



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

May 8, 2019

**REQUEST FOR PROPOSALS (RFP) NO. CEO 2019-30
ARTWORK, LAYOUT, DESIGN AND PRINTING OF THE 'OHANA REPORT AND
SUPPLEMENTAL MATERIALS**

ADDENDUM NO. 01

AMENDMENTS TO THE REQUEST FOR PROPOSAL

1. Section 1. Item XI. Additional Materials on page 10 of the Request for Proposal CEO 2019-30 states:

Proposal samples or descriptive literature should not be submitted unless specifically requested within the RFP. Interested offerors may include up to five (5) pages of documentations, literatures, samples, or brochures of related services, which demonstrates experiences to related consultant services.

Section 1. Item XI. Additional Materials on page 10 of the Request for Proposal CEO 2019-30 is hereby amended to state as follows:

Proposal samples of similar and/or relevant work or descriptive literature demonstrating previous projects shall be submitted. Interested offerors may include up to two (2) samples of each type of deliverable requested in this RFP.

2. Section 2. Item II.A. General Requirements on pages 16-21 of the Request for Proposal CEO 2019-30 is hereby amended to include the following:

11. Proposal samples of similar and/or relevant work or descriptive literature demonstrating previous projects shall be submitted. Interested offerors may include up to two (2) samples of each type of deliverable requested in this RFP.

3. Section 2. Item IV.A.2.b. on page 27 of the Request for Proposal CEO 2019-30 states:

- b. The ‘Ohana Report publication shall be approximately 160 pages, printed in color and shall include, but may not be limited to, approximately 120 images, figures, charts and graphs.

Section 2. Item IV.A.2.b. on page 27 of the Request for Proposal CEO 2019-30 is hereby amended to state as follows:

- b. The ‘Ohana Report publication shall be between 160-250 pages, printed in color and shall include, but may not be limited to, approximately 120 images, figures, charts and graphs.

4. Section 2. Item IV.A.3.g. on page 29 of the Request for Proposal CEO 2019-30 states:

- g. The Executive Summary shall be designed to be printed as follows:
 - i. Eighty pound (80#) Pacesetter Silk Book or similar;
 - ii. Double-sided print with Four Color process inks to include bleeds;
 - iii. Dimensions: 17” x 11” Flat; 8.5” x 11” Folded.

Section 2. Item IV.A.3.g. on page 29 of the Request for Proposal CEO 2019-30 is hereby amended to state as follows:

- g. The Executive Summary shall be designed to be printed as follows:
 - i. Eighty pound (80#) Pacesetter Silk Book or similar;
 - ii. Double-sided print with Four Color process inks to include bleeds;
 - iii. Dimensions: 17” x 11” Flat; 8.5” x 11” Folded; and
 - iv. Stitching recommendations to be provided by the interested offeror based on the final count of pages in the ‘Ohana Report publication.

5. Section 2. Item IV.A.4.e. on page 29 of the Request for Proposal CEO 2019-30 states:

- e. The ‘Ohana Profiles shall be designed to be printed as follows:
 - i. Eighty pound (80#) Pacesetter Silk Book or similar;
 - ii. Double-sided print with Four Color process inks to include bleeds;
 - iii. Dimensions: 17” x 11” Flat; 8.5” x 11” Folded.

Section 2. Item IV.A.4.e. on page 29 of the Request for Proposal CEO 2019-30 is hereby amended to state as follows:

- e. The ‘Ohana Profiles shall be designed to be printed as follows:
 - i. Eighty pound (80#) Pacesetter Silk Book or similar;
 - ii. Double-sided print with Four Color process inks to include bleeds;
 - ii. Dimensions: 8.5” x 11” Flat.

6. Section 2. Item IV.A.6.a. on page 30 of the Request for Proposal CEO 2019-30 states:
- a. The ‘Ohana Digital Media files shall be formatted as image files that supports both animated and static images, created in digital color and shall include, but may not be limited to, approximately one (1) charts or graphs and photos.

Section 2. Item IV.A.6.a. on page 30 of the Request for Proposal CEO 2019-30 is hereby amended to state as follows:

- a. The ‘Ohana Digital Graphic files shall be formatted as image files that supports both animated and static images (e.g. animated GIF files for use on social media and websites), created in digital color and shall include, but may not be limited to, approximately one (1) charts or graphs and photos.

7. Section 2. Item IV.A.6.a. on page 30 of the Request for Proposal CEO 2019-30 is hereby amended to include the following:

- h. Digital Graphic files shall appropriately sized for use on the Facebook and Instagram social media platforms and also be created for use on the OHA’s website.

8. Section 4. Item I. Proposal Evaluation on page 41 of the Request for Proposal CEO 2019-30 under Evaluation Categories 1. Experience and Capability states:

1. Experience and Capability

A. Up to [20] points will be awarded based on the degree to which the interested offeror clearly and concisely demonstrates that it has the experience, necessary skills, abilities, knowledge of, and participated and successfully completed similar projects anywhere within the United States.

B. Up to [20] points will be awarded based on demonstrated experience working with Native Hawaiian families and communities. Background in Hawaiian content, language/terminology, culture, forms, and creative products.

Section 4. Item I. Proposal Evaluation on page 41 of the Request for Proposal CEO 2019-30 under Evaluation Categories 1. Experience and Capability is hereby amended to state as follows:

1. Experience and Capability

A. Up to [15] points will be awarded based on the degree to which the interested offeror clearly and concisely demonstrates that it has the experience, necessary skills, abilities, knowledge of, and participated and successfully completed similar projects anywhere within the United States.

B. Up to [15] points will be awarded based on demonstrated experience working with Native Hawaiian families and communities. Background in Hawaiian content, language/terminology, culture, forms, and creative products.

C. Up to [10] points will be awarded based on the quality and design of the proposal samples provided relevant to the requirements and deliverables required in this RFP.

9. **Attachment 14 – Price Proposal Form has been updated.** Please use this **REVISED Attachment 14 – Price Proposal Form**, included herein, when submitting your proposal.

QUESTIONS AND ANSWERS

1. Do you need samples from previous work done?

Yes, so that the evaluators have something to reference to. See amendment above.

2. We noticed that the OHA is requesting the artwork as part of this RFP?

There has been difficulty with coordinating logistics and getting some of the details, dimensions, etc. in past projects. This time we thought of combining the graphic and visual artist to help guide with all the logistics to make it more cohesive.

3. Do we need to be federally recognized as a woman owned business?

No. The evaluation is based on your status as or effort to become a certified minority or women owned business.

4. Is there language that can be included into a final contract to leave room for the possibility of an increase in costs of reprinting in the future?

Yes, we can write it into the contract by adding a conditional contingency if needed.

5. Who is writing the report?

The lead writer for this project is an OHA staff member, and if we are unable to hire an editor, we will contract separately for editing services.

6. Is the report finished?

We have started on portions of it and plan to have the report completed in the next few months.

7. How many glyph art pieces are required for this project?

There are no set numbers. We can take portions of the original artwork and use it in a way the reader can understand and relate it to the larger piece. Please include your recommendation in your proposal.

8. Does glyph mean something that is carved in stone?

No. In this case, OHA is using the term “glyph” to mean an illustration.

9. Can OHA use the artwork for anything at any time forever? Would OHA work directly with the Artist or the Contractor?

The following is directly from the Artist Licensing Agreement:

RIGHTS. The original commissioned artwork shall be the property of the OHA. Title to the commissioned artwork shall pass to the OHA upon physical delivery of the commissioned artwork to the OHA. The Artist shall retain all rights under the Copyright Act, 17 U.S.C. § 101 et seq., as the sole author of the Artwork. The Artist shall not make any exact duplicate reproductions of the final artwork, except for individual prints or reprints, nor shall the Artist grant permission to others to do so except with the written permission of the OHA. The Artist shall grant the OHA and/or its designees an irrevocable, royalty-free license to make and use two-dimensional reproductions of the Artwork for unrestricted non-commercial purposes, including but not limited to using, publishing and distributing the reproductions of the Artwork in the OHA book, brochures, websites, media publicity, or other similar publications, provided that this license is exercised in a tasteful and professional manner and does not alter the appearance or integrity of the original artwork. The Artwork shall not be used in non-OHA publications and/or promotions, except for individual prints or reprints, for a period of SIXTY (60) MONTHS following the delivery of the published OHA book to the OHA in ready format for public dissemination. This irrevocable, royalty-free license shall exist from the date of this Agreement and extend for a period of SIXTY (60) MONTHS following the delivery of the published OHA 'Ohana Report to the OHA in ready format for public dissemination. If the OHA wishes to make reproductions of the Artwork for commercial, for-profit purposes, including but not limited to sell for-profit items such as tee shirts, post cards and posters, the OHA and the Artist shall execute a separate agreement to address the terms of that license granted by the Artist and the royalty the Artist shall receive.

PRICE PROPOSAL FORM

RFP RD 2019-30	ARTWORK, LAYOUT, DESIGN, AND PRINTING OF THE ‘OHANA REPORT
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INSTRUCTIONS: Complete the form in its entirety and include with your proposal submission. Please use as many forms as necessary to complete your proposal. All proposals must be received by **Friday, May 31, 2019 at 2:00 p.m. HST** at the OHA’s office, 560 N. Nimitz Highway, Suite 200, Honolulu, HI 96817.

Activity	Deliverable	Tentative Due Date	Number of Hours	Price Proposed
Collaboration with OHA and Local Artist, art direction, project management and logistics coordination	Original Artwork and digital file	10/31/2019		a.
	Glyph Art digital file	10/31/2019		b.
‘Ohana Report Publication: Layout and Design	‘Ohana Report Publication: Print Ready file and PDF file	4/24/2020		c.
‘Ohana Report Publication: Printing	3,000 prints	5/29/2020	---	d.
	Per additional 1,000 prints	if requested	---	
‘Ohana Report Executive Summary: Layout and Design	‘Ohana Report Executive Summary: Print Ready file and PDF file	4/24/2020		e.
‘Ohana Report Executive Summary: Printing	5,000 prints	5/29/2020		f.
	Per additional 1,000 prints	if requested	---	
‘Ohana Report Supplementary Materials (‘Ohana Profiles): Layout and Design	Up to 16 ‘Ohana Report ‘Ohana Profiles: Print Ready files and PDF files for each profile	4/24/2020	Hours per profile	*Price per profile
			x16 profiles =	x16 profiles = g.
‘Ohana Report Supplementary Materials (‘Ohana Profiles): Printing	5,000 printed sets of up to 16 profiles	5/29/2020		h.
	Per additional 1,000 sets	if requested	---	
Executive Summary and ‘Ohana Profiles Digital Booklet: Layout and Design	‘Ohana Report Executive Summary and Profiles: Digital Booklet file	4/24/2020		i.
‘Ohana Digital Graphic files: Layout and Design	Up to 38 ‘Ohana Digital Graphic files	4/24/2020	Hours per file	*Price per file
			x38 files =	x38 files = j.

Administrative Costs: overhead, meetings, status reports, travel, etc.	---	---		k.
Any other Costs (please list)				l.
Subtotal (add items a.-l.)				m.
General Excise Tax (item m. x 4.712%)				n.
GRAND TOTAL (items m.+n.)				

*At this time, the OHA has not determined the final amount of ‘Ohana Profiles and ‘Ohana Digital Graphic files required. The price per profile and price per file, plus 4.712% GET, will be used to calculate the final Contract payout, if necessary. Your final price proposal (Grand Total) will be the maximum amount of the Contract.