

PUBLIC NOTICE TO OFFERORS

NOTICE is hereby given that COMPETITIVE SEALED PROPOSALS for a THIRD PARTY ADMINISTRATOR for the STATE OF HAWAII'S ("**STATE**") FLEXIBLE SPENDING ACCOUNTS AND COMMUTER BENEFITS, DHRD RFP No. 25-5-EAO, are being solicited. Proposals shall be mailed or hand-delivered to the Department of Human Resources Development ("**DHRD**"), 235 S. Beretania St., #1004, Honolulu, HI 96813, and must be received by **4:00 p.m. (HST), July 29, 2025**. Deliveries by private mail services such as FedEx or equivalent shall be considered as hand-delivered. Proposals received after 4:00 p.m. (HST), July 29, 2025, shall be rejected and not considered. Proposals shall not be opened publicly, but shall be opened in the presence of the Director of Human Resources Development ("**Director**") or persons designated by the Director.

The Request for Proposals ("**RFP**") may be obtained at no cost, beginning at 9:00 a.m. (HST), June 6, 2025. A copy of the RFP can be picked up from the above address, downloaded from <https://dhrd.hawaii.gov>, or mailed to you by calling (808) 587-1075. Prospective offerors/bidders requesting that the RFP be mailed to them must provide their Federal Express account number or its equivalent.

The deadline for submission of written questions or requests to amend the RFP is 4:00 p.m. (HST), June 23, 2025. A written "Notice of Intent to Submit a Proposal" ("**NOTICE**") must be received by the above office by 4:00 p.m. (HST), July 15, 2025, in order to receive official communications from the State involving the RFP. Questions and the Notice may be emailed to DHRD.EAO@hawaii.gov.

DHRD reserves the right to cancel this RFP, or reject any and all proposals, in whole or in part, when it is in the best interest of the State. The State and DHRD assume no financial responsibility/liability whatsoever for the preparation of any response to this RFP. For additional information, visit our website at: <https://dhrd.hawaii.gov>, or the Procurement Notices System located on the State Procurement website at <https://spo.hawaii.gov>.

Inquiries regarding this RFP should be directed to the DHRD/Employee Assistance Office at 235 S. Beretania Street, Room 1004, Honolulu, HI 96813, or may be made by telephone to (808) 587-1075.

Brenna H. Hashimoto, Director
Department of Human Resources Development
June 6, 2025