



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

May 6, 2016

**REQUEST FOR QUOTES RFQ AD 2016-14
NATIVE HAWAIIAN CULTURAL WORKSHOP
FOR
IWI PRESERVATION WORK**

Notice is hereby given the Office of Hawaiian Affairs (“OHA”) will be accepting application packets from Interested Offerors to provide one or more workshops to deepen community capacity and understanding of traditional Native Hawaiian burial practices.

The Office of Hawaiian Affairs is dedicated to helping protect and preserve iwi kūpuna when they are discovered or unearthed. In accordance with this goal, one of OHA’s ongoing efforts is to facilitate the involvement of lineal and cultural descendants in the determination of burial treatment as well as fostering the proper treatment of iwi in preservation and re-interment.

In recent years, it has been increasingly difficult to identify descendants who are knowledgeable about and experienced in traditional burial practices. The few who are experienced in these practices bear the unwieldy burden of representing kūpuna on the burial councils, consulting in disposition determinations as recognized descendants, and assisting with preparation ceremonies and re-interment. Moreover, OHA has received numerous requests from interested community members who want to learn more, but are unsure how to connect with the appropriate resources.

Traditionally, mālama iwi was a sensitive set of customs unique to each region and ‘ohana and passed down through generations of ‘ohana. In alignment with other efforts to meaningfully revitalize our cultural traditions, we seek to help re-proliferate mālama iwi practices in hopes that they will again be a self-sustaining kuleana valued and implemented collaboratively by our community.

The OHA seeks to develop one or more workshops to deepen community capacity and understanding of traditional Native Hawaiian burial practices. The OHA is requesting Interested Offeror(s) to submit an application packet limited to five (5) pages demonstrating their ability to develop a curriculum for a workshop or series of workshops to instruct interested community members on fundamental basics of traditional Native Hawaiian burial practices, feature customs from different schools of mālama iwi, and highlight, where appropriate, region-specific customs..

The application packet should: 1) empower community to engage more actively in state and federal processes to ensure proper protection of iwi kūpuna; 2) offer, where possible, the opportunity to witness or practice use of protocol techniques; 3) develop and present materials directing participants toward local resources through which they may continue to engage in iwi protection and preservation issues, and/or learn more about or participate in iwi preservation/re-interment

The OHA is requesting Interested Offerors(s) to submit an application packet to including a cost proposal and narrative limited to five (5) pages maximum clearly and concisely describing their past experience developing, conducting cultural workshops, past curriculum.

All Offeror's application packets must be received and time stamp by the OHA by Tuesday, May 17, 2016 at 2:00 p.m. Hawai'i Standard Time (HST). Offeror's packets shall be submitted to the OHA –Procurement Unit at 560 North Nimitz Highway, Honolulu, Hawai'i 96813. Electronic and Facsimile transmission shall not be accepted. The USPS delivery must be received by the deadline. Interested Offeror must include the OHA Informational Sheet. See Attachment 1.

The selection shall be contingent on the lowest most responsible and responsive quote for OHA.

Within ten (10) days of the award for a contract the Successful Offeror will need to be registered with Hawai'i Compliance Express and be in compliance with the: 1) Department of Commerce and Consumer Affairs, 2) Federal and State Department of Taxation, and 3) Department of Labor and Industrial Relations Land required. The Successful Offeror will also to provide a Certificate of Insurance for: 1) General Commercial Liability (\$2,000,000.00 single limits per occurrence for bodily injury and personal property damage), 2) Personal Injury Liability (\$1,000,000.00 single limits per occurrence, \$2,000,000.00 for general aggregate); and 3) Auto Insurance (Bodily injury liability limits of \$1,000,000.00 each person and \$1,000,000.00 per accident and property damage liability limits of \$1,000,000.00 per accident or \$1,000,000.00 combined single limit

If you have any questions, you may contact me by Email phylliso@oha.org or by phone (808) 594-1833.

Sincerely,

Phyllis Ono-Evangelista
Ka Pou Kako'o Ho'oki'iki'i/Procurement Manager

Attachment 1: Informational Sheet