



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

May 14, 2018

**REQUEST FOR QUOTES – RFQ CE 2018-40**

**VOTER ENGAGEMENT SERVICES FOR 2018 PRIMARY & GENERAL ELECTIONS**

**To all Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors to implement its voter engagement efforts for the 2018 State of Hawai‘i primary and general elections.

The anticipated Time of Performance is twelve (12) months from the start date of the Contract. Maximum length of the contract is twelve (12) months.

**Only a single award will be made to the quote that provides the Best Value to the OHA.** All interested Offeror’s may submit their price quote by email to [mikic@oha.org](mailto:mikic@oha.org), hand delivery or mail via the United States Postal Service to the OHA at:

Office of Hawaiian Affairs  
560 N. Nimitz Highway, Suite 200  
Honolulu, HI 96817  
ATTN: Miki Lene, Procurement Specialist

The following Offer Forms shall be completed and submitted with your quote:

- Offer Form 1: Required Experience and Qualifications
- Offer Form 2: Itemization Form

**Quote Due Date: FRIDAY, MAY 25, 2018; 12:00 p.m. HST**

All offers must be time-stamped by May 25, 2018, 12:00 p.m. HST. The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or in part in the best interest of the OHA. Quotes that do not meet all the requirements as stated on page 3, Section III. Quote Requirements shall not be considered. This RFQ may be canceled when it is determined to be in the best interest of the OHA.

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

## **I. Background**

The successful Offeror shall work with the OHA to implement a field engagement plan and demonstrate OHA engagement success in three target districts on O‘ahu. The successful Offeror will also develop and manage a Native Hawaiian voter database to support voter activation and augmentation for the 2018 elections and future election cycles.

## **II. Scope of Services**

### **A. Field Activities**

1. The OHA shall provide the successful Offeror the targeted communities on O‘ahu where field activities shall occur. These targeted communities consist of a combined estimated population of 50,000 individuals in an estimated 15,000 households.
2. Field coordination activities shall include, but may not be limited to:
  - a. Securing, training and managing field coordinators, staff and/or volunteers;
  - b. Establishing and organizing field activities with the purpose of identifying and mobilizing Native Hawaiians to vote in the 2018 primary and general election (including but shall not be limited to canvassing, phone banking, attending community events, and transporting voters to the polls);
  - c. Ensuring that responses and data collected through field activities are properly recorded in an established database; and
  - d. Engaging and coordinating efforts with community partners.

### **B. Data Collection and Analysis**

Data collection and analysis activities shall include, but may not be limited to:

1. Using an established online voter database, such as VoteBuilder, EveryAction, or other comparable system, that can properly and securely house voter files and inform field activities;
2. Acquiring and housing voter files/voter contact files into an online database to establish a baseline of Native Hawaiian voters;
3. Ensuring proper data collection and storage from all field activities;
4. Conducting and managing all data entry into a database;
5. The ability to analyze and report on data to inform contract progress and ongoing engagement strategies; and
6. Exporting and transferring any and all data collected/acquired through this contract to the Office of Hawaiian Affairs as excel or csv files.

### **III. Quote Requirements**

The following information and documents shall be included with your quote submission:

1. Offer Form 1: Required Experience and Qualifications
2. Offer Form 2: Itemization Form
  - a. All leveraging resources that will help to maximize the delivery of services shall be identified on the attached Itemization Form.
  - b. Leveraging resources may include, but shall not be limited to: your entity's existing data, voter data, partner organizations, volunteer staff, additional funding sources, other in-kind resources, or other services that your entity can provide or has access to that would add value to the Contract.
  - c. Cash leveraging resources shall be equal to a minimum of 20% of your total quote price.
3. Outline of Execution of Scope of Services
  - a. The outline shall address how the Offeror's business/organization intends to execute the scope of services regarding Field Activities and Data Collection and Analysis.
  - b. Submissions shall include a description of the online software/database used to execute the Data Collection and Analysis. Descriptions should address the following:
    - i. Functions of the online software/database as it pertains to the scope of services; and
    - ii. Security and privacy of the data.
  - c. The outline shall be designed around the following key dates for BOTH the 2018 primary and general elections:
    - i. Absentee Voting
    - ii. Early Voting
    - iii. Election Day
4. Failure to meet all the requirements shall disqualify your quote.

### **IV. General Contract Compliance for Successful Offeror**

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

**Coverage Limits**

General Liability

**Limits**

\$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

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."