



State of Hawai'i

560 North Nimitz Highway, Suite 200
Honolulu, Hawai'i 96817

September 16, 2020

Request for Quotes (“RFQ”) No. CE 2021-05

VOTER DATA COLLECTION

To All Interested Offerors:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that can provide the services to collect data from a statewide sample of Hawai'i residents following the 2020 General Election.

The term of this Contract shall be for THREE (3) months from November 4, 2020 through and including February 2, 2021, subject to the availability of funds.

Quotes must be emailed to alisonr@oha.org by 2:00 p.m. HST on Friday, September 25, 2020.

Pursuant to Hawai'i Administrative Rules §3-122-75, considering the criteria, including but not limited to quality, warranty, and delivery; the award shall be made to the lowest most responsive, responsible offeror. When the award to the lowest responsive, responsible offeror is not practicable, the award shall be made to the offeror whose quotation provides the best value to the OHA.

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.

Background

The Office of Hawaiian Affairs (OHA) is seeking to collect data from a statewide sample of Hawai'i residents on voting behavior immediately after the general election in 2020 in an effort to increase OHA's efficacy in advocacy, civic engagement, and community empowerment.

Scope of Work

- A. The OFFEROR shall provide and perform the services set forth below in a satisfactory and proper manner as determined by the OHA, and in accordance with the terms and conditions of this Contract.
1. The OFFEROR shall collect a statewide sample, representative of Native Hawaiian residents at a County level, of Hawai'i's residents on voting behavior using a strategy or variety of strategies that include, but may not be limited to, the following:
 - a. Phone polling;
 - b. Focus groups; and
 - c. Online panel.
 2. The OFFEROR shall provide a specific data sampling plan that describes the strategy or strategies to be used to ensure a representative statewide sample at the County level and should include steps to assure a representative sample of Native Hawaiians.
 3. The OFFEROR shall provide a data collection plan that describes the strategies that will be used to collect voter information, with each strategy accompanied by a sampling frame and timeline.
 4. The OFFEROR shall guarantee that the minimum data collected will include, but not be limited to, the following:
 - a. Electorate Demographics:
 - i. Age;
 - ii. Race/Ethnicity (Native Hawaiian/not Native Hawaiian [not Native Hawaiian can be fleshed out if necessary]);
 - iii. Education level (College or Non-College);
 - iv. Homeowner or renter;
 - v. Household size;
 - vi. Reside in a multi-generational household;
 - vii. Annual income; and
 - viii. Hawaiian Home Lands household.
 - b. Voting behavior:
 - i. Participation in election;
 - ii. Identify reasons for participation or non-participation;
 - iii. Participation in the OHA election;
 - iv. Identify reasons for participation in OHA elections; and
 - v. Voting history (first-time voter?).

5. The OFFEROR shall provide the finalized interview script for the OHA to review TWO (2) weeks after execution of the Contract.
6. The OFFEROR shall provide delivery of the data collected to the OHA within NINETY (90) days after the execution of the Contract and shall include, but not be limited to, the following:
 - a. Original raw data with the metadata
 - b. A cleaned data file which shall include, but not be limited to, the following:
 - i. Removal of duplicate information;
 - ii. Consistency of data labels (i.e. Kauai/Kaua‘i, Oahu/O‘ahu, etc.); and
 - iii. Reconciliation of outliers if error traps are not included in the data collection (i.e. Age: 153 instead of Age: 53).
7. The OFFEROR shall provide to the OHA a summary of the data collection methodology and strategies used within NINETY (90) days after the execution of the Contract.

B. The OHA Contract Administrator (hereinafter "Administrator") will act as the contract monitor and principal liaison between the OFFEROR and the OHA. The Administrator shall assist in resolving policy questions expediting decisions and the review of the work performed.

General Requirements

- A. The Successful Offeror must be registered as a business in the State of Hawai‘i and be compliant with Hawaii Compliance Express (hereinafter “HCE”). If you are not registered with HCE, please register by going to HCE’s website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>
- B. The successful Offeror must complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- C. 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	Limit
Commercial General Liability	\$2,000,000 single limits per occurrence for bodily injury and personal property damage.

Personal Injury Liability	\$1,000,000 single limits per occurrence \$2,000,000 for general aggregate
Automobile Insurance covering All owned, non-owned and hired automobiles.	Bodily injury liability limits of \$1,000,000 each person and \$1,000,000 per accident and property damage liability limits of \$1,000,000 per accident OR \$2,000,000 combined single limit
Workers Compensation as required bylaws of the State of Hawaii	Insurance to include Employer's Liability. Both such coverages shall apply to all employees of the CONTRACTOR and (in case any sub-contractor fails to provide adequate similar protection for all its employees) to all employees of sub-contractors
Professional Liability (Errors and Omissions)	\$1,000,000 per claim \$2,000,000 annual aggregate

D. Each insurance policy required by the contract, including a subcontractor's policy, shall contain the following clauses:

1. "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."
2. "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."
3. "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."

The 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 Alison Roney, Travel Procurement Specialist, by email at alisonr@oha.org.