated in this Agreement. A notice shall be deemed to have been received three (3) days after mailing or at the time or actual receipt, whichever is earlier. The CONTRACTOR is responsible for notifying the HHSC in writing of any change of address.

**IN VIEW OF THE ABOVE**, the parties execute this Agreement by their signatures, on the dates below, to be effective as of the date first above written.

**HHSC**

\_\_\_\_\_  
*(Signature)*

Derek Akiyoshi  
\_\_\_\_\_  
*(Printed Name)*

Regional Chief Executive Officer  
\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

**\*CONTRACTOR**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*Printed Name:*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

**\* Evidence of authority of the CONTRACTOR's representative to sign this Agreement for the CONTRACTOR must be attached.**

**CONTRACTOR'S ACKNOWLEDGMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that he/she is the \_\_\_\_\_ of \_\_\_\_\_, the CONTRACTOR named in the foregoing instrument, and that he/she is authorized to sign said instrument in behalf of the CONTRACTOR, and acknowledges that he/she executed said instrument as the free act and deed of the CONTRACTOR.

**NOTARY PUBLIC:**

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

COMMISSION EXPIRES: \_\_\_\_\_

**CERTIFICATE OF EXEMPTION FROM CIVIL SERVICE**

I certify that the services to be provided under this Agreement by the CONTRACTOR may be performed concurrently with the CONTRACTOR's private business or profession or other private employment, and that it is impracticable to ascertain or anticipate the portion of time to be devoted to the service of the State or HHSC. Pursuant to section 76-16(15), Hawaii Revised Statutes, the services are exempt from the state civil service.

\_\_\_\_\_ Date: \_\_\_\_\_

Derek Akiyoshi  
Regional Chief Executive Officer

## STANDARDS OF CONDUCT DECLARATION

For the purposes of this declaration:

"Controlling interest" means an interest in a business or other undertaking which is sufficient in fact to control, whether the interest is greater or less than fifty percent (50%).

"Employee" means any nominated, appointed, or elected officer or employee of the State or HHSC, including members of boards, commissions, and committees, and employees under contract to the State or of the constitutional convention, but excluding legislators, delegates to the constitutional convention, justices, and judges.

On behalf of \_\_\_\_\_, CONTRACTOR, the undersigned does declare, under penalty of perjury, as follows:

1. CONTRACTOR (is) (is not) a legislator or an employee or a business in which a legislator or an employee has a controlling interest.\*

2. CONTRACTOR has not been assisted or represented by a legislator or employee for a fee or other compensation to obtain this Agreement and will not be assisted or represented by a legislator or employee for a fee or other compensation in the performance of the Agreement, if the legislator or employee had been involved in the development or award of the Agreement.

3. CONTRACTOR has not been assisted or represented for a fee or other compensation in the award of this Agreement by a State or HHSC employee or, in the case of the Legislature, by a legislator.

4. CONTRACTOR has not been represented or assisted personally on matters related to the Agreement by a person who has been an employee of the State or HHSC within the preceding two (2) years and who participated while in state office or employment on the matter with which the Agreement is directly concerned.

5. CONTRACTOR has not been represented or assisted on matters related to this Agreement, for a fee or other consideration by an individual who, within the past twelve (12) months, has been a State or HHSC employee, or in the case of the Legislature, a legislator.

6. CONTRACTOR has not been represented or assisted in the award of this Agreement for a fee or other consideration by an individual who, 1) within the past twelve (12) months, served as a State or HHSC employee or in the case of the Legislature, a legislator, and b) participated while an employee or legislator on matters related to this Agreement.

CONTRACTOR understands that the Agreement to which this document is attached is voidable on behalf of the State or HHSC if this Agreement was entered into in violation of any provision of chapter 84, Hawaii Revised Statutes, commonly referred to as the Code of Ethics, including the provisions which are the source of the declarations above. Additionally, any fee, compensation, gift, or profit received by any person as a result of a violation of the Code of Ethics may be recovered by the State or HHSC.

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*Reminder to FACILITY: if "is" is circled, YOUR FACILITY is required, under section 84-15, Hawaii Revised Statutes, to file with the State Ethics Commission, ten (10) days before the Agreement is entered into, a written justification as to why the Agreement was not required to be competitively bid.

**Scope of Services**

The Scope of Service will be determined on the RFP Scope of Services and the selected OFFERORS proposal, best and final offer and other information as agreed upon between HHSC and the selected OFFEROR.

## ATTACHMENT 2

### Time of Performance

1. The CONTRACTOR shall commence performance of work set forth in Attachment 1 (Scope of Services), RFP No. \_\_\_\_, and the CONTRACTOR's accepted proposal within 30 days after the effective date of the Agreement.
2. The CONTRACTOR shall thereafter be required to complete all work within the time frames agreed upon by the parties as reflected in Exhibit B (Schedule of Work), which shall be incorporated and made a part of this Agreement upon its full execution by the parties. All work schedules shall be approved by the HHSC prior to any commencement of work. Any adjustments to the work schedule, including any extensions of the deadline for completion of work under the Agreement shall be subject to the written approval of the HHSC Technical Representative. Under no circumstances shall the deadline for completion of all work under this Agreement extend beyond 260 consecutive working days from the commencement of work date.
3. In the event that the CONTRACTOR fails to complete all work required under the Agreement by the deadline described herein, the CONTRACTOR shall be liable to the HHSC – in addition to any remedies available to the HHSC under law or contract – for liquidated damages in accordance with the terms contained in Paragraph 7 of the Agreement.

**Compensation**

In full consideration for the services to be performed by the CONTRACTOR under this Agreement, the HHSC agrees, subject to appropriation and allotments, to pay to the CONTRACTOR a total sum of money not to exceed \_\_\_\_\_  
**DOLLARS (\$000,000.00)**, including all applicable taxes and expenses incurred.

Payments will be made in accordance to the completion of the scope of services and schedule of work as follows: