



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

May 16, 2017

REQUEST FOR QUOTES – RFQ CEO 2017-26

ART BROKERAGE SERVICES FOR OHA BOOK

To all Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (“OHA”) will be accepting quotes from interested Offerors to provide art brokerage services for an OHA book to be published thereafter.

The Quote should itemize all costs associated with providing the services above including, but not limited to, General Excise Tax.

The successful Offeror will have four (4) weeks from the contract start date to complete the scope of services. Maximum length of contract is four (4) weeks.

I. Background

In the context of ancient Native Hawaiian society, the concept of *mana* can be understood in the simplest terms as a divine power and a spiritual/political authority. *Mana* was intertwined in all aspects of Native Hawaiian life and was a foundational aspect of cultural identity. Modern discourses of *mana* in Hawai‘i identify it as something that is dynamic, at once a quality and a force acting on human lives and active in the environment. *Mana* remains an important concept, and from a cultural perspective, the possession and maintenance of *mana* continues to have many implications for education, as well as the mental, physical, and spiritual health of individuals and the cohesiveness and efficacy of Native Hawaiian communities.

Under the direction of Ka Pouhana (CEO) Dr. Kamana‘opono Crabbe, the Office of Hawaiian Affairs (OHA) is finalizing the Kūkulu Hou Assessment, a multi-year project that will help OHA to obtain a better understanding of traditional and contemporary concepts of *mana*. The impetus for this project centers around the belief that *mana* has been a historically significant cultural concept and continues to be a central component of contemporary Native Hawaiian identity. The ultimate goal of the project was the development of an assessment using *mana* as a core measure, which has the potential to be a useful and dynamic diagnostic instrument with many applications in conducting culturally-appropriate evaluations of education, health services, and community well-being particularly among Native Hawaiian communities.

II. Scope of Services

- A. The successful Offeror shall work with native Hawaiian artists, in collaboration with the OHA, to contribute relevant pieces to the cover and/or one or more sections of the book.
- B. The successful Offeror shall negotiate the terms of any assignment/contribution with the artists prior to the selection of their work.
- C. The successful Offeror shall work with the artists to obtain the rights for the OHA to use each selected piece for future related projects.
- D. The successful Offeror shall be responsible to procure all necessary permits, licenses, goods, services, and materials as required to complete the Scope of Services.

III. Other Responsibilities of the Successful Offeror

- A. Meetings. The successful Offeror shall be available to meet with or present to the OHA, its Board of Trustees, and its staff as is necessary to complete this Scope of Services, and at a frequency determined by the OHA.

III. General Contract Requirements 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:

<u>Coverage</u>	<u>Limits</u>
General Liability	\$2,000,000 general aggregate \$1,000,000 each occurrence
Professional Liability	\$1,000,000 each occurrence \$2,000,000 general aggregate
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.”

Only a single award will be made to the lowest and responsive quote. All interested Offeror’s are to provide a price quote on the State of Hawai‘i eProcurement system (HiePRO).

Quote Due Date: Friday, May 26, 2017; 2:00 p.m. HST

Hand-delivered, emailed and/or Facsimile transmission shall NOT be accepted.

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 Miki Lene, ‘Aho Pueo Kū‘ai, Procurement Specialist, by email mikic@oha.org or by phone (808) 594-1993.