

# OFFICE OF HAWAIIAN AFFAIRS

## REQUEST FOR QUOTES (CHAPTER 103D, HRS)

### RFQ No. CE 2019-31 NATIVE HAWAIIAN LEADERSHIP OUTREACH

April 20, 2019

#### **To All Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors to work with the OHA Community Engagement Paia to: (a) promote, foster and empower Native Hawaiian community leadership in identified target communities; (b) identify and engage key leaders, stake holders and community partners in the promotion and logistical execution of film screenings; (c) successfully plan strategies for engaging Native Hawaiian leaders and community; and (d) data collection for ongoing outreach efforts and future engagement.

The term of this Contract shall be for six (6) months from August 1, 2019 through and including February 29, 2020 and subject to the availability of funds.

The quote shall include total cost of all services to be provided, demonstrate prior experience to successfully plan and implement a range of events and meetings, and have experience with the Native Hawaiian community. Maximum amount budgeted for this RFQ is forty-nine thousand five hundred eighty-five and no/100 dollars (\$49,585.00).

#### **I. Quote**

The total quote amount for the OHA Native Hawaiian Leadership Outreach, inclusive of all applicable taxes for provisions of the specified services.

**Quote shall be submitted on HiePro not later than 2:00 p.m. HST on Tuesday, April 30, 2019 and include the following:**

Provide the all-inclusive **unit price for each line item** listed on the HiePro.

**Only a single award will be made to the lowest and most responsive quote for the services to be provided under the Native Hawaiian Leadership Outreach.** Interested Offerors are to provide a unit price quote for each line item listed on the HiePro. The line items will be added together for the Quote Total. The most responsive is determined by the quote per items: A through E. Interested Offerors are to provide a quote for each line item listed on the HiePro.

**If you have any questions, please contact Phyllis Ono-Evangelista at (808)594-1833**

The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA. The RFQ may be canceled when it is determined to be in the best interest of the OHA.

## **II. SCOPE OF SERVICES**

The successful Offeror shall satisfactorily provide the goods and services hereinafter set forth that shall include, but may not be limited to, the following:

### **A. DEVELOP AND IMPLEMENT LEADERSHIP OUTREACH**

1. Develop a plan to provide such outreach and engagement activities as identified by OHA Community Engagement Paia that will promote, foster and empower Native Hawaiian community leadership in identified target communities.
2. This plan is to include film screenings of Moananuiākea World Wide Voyage documentary in three (3) target communities.
3. The successful Offeror will work closely with OHA Community Engagement Paia to identify and engage key leaders, stakeholders and community partners in the promotion and logistical execution of film screenings.
4. Successful plan shall include strategies for engaging Native Hawaiian leaders and community, and data collection methods for ongoing outreach and engagement.
5. Implement plan by executing the three (3) proposed film screenings in identified communities, and collecting relevant data as obtained through identified methods.
6. Provide a final report and recommendations based on the evidence from the data collected that will be used for the furtherance of continued outreach and engagement strategies in the future for OHA.

### **B. MEDIA AND MESSAGING**

1. The successful Offeror will work with OHA Community Engagement Paia and staff, as identified, to develop key media outreach and messaging strategies to promote the film screenings, the concept of Native Hawaiian leadership and the Hōkūle‘a World Wide Voyage, in relation to the Moananuiākea World Wide Voyage Documentary.
2. The successful Offeror will work with OHA Community Engagement Paia and staff, as identified, to develop promotional materials for distribution including, fliers and digital media tools.

### **C. COMMUNITY FOLLOW-UP RECOMMENDATIONS**

Upon completion of outreach and engagement activities, the successful Offeror will work with OHA Community Engagement Paia to develop recommendations and provide in a written report initiatives to follow-up and strengthen outreach and engagement activities, including strategies on coalition and relationship building.

**D. COORDINATION OF 3 SCREENING EVENTS**

The successful Offeror will coordinate of all amenities and accommodations for each of the three (3) film screening events. The successful Offeror’s quote shall include but may not be limited to, the following:

1. Secure event locations;
2. Arrange food for events and planning meetings;
3. Arrange decorations;
4. Obtain necessary permitting and licensing required;
5. Arrange transportation/parking;
6. Obtain audio-visual equipment;
7. Arrange Honorariums/Makana for special guests;
8. Solicit and manage all entertainer and vendors for the events;
9. Printing of program and other necessary signage; and
10. Develop and implement a marketing strategy.

**III. OTHER RESPONSIBILITES OF THE SUCCESSFUL OFFEROR**

- A. Provide a final report of each event that shall include, but may not be limited to activity, milestones, challenges, solutions, successes, expenditures, etc. and will be reviewed and approved by the OHA.
- B. Meetings. The successful Offeror shall be available to meet with or present to the OHA and its staff as is necessary to complete this Scope of Services, and at a frequency determined by the OHA.

**IV. GENERAL CONTRACT REQUIREMENT FOR SUCCESSFUL OFFEROR**

The successful Offeror shall comply with HRS, Chapter 103D and all State, Federal, and County requirements.

**A. License and Compliance**

1. Within ten (10) days of the award for a contract, the successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawai‘i Compliance Express, complete the OHA W-9 form and submit a current copy of a Certificate of Liability Insurance with the following:

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
Professional Liability	\$1,000,000 each occurrence \$2,000,000 general aggregate
Automobile Liability	\$1,000,000 Combine Single Limit (each accident)

Worker's Compensation/	\$100,000 each accident
Employer's Liability	\$500,000 disease policy limit
	\$100,000 disease policy limit per employee

2. Each insurance policy required by the contract, including a subcontractor's policy, shall contain the following clauses:
  - a. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the Office of Hawaiian Affairs, 560 North Nimitz Highway, Suite 200, Honolulu, HI 96817."
  - b. "The Office of Hawaiian Affairs, its trustees, employees, representatives and agents and the State of Hawai'i are added as additional insureds as respects to operations performed for the Office of Hawaiian Affairs."
  - c. "It is agreed that any insurance maintained by the Office of Hawaiian Affairs will apply in excess of, and not contribute with, insurance provided by this policy."

**B. COMPENSATION AND PAYMENT TERMS**

Section 103-10, Hawai'i Revised Statutes provides that the OHA shall have 30 calendar days after receipt of invoice or satisfactory delivery of goods or performance of the services to make payment.

The Awardee shall submit invoice to:

Office of Hawaiian Affairs  
Financial Services Program  
560 North Nimitz Highway, Suite 200  
Honolulu, Hawai'i 96817