



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817**

June 24, 2016

REQUEST FOR QUOTES – RFQ OUTR 2017-01

2016 GENERAL ELECTION CANDIDATE GAME

To all Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (“OHA”) will be accepting quotes from interested Offerors to develop a web-based interactive candidate game which will be used as a tool for voters to determine which candidate they most agree with for the 2016 General Election.

The overall goal of this candidate game is to provide a non-partisan tool to inform and educate voters about the policy positions of candidates in all races for the 2016 General Election (including but not limited to City Council, State House, State Senate, Lt. Governor, Governor, Congressional, and the OHA races).

SCOPE OF SERVICES

The successful Offeror shall agree to satisfactorily provide the services hereinafter set forth which includes but is not limited to the following:

1. Develop a web-based interactive candidate game which will be utilized as a tool for voters to determine which candidate they most agree with for the 2016 General Election;
2. Develop the candidate game to be utilized exclusively for the Office of Hawaiian Affairs and accessible on the OHA’s website with the ability to run across all major browsers and through mobile devices;
3. Develop a non-partisan questionnaire to be answered by General Election candidates and utilized for the candidate game. With exception to the OHA race, the successful Offeror SHALL INCORPORATE THREE Native Hawaiian focused issue questions of the OHA’s choosing to be answered by each candidate and utilized in the game;
4. Use questions developed by the OHA for the OHA candidates questionnaire;
5. Contact each candidate at least three times via email/mail, phone, and in-person to follow-up on the responses for the questionnaire;
6. Keep the OHA’s designated staff apprised of the candidates who have not responded or completed the questionnaire after the three methods of communication have not been successful;
7. Work with the OHA’s designated staff to use the appropriate OHA logo and other design

- features that represent the OHA brand;
- 8. Provide the OHA exclusive rights and access to all data generated from the candidate game, including but not limited to, the usage of the game and the results produced from the users selection of answers; and
- 9. Promote the candidate game on various networks and guarantee a minimum of 25,000 views of the game to Hawai‘i residents.

GENERAL REQUIREMENTS

- 1. The Quote should itemize all costs associated with providing the services above including, but not limited to, GET tax.
- 2. Within ten (10) days of the award for a contract, the successful Offeror must:
 - a. Be registered as a business in the State of Hawai‘i;
 - b. Be compliant with Hawai‘i Compliance Express;
 - c. Complete the OHA W-9 form; and
 - d. Submit a current copy of a Certificate of Liability Insurance with the minimum insurance coverage and limits below, which shall also apply to subcontractor(s) where appropriate:

<u>Coverage</u>	<u>Limits</u>
General Liability	\$2,000,000 general aggregate \$1,000,000 each occurrence
Automobile Liability	\$1,000,000 Combine Single Limit (each accident)
Worker’s Compensation/ Employer’s Liability	\$100,000 each accident \$500,000 disease policy limit \$100,000 disease policy limit per employee

Quotes are due to the OHA by Wednesday, July 6, 2016, 2:00 p.m. Hawai‘i Standard Time. Interested Offerors may either submit their quote by email to mikic@oha.org, by the United States Postal Service to OHA – Procurement, 560 N. Nimitz Highway, Suite 200, Honolulu, HI 96817, or by hand delivery to the OHA office, address above. All the USPS deliveries and hand delivered offers must be time stamped by the deadline above. All interested Offerors must include the RFQ Form. See Attachment 1: RFQ Form. The selection shall be contingent on the lowest most responsible and responsive quote for the OHA.

If you have any questions, you may contact Miki Lene, ‘Aho Pueo Kū‘ai, Procurement Specialist, by email mikic@oha.org or by phone (808) 594-1993.

Attachment 1: RFQ Form