



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

May 5, 2017

REQUEST FOR QUOTES – RFQ DM 2017-32

ADVERTISING AGENT FOR MEDIA BUYS

To all Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (“OHA”) will be accepting quotes from interested Offerors to provide advertising agent services to assist with the negotiation and purchase of media advertisements for print, radio, television, ad walls, and movie theatre ads that promote the OHA’s mission, strategic priorities, and initiatives.

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 twelve (12) months from the contract start date to complete the scope of services. Maximum length of contract is twelve (12) months.

I. Background

The OHA Digital and Print Media program produces different types of media to promote the OHA’s mission, strategic priorities, and initiatives. Such media is designed to build awareness of the valuable community programs that the OHA funds and supports that empower the lāhui and strengthen our community.

II. Scope of Services

- A. The successful Offeror shall negotiate radio, television, and print ad buys on behalf of the OHA.
- B. The successful Offeror shall purchase airtime for new OHA commercials.
- C. The successful Offeror shall handle all purchases.
- D. The successful Offeror shall invoice the OHA for reimbursement of purchases.
- E. 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
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 12, 2017; 4:00 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.