

REQUEST FOR PROPOSALS

**The Research Corporation of the University of Hawaii
requests proposals for the**

Pan-SPEC Prisms : No Coatings

for the

**Pan-STARRS Observatory
Institute for Astronomy
University of Hawaii
Honolulu, HI**

Aug 05, 2026

NOTICE TO OFFERORS

RFP Availability

A copy of the Request for Proposal (RFP) #002 "Pan-SPEC Prisms : No Coatings" is available on the website:

https://panstarrs.ifa.hawaii.edu/panspec/Pan-SPEC_RFP_002.pdf.

Questions About the RFP

All questions about the RFP must be directed to **Eugene Magnier** at magnier@hawaii.edu. Closing Date for Receipt of Offeror Questions is **5:00 PM** (Hawaii Standard Time), Aug 14, 2026.

Closing Date for Receipt of Proposals

Completed proposals must be received no later than **5:00 PM** (Hawaii Standard Time), Aug 28, 2026, at the address listed in Section 1.10 of this RFP. Email or mailed submissions will be accepted (email submittals are strongly preferred), but regardless of the submittal method, it is the Offeror's responsibility to ensure confirmation of proposal receipt prior to the Closing Date for Receipt of Proposals. Proposals received after the time and date fixed for submittal will not be considered.

This RFP is issued by The Research Corporation of the University of Hawaii (RCUH).

Research Corporation of the University of Hawaii
1601 East-West Road, Burns Hall 4th Floor
Honolulu, HI 96848

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IT IS THE RESPONSIBILITY OF ALL OFFERORS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR RFP PACKAGE.

This RFP contains 34 pages.

SECTION 1 -- ADMINISTRATIVE OVERVIEW

1.1 INTRODUCTION

This is a Request for Proposals (RFP) issued by the Research Corporation of the University of Hawaii (RCUH), for the benefit of the University of Hawaii, Institute for Astronomy, Pan-STARRS to solicit proposals from Offerors who wish to be considered. The contract will be issued and administered as an Agreement for Services with the RCUH.

1.2 SCHEDULE OF KEY DATES

The schedule of key dates set forth herein represents RCUH's best estimate of the schedule that will be followed. Any of the dates listed below may be changed at any time at the sole discretion of the RCUH Procurement Officer or Delegated Procurement Officer.

Date of Notice (RFP Issued):	Aug 05, 2026
Closing Date for Receipt of Offeror Questions:	Aug 14, 2026
Closing Date for Posting Responses to Questions:	Aug 21, 2026
Closing Date for Receipt of Proposals:	Aug 28, 2026
Proposal Review Complete:	Sep 04, 2026
Date of Contractor Selection and Award (Tentative):	Sep 11, 2026
Deliverables Received Date (Tentative):	Apr 15, 2027

1.3 RFP AMENDMENTS

The RCUH reserves the right to amend the RFP at any time prior to the Closing Date for Receipt of Proposals. All RFP amendments will be posted on the following website, https://panstarrs.ifa.hawaii.edu/panspec_rfp.html. **Offerors are solely responsible to check this website for any modifications to the RFP. The RCUH reserves the right to cancel this RFP at any time for any reason at no cost to the RCUH.**

1.4 QUESTIONS BY OFFERORS AND POTENTIAL OFFERORS TO RCUH

All questions by Offerors or potential Offerors should be submitted in writing via email to **Eugene Magnier (magnier@hawaii.edu)**. RCUH reserves the right to only respond to questions regarding proposal requirements, contents, and details, that are received by 5:00 PM, HST on Aug 14, 2026. All received questions and responses will be posted by Aug 21, 2026 on the website, https://panstarrs.ifa.hawaii.edu/panspec_rfp.html.

The website referred to in the preceding paragraph will be non-secured (open and accessible to anyone to view). Since all questions and responses will be posted and accessible to the public, no proprietary information or questions regarding proprietary information or material should be communicated by an Offeror to the website identified above.

1.5 QUESTIONS BY RCUH TO OFFERORS

The Offeror is responsible for ensuring the correctness and readability of its proposal. However, the RCUH reserves the right to seek clarifications during the Proposal Review Period. Content for which a clarification may be requested includes obvious mislabeling of figures or tables, illegible text (such as may occur in a figure label being reduced to too small a font size), or an obvious clerical mistake (e.g., a misplaced decimal point or obvious mistake in designation of a unit such as feet instead of meters). The authority to permit correction of proposals is limited to proposals that, as submitted, are responsive to the RFP and may not be used to permit correction of proposals to make them responsive.

1.6 CLARIFICATION OF THE RFP

An Offeror shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter shall be promptly submitted to the RCUH prior to the Closing Date for Receipt of Offeror Questions. This shall allow issuance of any necessary amendments to the RFP. The Offeror hereby acknowledges, agrees, and waives any claim arising from any knowledge of any defect in this RFP acquired prior to the Closing Date for Receipt of Offeror Questions and failing to inform the RCUH prior to said deadline. The Offeror further acknowledges and agrees that: (1) the RCUH reserves the right to waive any technical irregularity not affecting an unbiased and objective evaluation of all proposals; (2) such waiver will be in the best interest of the RCUH; and (3) the Offeror hereby waives any claim against the RCUH arising from such technical irregularity.

1.7 TAX CLEARANCE FOR PROPOSALS

A tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service is not required for submission of a proposal. However, in accordance with Section 103-53 of the Hawaii Revised Statutes, the selected contractor shall submit a valid tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service prior to execution of the Agreement for Services. A Certificate of Vendor Compliance that reflects a “Compliant” status from Hawaii Compliance Express (HCE), <https://vendors.ehawaii.gov/hce/splash/welcome.html> is acceptable in satisfying the tax clearance requirement. Governmental agencies in the U.S. (i.e., city, county, state, federal) and any foreign governmental agencies are excepted from the tax clearance requirement.

Due to the fact that the proposal review and contract award period may be tightly scheduled, it is highly recommended that Contractors submitting proposals apply for tax clearance upon submission of the proposal in order to meet key dates.

1.8 PREPARATION COSTS

Any costs incurred by Offerors in preparing or submitting a proposal shall be the sole responsibility of the Offeror.

1.9 PROPRIETARY INFORMATION

The Offeror should clearly identify any proprietary information in the Offeror's submitted proposal. Upon final execution of an Agreement for Services, all non-proprietary information in an Offeror's proposal may be made available by the RCUH for public inspection upon request. Accordingly, material designated as confidential should be readily separable from the proposal in order to facilitate inspection of the nonconfidential portion of the proposal.

1.10 SUBMISSION OF PROPOSALS

Offerors may submit proposals by mail or email. Email submittals are strongly preferred. Note that the maximum allowable file size for email attachments is 10 MB, so an Offeror may need to send its complete proposal in multiple parts. If submitting by mail, please include the original and 2 copies. It is the responsibility of the Offeror to confirm that the RCUH has received its proposal prior to the Closing Date for Receipt of Proposals. Proposals may be modified by an Offeror prior to the Closing Date for Receipt of Proposals.

Address, if submitting by mail:

c/o Eugene Magnier
Institute for Astronomy
2680 Woodlawn Dr
Honolulu, HI 96822 USA

Address, if submitting by email: magnier@hawaii.edu

Please cc: kuyehara@hawaii.edu to ensure receipt through SPAM filters

1.11 CERTIFICATION OF PROPOSAL

By submitting a proposal, the Offeror certifies that the proposal submitted to the RCUH is in accordance with any required authorization by the governing body of the Offeror's organization. The Offeror further certifies that the information and responses contained in the proposal are true, accurate, and complete, and that the RCUH may justifiably rely upon said information for purposes of evaluation and contracting with the Offeror. If it is later discovered that any information provided in the Offeror's proposal is false, it will result in the Offeror's elimination from consideration.

1.12 PROPOSAL WITHDRAWAL

An Offeror may withdraw its proposal by submitting a written request to the RCUH any time prior to the Closing Date for Receipt of Proposals.

1.13 RFP SUBMITTALS BECOME THE PROPERTY OF RCUH

All proposals and other material submitted shall become the property of the RCUH, and may be returned at the sole discretion of the RCUH.

1.14 OPENING OF PROPOSALS

Proposals will be opened after 5:00 P.M. Hawaii Standard Time, on Aug 28, 2026, or as amended at the office to which the proposals are submitted. The proposal opening will not be open to the public. Proposals will not be subject to public inspection until after an Agreement for Services is signed by all parties, but in no case will proprietary information or proprietary material designated as such and submitted by an Offeror as part of an Offeror's proposal, be available for public inspection.

1.15 DISQUALIFICATION OF PROPOSALS

The RCUH reserves the right to consider as acceptable only those proposals submitted in accordance with all the requirements set forth in this RFP, and which demonstrate an understanding of the scope of work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP, or that reserves the right to accept or reject award or the right to enter into a contract pursuant to an award, may be disqualified without further notice, at the discretion of the RCUH.

An Offeror shall be disqualified and its proposal automatically rejected for any one or more of the following reasons:

- The proposal shows any noncompliance with applicable law.
- The proposal is incomplete or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The Offeror is debarred or suspended. Entities that are currently debarred or suspended from federal procurement transactions are listed in the Excluded Parties Listing System. A search can be performed at <https://www.sam.gov/SAM/> to determine whether an entity has an active exclusion.

1.16 REFERENCES

None required.

1.17 SELECTION ON INITIAL PROPOSALS

The RCUH may select a Contractor on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Offeror's best terms. RCUH may elect to require oral presentations following the submission of proposals, if requirements for the oral presentation process is included in Section 4.5.

1.18 BASIS FOR SELECTION

Based on the evaluation process discussed in Section 4 of this RFP, the highest ranked responsible and responsive Offeror will be selected.

1.19 PROCESS FOR NEGOTIATIONS

The RCUH will attempt to negotiate with the selected Offeror a mutually acceptable Agreement for Services. If this cannot be accomplished within 21 calendar days after initial Selection, the RCUH reserves the right to terminate contract negotiations with the first-ranked Offeror, and may select the second-ranked Offeror for negotiation of a potential award. This process may continue in order of Offeror ranking until a mutually acceptable Agreement for Services is achieved with the RCUH and an award is made to a selected Offeror.

1.20 AVAILABILITY OF FUNDS

Offerors are advised that entering into an Agreement for Services is contingent upon availability of funds. If funds are not available, the RCUH reserves the right not to enter into an agreement.

1.21 NOTICE TO PROCEED

The RCUH shall not be responsible for work done, even in good faith, prior to the RCUH's execution of an Agreement for Services unless specific provisions are made in the Agreement for Services.

1.22 CHANGES TO CONTRACTOR'S FEE

It is recognized that financial audit disallowances and other changes may require adjustments in the compensation due to the Contractor. In the event that future actions would either disallow or minimize the payments already made to the Contractor, the Contractor shall assist the RCUH in defending the correctness of the claim for reimbursement. If the disallowance or adjustment is upheld, then the Contractor will repay RCUH to the extent the amount of the disallowance or adjustment was included in the total fee received by the Contractor. Payment to the RCUH shall be made within THIRTY (30) calendar days from which official notice is received by the Contractor from the RCUH.

1.23 PROCUREMENT OFFICER

This RFP is issued by the Research Corporation of the University of Hawaii, on behalf of Pan-STARRS and the Institute for Astronomy at the University of Hawaii. The Delegated Procurement Officer responsible for overseeing the RFP process and Agreement for Services is Eugene Magnier.

SECTION 2 – STATEMENT OF WORK

2.1 DESCRIPTION OF PROJECT

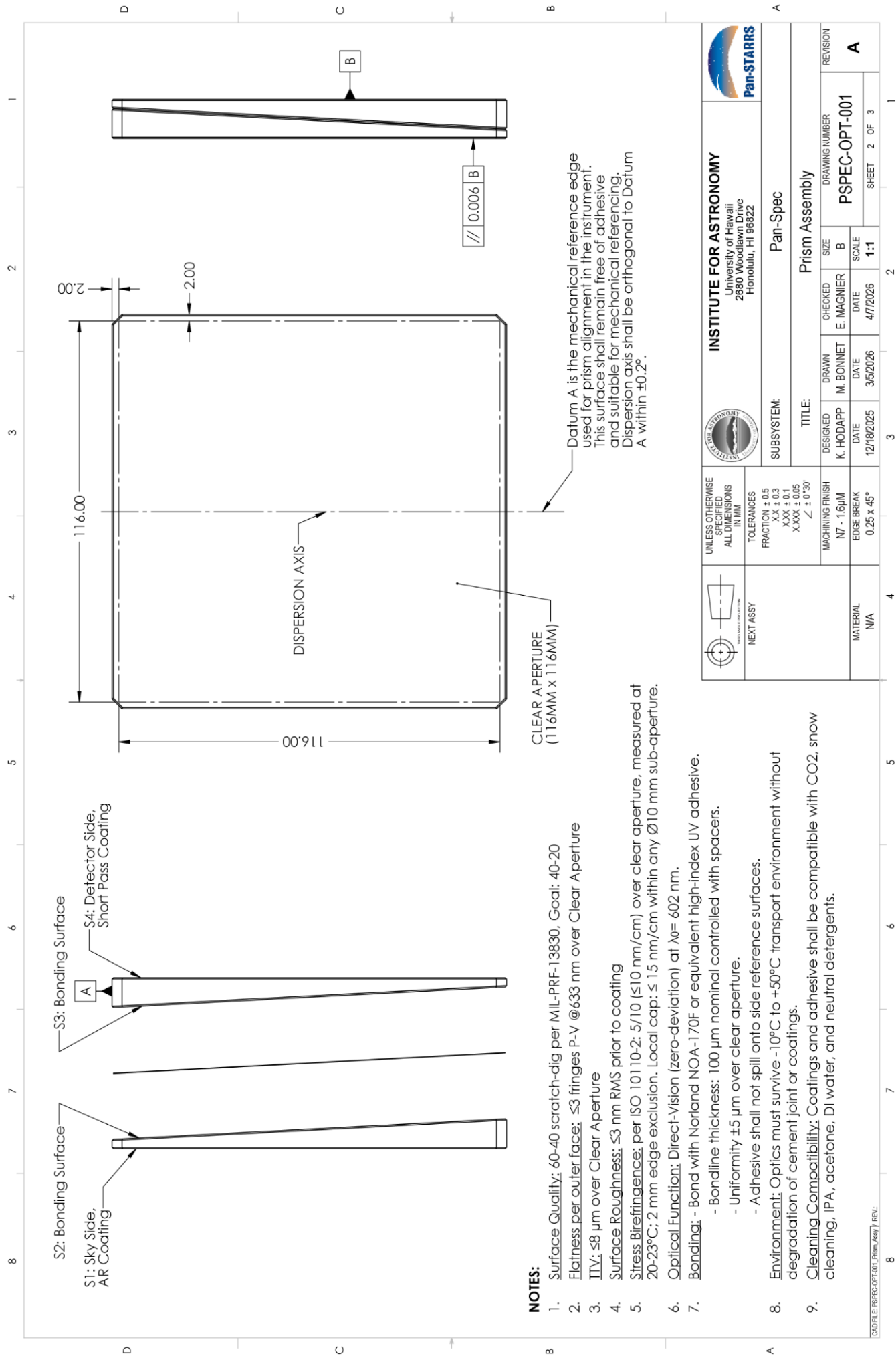
Pan-SPEC is a NASA-funded project to equip the existing Pan-STARRS telescopes with a limited wide-field spectroscopic capability, sufficient in spectral resolution to classify the surface composition of newly discovered asteroids. The Pan-STARRS telescopes are of the basic Cassegrain design, with a wide field corrector providing seeing-limited image quality over one of the largest focal planes in use for astronomy: An 8x8 mosaic (minus the corners) of 4096x4096 CCDs with 10 micrometer pixels.

The Pan-SPEC project aims to replace one of the filters in this camera with a system of straight-line combined prisms (in short “prism” hereafter). Each individual prism is 120x120x12 mm in size. The combination of Schott N-LASF44 and N-SF6 (or equivalent glasses from other manufacturers) with an internal wedge angle of 3°, cemented together gives a prism with a zero deviation wavelength around 602 nm and disperses the optical spectrum over approximately 100 pixels in our camera. With the prism assembly being close (~40 cm) to the focal plane, the surface quality requirements are quite loose. A total of 12 such prisms will be installed in the filter holder to illuminate the full focal plane array. The vignetting caused by the beams for the prism assembly (muntins) is acceptable. For these 12 prisms to act in unison to provide uniform spectral dispersion, uniformity in the dispersion and the optical thickness are critical. Our analysis indicates that the uniformity specifications are within standard fabrication tolerances.

However, we are not aware of a similar system having been built for any other telescope, so we wish to proceed with caution and arrange this purchase in two stages. In the first prototype stage, we expect the delivery of two combined prisms that meet all the specifications. We will install these at the telescope and will test their performance under typical observing conditions. If the prisms meet all specifications and the telescope tests are successful, we expect, in the second phase, the delivery of ten such prisms.

Mechanical drawings of the prisms are on the next three pages, and are available as stand-alone PDF files at the following website:

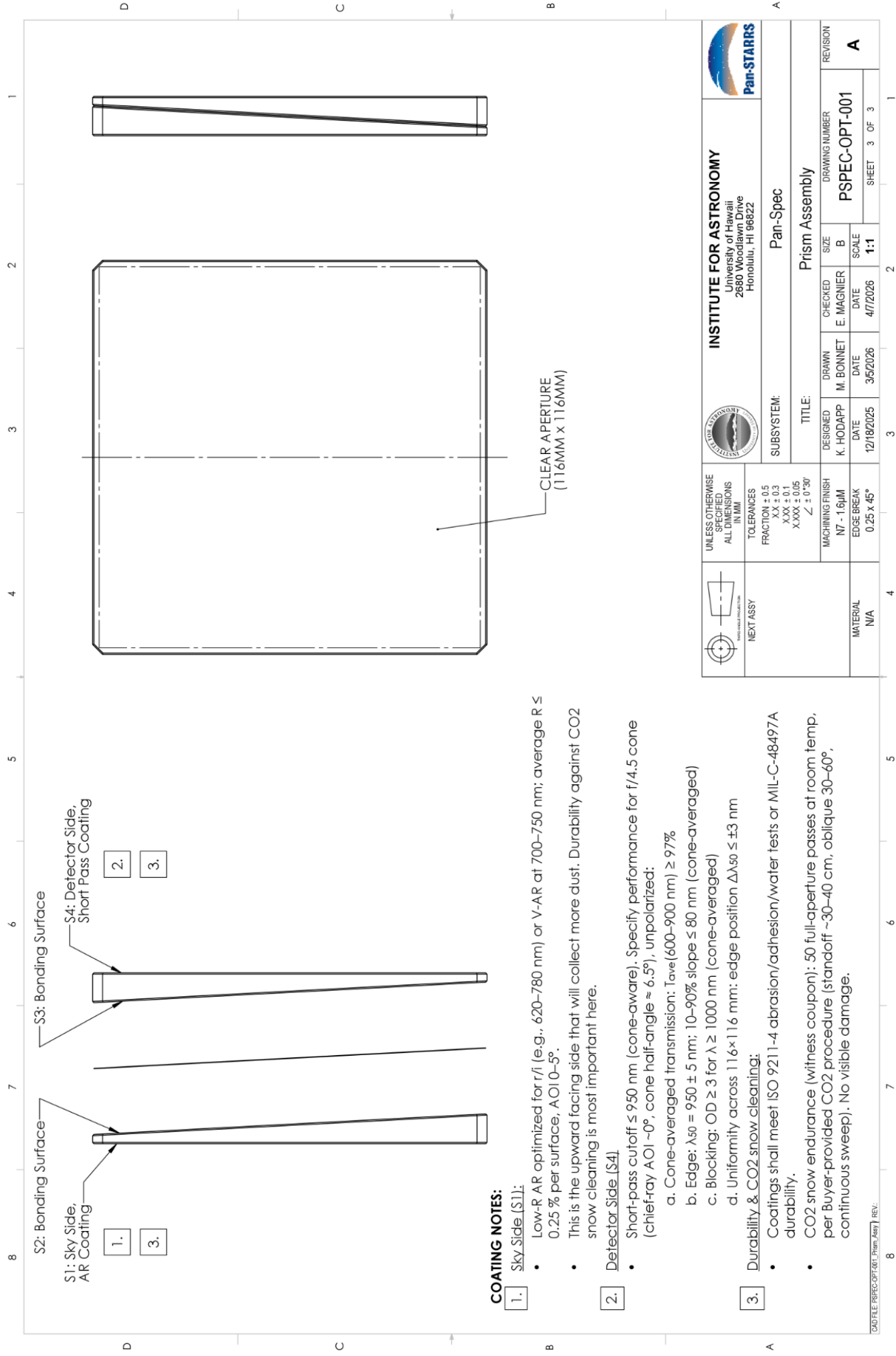
http://panstarrs.ifa.hawaii.edu/panspec/Pan-SPEC_RFP_001_fig.pdf



NOTES:

1. Surface Quality: 60-40 scratch-dig per MIL-PRF-13830, Grade: 40-20
2. Flatness per outer face: ≤ 3 fringes P-V @ 633 nm over Clear Aperture
3. ITV: ≤ 8 μ m over Clear Aperture
4. Surface Roughness: ≤ 3 nm RMS prior to coating
5. Stress Birefringence: per ISO 10110-2: 5/10 (≤ 10 nm/cm) over clear aperture, measured at 20-23°C; 2 mm edge exclusion. Local cap: ≤ 15 nm/cm within any $\varnothing 10$ mm sub-aperture.
6. Optical Function: Direct-Vision (zero-deviation) at $\lambda_0 = 602$ nm.
7. Bonding:
 - Bond with Norland NOA-170F or equivalent high-index UV adhesive.
 - Bondline thickness: 100 μ m nominal controlled with spacers.
 - Uniformity ± 5 μ m over clear aperture.
 - Adhesive shall not spill onto side reference surfaces.
8. Environment: Optics must survive -10°C to +50°C transport environment without degradation of cement joint or coatings.
9. Cleaning Compatibility: Coatings and adhesive shall be compatible with CO₂ snow cleaning, IPA, acetone, DI water, and neutral detergents.

						INSTITUTE FOR ASTRONOMY University of Hawaii 2680 Woodlawn Drive Honolulu, HI 96822			
 NEXT ASSY		TOLERANCES FRACTION ± 0.5 X.X ± 0.3 X.XX ± 0.1 X.XXX ± 0.05 $\angle \pm 0^{\circ}30'$		SUBSYSTEM:		Pan-Spec			
				TITLE:		Prism Assembly			
 MATERIAL N/A		MACHINING FINISH		DESIGNED	DRAWN	CHECKED	SIZE	DRAWING NUMBER	REVISION
		N7 - 1.6µm		K. HODAPP	M. BONNET	E. MAGNIER	B	PSPEC-OPT-001	A
		EDGE BREAK		DATE	DATE	DATE	SCALE		
		0.25 x 45°		12/18/2025	3/5/2026	4/7/2026	1:1	SHEET 2 OF 3	



COATING NOTES:

- 1. Sky Side (S1):**
 - Low-R AR optimized for r/i (e.g., 620–780 nm) or V-AR at 700–750 nm; average $R \leq 0.25\%$ per surface, AOI 0–5°.
 - This is the upward facing side that will collect more dust. Durability against CO2 snow cleaning is most important here.
- 2. Detector Side (S4)**
 - Short-pass cutoff ≤ 950 nm (cone-aware). Specify performance for f/4.5 cone (chief-ray AOI ~0°, cone half-angle $\approx 6.5^\circ$), unpolarized:
 - Cone-averaged transmission: $T_{ave}(600\text{--}900\text{ nm}) \geq 97\%$
 - Edge: $\lambda_{50} = 950 \pm 5$ nm; 10–90% slope ≤ 80 nm (cone-averaged)
 - Blocking: OD ≥ 3 for $\lambda \geq 1000$ nm (cone-averaged)
 - Uniformity across 116x116 mm: edge position $\Delta\lambda_{50} \leq \pm 3$ nm
- 3. Durability & CO2 snow cleaning:**
 - Coatings shall meet ISO 9211-4 abrasion/adhesion/water tests or MIL-C-48497A durability.
 - CO2 snow endurance (witness coupon): 50 full-aperture passes at room temp, per Buyer-provided CO2 procedure (standoff ~30–40 cm, oblique 30–60°, continuous sweep). No visible damage.

	INSTITUTE FOR ASTRONOMY University of Hawaii 2680 Woodlawn Drive Honolulu, HI 96822			
	SUBSYSTEM: Pan-Spec			
TITLE: Prism Assembly				
 NEXT ASSY	UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS IN MM	TOLERANCES	DRAWING NUMBER	
	FRACTION ± 0.5 XX ± 0.3 XXX ± 0.1 XXXX ± 0.05 $\angle \pm 0^{\circ}30'$		CHECKED	SIZE
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2.2 SCOPE & QUANTITY

This RFP defines a two-stage process for the delivery of the prism combinations. In the first stage, we wish to procure two prototype prisms. These will be inspected for compliance with the specifications and will be tested at the telescope for verification of the whole concept. If successful, the second phase will be the delivery of 10 more prisms. If problems occur during inspection and testing, we will make an effort to resolve these with the chosen offeror. If these remedial efforts are not successful, we will cancel phase 2, rewrite the specifications and create a new RFP.

This RFP is for the **optical prism assemblies only**. It does NOT include any mounts.

Nominal part envelope (each tile)

- **Overall size:** 120.0 × 120.0 × 12.00 mm
- **Stack:** 5.95 mm N-LASF44 / 0.10 mm cement / 5.95 mm N-SF6 (at center)
- **Outer faces:** plane and mutually parallel
- **Internal wedges:** 3.0° per glass (nominal)

Optical function: Direct-vision (zero-deviation) at $\lambda_0 = 602 \text{ nm}$.

2.3 MATERIALS

- **Glasses:** SCHOTT N-LASF44 and N-SF6 (alternates: N-SF6HT/HTultra acceptable if n/V match within catalog tolerances). Equivalent optical glasses from other glass vendors are acceptable. Please disclose other vendors in the response to the RFP.
- **Adhesive:** NOA-170F or equivalent high-index, flexible UV adhesive; **bondline 100 μm** nominal (see §6).

Material quality & certifications (ISO 10110 where applicable):

- Homogeneity/striae: vendor standard for large-area windows (target $\geq \text{H4}$)
- Free of visible bubbles/inclusions

2.4 OPTICAL & GEOMETRIC SPECIFICATIONS (as delivered)

2.4.1 Geometry

- **Size tolerance:** 120.0 mm $\pm$ 0.05 mm (both axes)
- **Thickness tolerance:** 12.00 mm $\pm$ 0.05 mm for first prism assembly; subsequent prism assemblies must match the first within to a tolerance of $\pm$ 0.02 mm (see below).
- **Wedge tolerance:** $3^\circ \pm 0.03^\circ$ absolute, $\pm 0.01^\circ$ variation between the two prism halves.
- **Dispersion Axis:** Must be within $\pm 0.2^\circ$ orthogonal to the reference edge of the prism.
- **Bevels:** 0.3–0.5 mm @ 45° on all long edges; max post-polish edge chips $\leq$ 0.2 mm, the short (vertical) corners must have 3 mm bevels, to avoid sharp corners for the prism assembly.
- **The sides** of the two prism elements can be fine ground or raw polished. One edge will serve as a mechanical reference surface.

We specifically allow shifting of the two prism components prior to cementing along the dispersion axis to achieve the specified thickness of 12.00 mm $\pm$ 0.05 mm at the center of the prism assembly. Critically, all subsequent prism assemblies must match the thickness of the first assembly to $\pm$ 0.02 mm to avoid focus variations across the field of view of the camera. The final cemented prism assembly must have clean, flat, fine ground or raw polished side surfaces suitable as mechanical reference and for proper mounting. We cannot accept adhesive spillover on those surfaces.

We invite you to comment on re-grinding one of the outer optical surfaces after cementing to achieve parallelism and thickness. The concern would be stress on the cement joint.

2.4.2 Surfaces & plate quality (non-interferometric acceptance)

- **Outer-face parallelism:** ≤ 10 arcsec, this ≤ 6 μ m edge to edge
- **Total thickness variation (TTV) over CA (116×116 mm):** ≤ 8 μ m
- **Surface quality:** 60-40 (goal 40-20)
- **Surface roughness:** $R_q \leq 3$ nm RMS (pre-coat)
- **Flatness per outer face:** ≤ 3 fringes P-V @ 633 nm over CA

2.4.3 Direct-vision condition

- **Internal wedge angles:** nominal 3.0° per glass
- **Direct vision** for N-LASF44 + N-SF6: $\lambda_0 \approx 602.24$ nm

2.4.4 Stress birefringence (post-bond)

We assume that these specifications can be met with standard fabrication methods. We do not wish for the birefringence specifications to be a cost driver.

- **ISO 10110-2:** 5/10 (≤ 10 nm/cm) over clear aperture, measured at 20–23 °C; 2 mm edge exclusion.
- **Local cap:** ≤ 15 nm/cm within any $\varnothing 10$ mm sub-aperture.

2.4.5 Coatings

We request quotes ***without coatings*** on either sky- or detector-facing surfaces. The following is for reference only.

Durability & CO₂ snow cleaning:

- Coatings shall meet **ISO 9211-4** abrasion/adhesion/water tests **or MIL-C-48497A** durability.
- **CO₂ snow endurance (witness coupon): 50 full-aperture passes** at room temp, per Buyer-provided CO₂ procedure (standoff ~30–40 cm, oblique 30–60°, continuous sweep). **No visible damage.**

2.4.6 Cemented Assembly

- Adhesive Norland **NOA-170F** (or equivalent), **bondline 100 μ m** nominal, controlled by spacers, **uniformity ± 5 μ m** over CA. The large cement thickness is intended to minimize stress during temperature extremes. [Norland Products](#)

Norland **NOA 170F** (high-index, more flexible). $n^d \approx 1.70$, marketed as a more compliant variant (Shore D ≈ 30). It dramatically cuts internal Fresnel losses to ~ 0.13 % at 700 nm.

2.5 Metrology & Documentation (deliver with parts)

- **Measurement of Dispersion direction relative to reference surface**
- **Pictures of the reference flat fringes for outer surfaces before coating**
- **Thickness map:** TTV over CA ($\geq 5 \times 5$ grid)
- **Plane-Parallelism test** with auto-collimation

2.6 Environmental & Handling

- **Operating:** 0...+15 °C (observatory); **Survival** (transport): -10...+50 °C (non-condensing)
- **Packaging:** non-shedding materials, corner protection; desiccant, include humidity indicator card
- **Cleaning:** compatible with **CO₂ snow** procedure (Buyer SOP); compatible with **IPA, acetone, DI water** and neutral detergents

SECTION 3 – PROPOSAL REQUIREMENTS

3.1 REQUIRED FORMAT

The proposal shall be organized in sections in the following order:

- Executive Summary
- Technical Proposal
- Schedule
- Qualifications and Expertise
- Price Proposal
- Appendices

3.1.1 EXECUTIVE SUMMARY

Offeror shall submit an Executive Summary outlining the key elements of the proposal.

3.1.2 TECHNICAL PROPOSAL

Describe the methods, materials, and approach to be used to generate the prisms to meet the specifications provided above in Section 2, along with the test plan to provide metrology described in Section 2.5.

3.1.3 SCHEDULE

Describe the expected schedule and proposed delivery date for phase 1 (first 2 prisms) along with timescale for delivery for phase 2 (remaining 10 prisms) after acceptance testing by RCUH.

3.1.4 QUALIFICATIONS AND EXPERTISE

Offeror shall describe the firm's qualifications, experience and size.

3.1.5 PRICE PROPOSAL

- **Quantities to quote:** 2 prisms for phase 1, an additional 10 prisms for phase 2
- **Lead time:** ARO → delivery
- **Pricing breakdown:** unit, NRE (if any), options (bonded vs unbonded)
- **Warranty:** ≥ 12 months workmanship/materials
- **Payment terms:** <<Net 30 / as agreed>>

3.1.6 APPENDICES

Appendix A – Proposal Letter. The Proposal Letter shown in Appendix A shall be signed and dated by an individual authorized to legally bind the Offeror. Evidence shall be submitted showing the individual's authority to bind the Offeror.

Appendix B -- Offeror's Profile. The Offeror's Profile form shown in Appendix B shall be completed in its entirety.

Appendix A

PROPOSAL LETTER TO THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII

We propose to provide services for the Research Corporation of the University of Hawaii, for the benefit of the University of Hawaii, Institute for Astronomy, Pan-STARRS.

It is understood that this proposal constitutes an offer.

It is understood and agreed that we have read the Research Corporation of the University of Hawaii's specifications described in the RFP and this proposal is made in accordance with the provisions of such specifications. By signing this proposal, we guarantee and certify all items included in this proposal meet or exceed any and all such specifications, and agree to the terms and conditions in all of the documents described in Section 4.6 of the RFP, including Attachments.

If selected, we agree to deliver goods and services which meet or exceed the specifications.

Respectfully submitted,

Authorized Signature

Date

Printed Name

Title

Email Address

Telephone

If contract is awarded, the purchase order/payment should be made to

Federal EIN

Remittance Address

City, State, Zip Code

*Attach to this page: Evidence of authority of the above officer to submit an offer on behalf of the company, giving also, the names and addresses of the other officers of the company.

Appendix B

OFFEROR PROFILE

(All items must be provided to be considered)

Company Name _____ Type of Company _____

Address _____ Total # Full Time Employees _____

_____ Phone Number _____

Email _____ Federal ID # _____

Company Start Date _____ State ID # _____

Project Manager / Principal Contact _____

Signature _____ Date _____

Position/Title _____

SECTION 4 – EVALUATION OF PROPOSALS AND BASIS FOR AWARD

4.1 EVALUATION OF OFFEROR PROPOSALS

All responsive proposals received by the Closing Date for Receipt of Proposals of 05:00 PM Hawaii Standard Time, Aug 28, 2026, will be evaluated and scored.

4.2 EVALUATION COMMITTEE

A committee, comprised of at least three (3) representatives, will evaluate and score each proposal submitted after review of all proposals and completion of oral presentations, if required. The committee will submit its evaluations to the Delegated Procurement Officer, who may also be a representative on the committee. The Delegated Procurement Officer will review the RFP and the evaluations before the selection of a Contractor. The firm with the highest score according to the criteria shown in this section shall be awarded the contract.

4.3 CRITERIA FOR PROPOSAL EVALUATION AND SCORING METHOD

The scoring and subsequent ranking of each proposal will be based on a scoring method using weighted formulas for technical merit (ability to meet scope of work/schedule), qualifications and expertise, references, price, and schedule. The total score for each proposal will be on a scale of 0 to 100 points. Four general categories will be used to evaluate the proposals:

<u>Category</u>	<u>Maximum Number of Points per Category</u>
Technical merit	25
Qualifications and expertise	25
Price	25
Schedule	25
Total	100

A pricing formula shall be used to allot points based on the Offeror's price and the price of the lowest bidder.

4.4 BASIS FOR SELECTION AND AWARD OF AN AGREEMENT FOR SERVICES

The RCUH will select and attempt to negotiate a mutually acceptable Agreement for Services with the first-ranked Offeror. If this cannot be accomplished within 21 calendar days after initial Selection, the RCUH reserves the right to terminate contract negotiations with the first-ranked Offeror, and may select the second-ranked Offeror for negotiation of a potential award. This process may continue in order of Offeror ranking until a mutually acceptable Agreement for Services is achieved with the RCUH and an award is made to a selected Offeror.

4.5 ORAL PRESENTATIONS

Not required.

4.6 REQUIREMENTS FOR AN AGREEMENT FOR SERVICES WITH THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII

The selected Offeror must submit the following documentation prior to execution of an Agreement for Services with the Research Corporation of the University of Hawaii:

1. Tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service. *See* Section 1.7 of this RFP.
2. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters, if applicable.
3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions, if applicable.

Acceptance of an Agreement for Services with the Research Corporation of the University of Hawaii requires acceptance of Attachment B – General Conditions for Services Agreements, Attachment C – Special Conditions for Services Agreements–Federal Provisions, if applicable, Attachment D – Standards of Conduct Declaration, and Attachment E – Insurance Requirements. Necessary forms will be provided to the selected company.

Attachment A.

Notice of Intent to Submit a Proposal
(May be sent by email or fax.)

Company Name: _____

Address: _____

Phone No.: _____

Email.: _____

- [] I acknowledge receipt of Request for Proposal No. _____ and my company intends to submit a proposal prior to the Closing Date for Receipt of Proposals. I acknowledge the requirements for a services agreement with the Research Corporation of the University of Hawaii, including submittal of a price proposal; State of Hawaii Department of Taxation and Internal Revenue Service tax clearances; Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters; Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions; Standards of Conduct Declaration; and acceptance of the General Conditions for Services Agreements and the Special Conditions for Services Agreements (Federal Provisions).
- [] I acknowledge receipt of Request for Proposal No. _____ but my company is not submitting a proposal.

Submitted by:

Signature

Date

Typed Name

Title

Attachment B. General Conditions for Services Agreements

1. Coordination of Services by the State. RCUH, or RCUH's designee, shall coordinate the services to be provided by CONTRACTOR in order to complete the Project. CONTRACTOR shall maintain communications with RCUH or the RCUH designee, at all stages of CONTRACTOR's work, and submit to RCUH or the RCUH designee, for resolution, any questions which may arise regarding this Agreement, including but not limited to CONTRACTOR's performance of this Agreement.
2. Relationship of Parties; Independent Contractor Status and Responsibilities, Including Tax Responsibilities.
 - a. In the performance of services required under this Agreement, CONTRACTOR shall be an "independent contractor", with the authority and responsibility to control and direct the performance and details of the work and services required under this Agreement; however, RCUH shall have a general right to inspect work-in-progress to determine whether in RCUH's opinion, the services are being performed by CONTRACTOR in accordance with the provisions of this Agreement. It is understood that RCUH does not agree to use CONTRACTOR exclusively, and that CONTRACTOR is free to contract to provide services to other individuals or entities while under contract with RCUH.
 - b. CONTRACTOR, and CONTRACTOR's employees and agents, shall not be considered agents or employees of RCUH for any purpose, and CONTRACTOR's employees and agents shall not be entitled to claim or receive from RCUH any vacation, sick leave, retirement, workers' compensation, unemployment insurance, or other benefits provided to RCUH employees.
 - c. CONTRACTOR shall be responsible for the accuracy, completeness, and adequacy of its performance under this Agreement. Furthermore, CONTRACTOR intentionally, voluntarily, and knowingly assumes the sole and entire liability (if such liability is determined to exist) to CONTRACTOR's employees and agents, and to any individual not a party to this Agreement, for all loss, damage, or injury caused by CONTRACTOR, or CONTRACTOR's employees or agents in the course of their employment.
 - d. CONTRACTOR shall be responsible for payment of all applicable federal, state and county taxes and fees which may become due and owing by CONTRACTOR by reason of this Agreement, including but not limited to (i) income taxes, (ii) employment related fees, assessments and taxes, and (iii) general excise taxes. CONTRACTOR is further responsible for obtaining all licenses, permits, and certificates that may be required by reason of this Agreement, including but not limited to a general excise tax license from the Department of Taxation, State of Hawaii.
 - e. CONTRACTOR shall be responsible for securing any and all insurance coverage for CONTRACTOR and CONTRACTOR's employees and agents which is, or may be, required by law. CONTRACTOR shall further be responsible for payment of all premiums, costs and other liabilities associated with securing said insurance coverage.

3. Personnel Requirements.

- a. CONTRACTOR shall secure, at CONTRACTOR's own expense, all personnel required to perform the services required by this Agreement.
- b. CONTRACTOR shall ensure that CONTRACTOR's employees and agents are experienced and fully qualified to engage in the activities and services required under this Agreement, and that all applicable licensing and operating requirements imposed or required under federal, state and county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents, are complied with and satisfied.

4. Nondiscrimination. No person performing work under this Agreement, including any subcontractor, employee or agent of CONTRACTOR, shall engage in any discrimination that is prohibited by any applicable federal, state or county law.

5. Subcontracts and Assignments. CONTRACTOR shall not assign or subcontract any of CONTRACTOR's duties, obligations, or interests under this Agreement without the prior written consent of RCUH. Additionally, no assignment by CONTRACTOR of CONTRACTOR's right to compensation under this Agreement shall be effective unless and until the assignment is approved in writing by RCUH, and a tax clearance is submitted by the assignee. RCUH must also approve, in writing, all other assignment or subcontract agreements entered into by CONTRACTOR's assignees and subcontractors, prior to execution.

6. Conflict of Interest. CONTRACTOR represents that neither CONTRACTOR, nor any employee or agent of CONTRACTOR, presently has any interest (and promises that no such interest, direct or indirect, shall be acquired), which would or might conflict in any manner or degree with the performance of CONTRACTOR's services under this Agreement.

7. Modifications of Agreement. Any modification, alteration, amendment, change, or extension to any term, provision, or condition of this Agreement shall be made only by written amendment to this Agreement, signed by CONTRACTOR and RCUH. No modification, alteration, amendment, change or extension to any term, provision, or condition of this Agreement, signed by any persons, including the University of Hawaii, shall be binding on RCUH unless signed by an authorized official of RCUH.

8. Suspension of Agreement. RCUH reserves the right at any time and for any reason to suspend all or any part of the performance required by this Agreement for any reasonable period, upon written notice to CONTRACTOR. Upon receipt of said notice, CONTRACTOR shall immediately comply with said notice and suspend all such work under this Agreement at the time stated.

9. Termination of Agreement for Default.

- a. If CONTRACTOR breaches this Agreement by failing to satisfactorily fulfill in a timely or proper manner CONTRACTOR's obligations under this Agreement, or failing to perform any of the promises, terms, or conditions of this Agreement, RCUH shall have the right to terminate this Agreement in whole or in part, by giving written notice to CONTRACTOR at least seven (7) calendar days (or any longer time as specified by RCUH in writing) before the effective date of termination. The notice shall provide CONTRACTOR with an opportunity to cure its default or take satisfactory corrective action within the seven (7) days (or other longer time as specified

by RCUH). In the case of a partial termination, CONTRACTOR shall continue performance of this Agreement to the extent it is not terminated.

- b. CONTRACTOR shall, within four (4) weeks of the effective date of such termination (or within four (4) weeks of the scheduled expiration of the time of performance specified in this Agreement, whichever is earlier), compile and submit in an orderly manner to RCUH an accounting of the work performed up to the effective date of termination or expiration. In such event, CONTRACTOR shall be paid for the actual cost of the services rendered, but in no event more than the total compensation payable to CONTRACTOR under this Agreement.
 - c. As of the date of termination provided in the notice, CONTRACTOR shall incur no further obligations in connection with the terminated performance, and CONTRACTOR shall stop performance to the extent specified. CONTRACTOR shall also terminate outstanding orders and subcontracts as they relate to the terminated performance. CONTRACTOR shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated performance, subject to RCUH's approval. RCUH may choose to direct CONTRACTOR to assign CONTRACTOR's right, title, and interest under terminated orders or subcontracts to RCUH.
 - d. CONTRACTOR shall not be relieved of liability to RCUH for damages sustained because of any breach by CONTRACTOR of this Agreement, including but not limited to RCUH's procurement of similar goods and services in a manner and upon terms deemed appropriate by RCUH. In such an event, RCUH may retain any amounts which may be due and owing to CONTRACTOR until such time as the exact amount of damages due to RCUH from CONTRACTOR has been determined. RCUH may also set off any damages so determined against the amounts retained.
 - e. Upon termination of this Agreement (or upon the scheduled expiration of the time of performance specified in this Agreement, whichever is earlier), all finished and unfinished material prepared by CONTRACTOR shall, at RCUH's option, become RCUH's property and, together with all material, if any, provided to CONTRACTOR by RCUH, shall be delivered and surrendered to RCUH on or before the expiration date or date of termination. For purposes of this Agreement, "material" includes but is not limited to any information, data, reports, summaries, tables, maps, charts, photographs, films, graphs, studies, recommendations, program concepts, titles, scripts, working papers, files, models, audiotapes, videotapes, computer tapes, cassettes, diskettes, documents, and records developed, prepared, or conceived by CONTRACTOR in connection with this Agreement, or furnished to CONTRACTOR by RCUH. Additionally, CONTRACTOR shall take timely, reasonable, and necessary action to protect and preserve property and materials in the possession of CONTRACTOR, in which RCUH has an interest.
10. Termination of Agreement for Convenience.
- a. RCUH may terminate this Agreement without statement of cause at any time, in whole or in part, by giving written notice to CONTRACTOR of such termination at least thirty (30) calendar days before the effective date of such termination. In the event of a partial termination, CONTRACTOR shall continue performance of this Agreement to the extent it is not terminated.

- b. Upon termination of this Agreement, CONTRACTOR shall, within four (4) weeks of the effective date of such termination, compile and submit in an orderly manner to RCUH an accounting of the work performed up to the effective date of termination. In such event, CONTRACTOR shall be paid for the actual cost of the services rendered, but in no event more than the total compensation payable to CONTRACTOR under this Agreement.
 - c. As of the date of termination provided in the notice, CONTRACTOR shall incur no further obligations in connection with the terminated performance, and CONTRACTOR shall stop performance to the extent specified. CONTRACTOR shall also terminate outstanding orders and subcontracts as they relate to the terminated performance. CONTRACTOR shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated performance, subject to RCUH's approval. RCUH may choose to direct CONTRACTOR to assign CONTRACTOR's right, title, and interest under terminated orders or subcontracts to RCUH.
 - d. All finished and unfinished material prepared by CONTRACTOR shall, at RCUH's option, become RCUH's property and, together with all material, if any, provided to CONTRACTOR by RCUH, shall be delivered and surrendered to RCUH on or before the date of termination. For purposes of this Agreement, "material" includes but is not limited to any information, data, reports, summaries, tables, maps, charts, photographs, films, graphs, studies, recommendations, program concepts, titles, scripts, working papers, files, models, audiotapes, videotapes, computer tapes, cassettes, diskettes, documents, and records developed, prepared, or conceived by CONTRACTOR in connection with this Agreement, or furnished to CONTRACTOR by RCUH. Additionally, CONTRACTOR shall take timely, reasonable, and necessary action to protect and preserve property and materials in the possession of CONTRACTOR, in which RCUH has an interest.
11. Compliance with Laws. CONTRACTOR shall comply with all federal, state, and county laws, ordinances, codes, rules, and regulations, as the same may be amended from time to time, which in any way affect CONTRACTOR's performance of this Agreement.
12. Indemnification and Defense. CONTRACTOR shall defend, indemnify, and hold harmless RCUH, the University of Hawaii, the State of Hawaii, and the Project, and their respective officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys' fees and costs, and all claims, suits, and demands therefore, arising out of or resulting from the acts or omissions of CONTRACTOR or CONTRACTOR's employees, officers, agents, or subcontractors, occurring during or in connection with the performance of CONTRACTOR's services under this Agreement. The provisions of this paragraph shall remain in full force and effect notwithstanding the expiration or early termination of this Agreement.
13. Disputes. No dispute arising under this Agreement may be sued upon by CONTRACTOR until after CONTRACTOR's written request to RCUH to informally resolve the dispute is rejected, or until ninety (90) days after RCUH's receipt of CONTRACTOR's written request, whichever occurs first. While RCUH considers CONTRACTOR's written request, CONTRACTOR agrees to proceed diligently with the provision of services necessary to complete the scope of services described in Attachment 1.

14. Confidentiality of Material.

- a. All material given to or made available to CONTRACTOR by virtue of this Agreement, whether oral or written, and which is identified as proprietary or confidential information, will be safeguarded by CONTRACTOR and shall not be disclosed to any individual or organization without the prior written approval of RCUH.
- b. All information, data, or other material provided by CONTRACTOR to RCUH, which is identified as proprietary or confidential, shall be kept confidential to the extent permitted by law.

15. Ownership and Intellectual Property Rights.

- a. **Physical Material.** The University of Hawaii shall have complete ownership of all physical material, both finished and unfinished, which is acquired, developed, prepared, or assembled by CONTRACTOR pursuant to this Agreement, unless the provisions of the Project's Prime Award (grant/contract awarded directly by the federal government), if any, requires that title to physical material vest in another party. If determined by RCUH to be necessary, CONTRACTOR and RCUH shall execute any and all documents necessary to establish the University of Hawaii or other required party as the owner of the material, without the need for any additional consideration.
- b. **Patentable Inventions.**
 - i. **Rights to Patentable Inventions.** The rights to patentable inventions shall be determined in accordance with the provisions of the Project's Prime Award, if any. If the Prime Award is subject to the applicable regulations governing patents and inventions incorporated in 37 CFR 401, the term "subcontractor" shall be substituted for "contractor" throughout 37 CFR 401, unless the context of the clause requires otherwise. It is intended that 37 CFR 401 shall apply to CONTRACTOR in such a manner as is necessary to: (1) reflect the position of CONTRACTOR as a subcontractor to RCUH, (2) insure CONTRACTOR's rights under 37 CFR 401 and its obligations to RCUH, the Project, and the United States government, and (3) enable the Project to meet its obligations under its Prime Award. In the absence of ownership provisions in the Prime Award, or if the Project is supported by other funds, the ownership of patentable inventions developed pursuant to this Agreement will be determined under applicable U.S. law. If determined by RCUH to be necessary, CONTRACTOR and RCUH shall execute any and all documents necessary to establish the rights to the patentable inventions, without the need for any additional consideration.
 - ii. **Licensing of Patentable Inventions.** CONTRACTOR agrees to grant and hereby does grant to the University of Hawaii an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, make, have made, and distribute any patentable invention first conceived or reduced to practice in the performance of this Agreement.
- c. **Copyrights.** The University of Hawaii shall have complete ownership of all copyright material (including but not limited to any computer software and its documentation and/or databases) that is developed or prepared by CONTRACTOR for RCUH pursuant to this Agreement, and all such material shall be considered "works-made-for-hire." All such material shall be delivered

to RCUH upon expiration or termination of this Agreement. CONTRACTOR, however, may use thereafter any ideas and techniques that may be embodied in such works. To the extent the material is not recognized as a "work-made-for-hire" as a matter of law, CONTRACTOR hereby assigns to the University of Hawaii any and all copyrights in and to the material. If determined by RCUH or the University of Hawaii to be necessary, CONTRACTOR, the University of Hawaii, and RCUH shall execute any and all documents necessary to establish the University of Hawaii as the owner of the material, without the need for any additional consideration.

16. Publicity. CONTRACTOR shall not refer to RCUH, the University of Hawaii, the Project, or any office, agency, or officer thereof, or to the services provided pursuant to this Agreement, in any of CONTRACTOR's brochures, advertisements, or other publicity of CONTRACTOR. All media contacts with CONTRACTOR about this Agreement shall be referred to RCUH.
17. Payment Procedures; Final Payment. All payments under this Agreement shall be made only upon (a) submission by CONTRACTOR to RCUH of original invoices specifying the amount due and certifying that services requested under this Agreement have been performed by CONTRACTOR according to this Agreement, and (b) satisfactory performance as determined by RCUH and as specified in Attachments 1, 2, and 3.
18. Tax Clearance. Final payment under this Agreement shall be subject to Section 103-53 of the Hawaii Revised Statutes, which requires a tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service, stating that all delinquent taxes, if any, levied or accrued against CONTRACTOR have been paid. A tax clearance is required on final payment for agreements of \$25,000 or more. In addition to obtaining a tax clearance prior to final payment, CONTRACTOR is required to obtain a tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service prior to the execution of this Agreement, if \$25,000 or more.
19. Governing Law, Jurisdiction and Venue. The validity of this Agreement and any of its terms and/or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of the State of Hawaii. Any action at law or in equity to enforce or interpret the provisions of this Agreement shall be brought in a state court of competent jurisdiction in Honolulu, Hawaii.
20. Notices. Any written notice required to be given by a party to this Agreement shall be (a) delivered personally, or (b) sent by United States first class mail, postage prepaid, to RCUH at its address, and to CONTRACTOR at its address, as indicated in this Agreement. A notice shall be deemed to have been received by the recipient three (3) days after mailing or at the time of actual receipt, whichever is earlier.
21. Severability. In the event that any provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this Agreement, provided that the remaining terms and conditions of this Agreement remain legal and enforceable.
22. Waiver. The failure of RCUH to insist upon strict compliance with any term, provision or condition of this Agreement shall not constitute or be deemed to constitute a waiver or relinquishment of RCUH's right to enforce the same in accordance with this Agreement.

23. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.
24. Federal Provisions. If federal funds are expended under this Agreement, CONTRACTOR shall comply with the applicable provisions of Attachment C.

Attachment C. Special Conditions for Services Agreements

FEDERAL PROVISIONS

1. If federal funds (under a federal grant) are expended under this Agreement, CONTRACTOR shall comply with the applicable provisions of RCUH [Attachment 32a](#).
2. If federal funds (under a federal prime contract) are expended under this Agreement, CONTRACTOR shall comply with the applicable provisions of RCUH [Attachment 32b](#).
3. If federal funds (under a cost-type prime cost reimbursable contract) are expended under this Agreement, and CONTRACTOR is a commercial entity in possession of government property, CONTRACTOR shall comply with the applicable provisions of RCUH [Attachment 32c](#).
4. If federal funds (under a cost-type prime cost reimbursable contract) are expended under this Agreement, and CONTRACTOR is an educational or nonprofit entity in possession of government property, CONTRACTOR shall comply with the applicable provisions of RCUH [Attachment 32d](#).

The aforementioned federal provisions can be found at:
<https://www.rcuh.com/document-library/2-000/>.

Attachment D. Standards of Conduct Declaration

For 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, 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. References to “Employee”, below, includes all State of Hawai‘i employees, including RCUH and UH employees. (HRS § 84-3).

On behalf of _____ (CONTRACTOR), the undersigned does declare, under penalty of perjury, as follows:

1. CONTRACTOR (☐ is) (☐ is not) a legislator, an Employee, or a business in which a legislator or employee has a “Controlling interest”. (HRS § 84-15(a)).
2. CONTRACTOR (☐ is) (☐ is not) a UH or RCUH employee. (2 C.F.R. § 200.459 Professional service costs).
3. CONTRACTOR has not been, and will not be, represented or assisted personally on matters related to this Agreement by an individual who has been an employee of RCUH or UH within the preceding two years, and who participated while so employed in the matter with which this Agreement is directly concerned. (HRS § 84-15(b)).
4. 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 this Agreement, if the legislator or Employee was involved in the development or award of this Agreement. (HRS § 84-14(d)).
5. CONTRACTOR has not been, and will not be, assisted or represented by an employee of RCUH or UH for a fee or other compensation.
6. CONTRACTOR has not been, and will not be, represented on matters related to this Agreement, for a fee or other consideration by an individual who, within the past twelve (12) months, served as a legislator or Employee, and participated while a legislator or Employee on matters related to this Agreement. (HRS §§ 84-18(b) and (c)).
7. CONTRACTOR has not been, and will not be, represented by a former employee of RCUH or UH for a fee or other compensation, where that former employee served as an employee of RCUH or UH within the past twelve (12) months.

CONTRACTOR understands that the Agreement to which this document is attached is voidable on behalf of the RCUH if the 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 above declarations. Additionally, any fee, compensation, gift, or profit received by any person as a result of violating the Code of Ethics may be recovered by RCUH.

CONTRACTOR

By

Its
(Title)

Date

* Reminder to the Project. If the "(is)" in No. 1 and/or 2 above is selected: (a) contact RCUH Procurement prior to executing this Agreement; and (b) if this Agreement involves goods or services of a value in excess of \$10,000, this Agreement must have been awarded by a competitive sealed bid or proposal. Otherwise, the Project may not enter into this Agreement unless it posts a notice of intent to award this Agreement and files a copy of the notice with the Hawaii State Ethics Commission at least 10 days before this Agreement is awarded. (HRS § 84-15(a)).

Attachment E. Insurance Requirements

Contractor shall maintain commercial general liability insurance acceptable to RCUH in full force and effect throughout the term of the Agreement. The policy or policies of insurance maintained by the Contractor shall provide a minimum combined single limit coverage (bodily injury and property damage) in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate per policy year. Insurance shall be in force the first day of the term of the Agreement.

Workers' Compensation/Employers' Liability Insurance – Contractor shall maintain workers' compensation insurance for all persons whom they employ in carrying out the work under the Agreement, in amounts sufficient to meet the Hawaii statutory limits and/or the legal requirements in all other jurisdictions where work will be performed. Contractor shall maintain the following minimums for employers' liability: (1) bodily injury by accident, \$1,000,000 (each accident); (2) bodily injury by disease, \$1,000,000 (policy limit); and (3) bodily injury by disease, \$1,000,000 (each employee).

Auto Liability Insurance – Contractor shall maintain auto liability insurance covering all autos used to provide services under the Agreement, with coverage of not less than \$1,000,000 for bodily injury (per person); not less than \$1,000,000 for bodily injury (per accident); and not less than \$1,000,000 for property damage (per accident); or a combined single limit of at least \$1,000,000 per accident for bodily injury and property damage combined. The required limit of insurance may be provided by a single policy or with a combination of primary and excess policies. Only autos with the above auto liability insurance shall be used to provide services under the Agreement.

Each insurance policy and certificate of insurance required by the Agreement shall:

- a. Provide that any insurance maintained by RCUH will apply in excess of, and not contribute with, insurance provided by the insured's policy.
- b. Name RCUH, the State of Hawaii, and the University of Hawaii as additional insureds with respect to operations performed for the University of Hawaii and RCUH.
- c. Waive all rights of subrogation in favor of RCUH, the State of Hawaii, and the University of Hawaii.

Clauses a and b are waived for any professional liability (errors and omissions) insurance and workers' compensation.

Contractor shall ensure that its subcontractors, suppliers, anyone directly or indirectly employed by any of them to perform work under the Agreement, or anyone for whose acts any of them may be liable, also obtain and comply with the above insurance requirements and limits, to cover all work performed.

Contractor is required to notify RCUH of any changes to Contractor's insurance policies or any cancellation of insurance at least THIRTY (30) days prior to the change or cancellation.

All insurance described herein shall be primary and cover the insured for all work to be performed under the Agreement, all work performed incidental thereto or directly or indirectly connected therewith.

Contractor agrees to deposit with RCUH, on or before the effective date of the Agreement, certificates of insurance necessary to satisfy RCUH that the insurance provisions of the Agreement have been complied with and to keep such insurance in effect and the certificates therefore on deposit with RCUH during the entire term of the Agreement.

RCUH shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of RCUH, the insurance provisions in the Agreement do not provide adequate protection for RCUH, RCUH may require Contractor to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. RCUH's requirements shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks which exist at the time a change in insurance is required.

RCUH shall notify Contractor in writing of changes in the insurance requirements; and if Contractor does not deposit copies of acceptable insurance policies with RCUH incorporating such changes within TEN (10) days of receipt of such notice, this Agreement shall be in default without further notice to Contractor and RCUH shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of the Agreement. Notwithstanding said policy or policies of insurance, Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from its acts or omissions with respect to the Agreement.