



**Procurement of Acquisition Support  
Services (PASS)**

Led by the State of Hawaii

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Master Agreement #: 19-19-05 (*hereinafter "Master Agreement"*)

Contractor: **Civic Initiatives, LLC** (*hereinafter "Contractor"*)

Lead State: **STATE OF HAWAII** (*hereinafter "Lead State"*)

Amendment #3 of Master Agreement (Master Agreement #19-19-05) for Procurement of Acquisition Support Services (PASS), is made and entered into by and between the Lead State acting by and through the Department of Accounting and General Services, State Procurement Office, a State of Hawaii governmental agency ("State") on behalf of the NASPO ValuePoint Cooperative Purchasing Program.

**AGREEMENT**

1. Amendment- Term of the Master Agreement. The Master Agreement has a base period of two (2) years and shall terminate unless it is extended. Per the term of the Master Agreement, the Master Agreement may be extended for up to three (3) additional 12-month periods or parts thereof at the Lead State's discretion, by mutual agreement and upon review of requirements of Participating Entities, current market conditions, and Contractor Performance. The Lead State has made the determination and chooses to exercise the third 12-month optional period to extend the Master Agreement from June 6, 2023 to June 5, 2024.
2. Amendment - Hourly Rates:
  - a. Per the Master Agreement, all labor category rates must be guaranteed for the initial term and additional years of the Master Agreement.
  - b. Hourly rates in optional periods were allowed to be adjusted at no more than a 2% inflation rate. See Exhibit 2 for rates for Year 5 applicable to this amendment and extension period.
  - c. All rates shall be guaranteed for each year as part of the Master Agreement. Requests for price adjustment, other than the adjusted price offered shall not be considered.

NASPO ValuePoint  
**AMENDMENT #3**  
**MASTER AGREEMENT**



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THE PARTIES HERETO HAVE EXECUTED THIS AMENDMENT THROUGH THEIR DULY AUTHORIZED REPRESENTATIVES WITH FULL KNOWLEDGE OF AND AGREEMENT WITH ITS TERMS AND CONDITIONS.

CONTRACTOR: Civic Initiatives, LLC	LEAD STATE: State of Hawaii
Signature: <i>Dustin Lanier</i>	Signature: <i>Bonnie A. Kahakui</i>
Name: <b>Dustin Lanier</b>	Name: Bonnie Kahakui, Department of Accounting and General Services, State Procurement Office
Title: <b>Founder/Principal Consultant</b>	Title: Acting Administrator
Date: 12/02/2022	Date: 02/01/2023

**APPROVED AS TO FORM:**

*Stella M. Kam*

12/22/2022

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Deputy Attorney General

**CIVIC INITIATIVES, LLC**

**Exhibit 2 - Hourly Labor Rates**

Labor Categories	Base Period: Year 1 and 2		Optional Period: Year 3		Optional Period: Year 4		Optional Period: Year 5	
	Fully Burdened Hourly Rate - Off-site	Fully Burdened Hourly Rate - On-site	Fully Burdened Hourly Rate - Off-site	Fully Burdened Hourly Rate - On-site	Fully Burdened Hourly Rate - Off-site	Fully Burdened Hourly Rate - On-site	Fully Burdened Hourly Rate - Off-site	Fully Burdened Hourly Rate - On-site
Program Director	\$ 215.00	\$ 230.00	\$ 219.30	\$ 234.60	\$ 223.69	\$ 239.29	\$ 228.16	\$ 244.08
Program Manager	\$ 170.00	\$ 185.00	\$ 173.40	\$ 188.70	\$ 176.87	\$ 192.47	\$ 180.41	\$ 196.32
Subject Matter Expert III	\$ 195.00	\$ 210.00	\$ 198.90	\$ 214.20	\$ 202.88	\$ 218.48	\$ 206.94	\$ 222.85
Subject Matter Expert II	\$ 170.00	\$ 185.00	\$ 173.40	\$ 188.70	\$ 176.87	\$ 192.47	\$ 180.41	\$ 196.32
Subject Matter Expert I	\$ 140.00	\$ 155.00	\$ 142.80	\$ 158.10	\$ 145.66	\$ 161.26	\$ 148.57	\$ 164.49
Acquisition Support Specialist III	\$ 170.00	\$ 185.00	\$ 173.40	\$ 188.70	\$ 176.87	\$ 192.47	\$ 180.41	\$ 196.32
Acquisition Support Specialist II	\$ 140.00	\$ 155.00	\$ 142.80	\$ 158.10	\$ 145.66	\$ 161.26	\$ 148.57	\$ 164.49
Acquisition Support Specialist I	\$ 105.00	\$ 120.00	\$ 107.10	\$ 122.40	\$ 109.24	\$ 124.85	\$ 111.43	\$ 127.35
Analyst II	\$ 120.00	\$ 135.00	\$ 122.40	\$ 137.70	\$ 124.85	\$ 140.45	\$ 127.35	\$ 143.26
Analyst I	\$ 95.00	\$ 110.00	\$ 96.90	\$ 112.20	\$ 98.84	\$ 114.44	\$ 100.82	\$ 116.73

**Note:** At minimum, Contractor shall honor prices noted for each labor category, on-site or off-site, in each period.

Definitions:	
Off-site	Offeror's Place of Work
On-site	Government (any state or political subdivision) Place of Work