

**OFFICE OF HAWAIIAN AFFAIRS
OFFER FORM NO. 1: REQUIRED EXPERIENCE AND QUALIFICATIONS**

All interested offerors submitting a response to the OHAs’ RFQ EO 2018-36 Public and Media Relations services must meet the minimal experience and qualifications as stated below. The interested offeror **must complete, sign and submit the attached Form No 1 Experience and Qualifications** providing verification of their stated experience and qualifications.

The Offeror Form No. 1: Experience and Qualifications requires five (5) sections to be completed information below: 1) Interested Offeror Base Information; 2) Offerors’ Ability to Address/Manage Crisis and Urgent Issues; 3) Offerors’ Experience, Qualifications, and Past Performance; 4) Offeror’s Profile Information; and 5) References.

1. Interested Offeror Base Information

Name of Firm:		Phone:	Mandatory five (5) years’ experience	Hourly Rate
		Email:		
Hawaii Office Business Address	Established Year State	Age of Firm	Years Established in Hawai‘i	
Principles of the Firm (Names)	Percentage of Involvement	Curriculum Vitae Attached	Other Key Personal	
Team Leader (Name)	Team Leader Percentage of Involvement		Organizational Chart	

2. Offerors’ Ability to Address/Manage Crisis and Urgent Issues

The interested offeror shall describe examples of strategy and messaging they conducted to manage crisis, urgent and highly sensitive issues, especially those involving a specific multicultural population

Example 1

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Example 2

Example 3

3. Experience, Qualifications, and Past Performance

a. Mandatory five (5) years' experience with public and media relations consultant services within a multicultural environment and working with the Native Hawaiian Community. Please describe.

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b. The interested offeror shall describe their past performance and experience for the last five (5) years.

c. The interested offeror shall provide a short narrative discussing the at minimal five (5) years' experience, which shall include, but not be limited to demonstrating:

i. a full understanding of public and media relations management;

ii. experience in implementing public and media relations strategies;

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iii. substantial experience working with local broadcast, print and online media; and

iv. experience in working with the Native Hawaiian community;

v. The interested offeror shall identify government agencies (public entities) they have work within the past 5 years.

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4. Describe Strengths and Approach

1. Regional and Local Media Relations.
2. Social Media, Campaign Development and Execution.

5. References

Provide names, address, and phone number of up to three (3) references that would be capable of explaining and confirming your firm's capacity to successfully completed the scope of work as stated in Section II.

Name	Address	Phone/email	Work Completed

Submission Approved by: _____ Date: _____
Signature
Print Name