



State of Hawai‘i

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

October 26, 2017

**Request for Quotes (hereinafter “RFQ”) No. CO 2018-08**

**PLAN, COORDINATE AND EXECUTE A CELEBRATORY EVENT TO  
CONCLUDE THE YEAR OF THE HAWAIIAN**

**To All Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors to plan, coordinate and execute a celebratory event to conclude the Year of the Hawaiian.

The Senate of the Twenty-Ninth Legislature adopted a resolution requesting the Governor designate January 1, 2018 to December 31, 2018 as the Year of the Hawaiian. This designation is intended to celebrate and commemorate the achievements and advancements made by Native Hawaiians in the past 30 years.

**Scope of Services:**

The interested Offeror shall agree to provide the services hereinafter set forth which shall include, but may not be limited to, the following:

1. Provide the draft of the narrative plan by December 8, 2017 that shall be turned in to the OHA that shall include, but may not be limited to:
  - a. Providing the name of the celebratory event, date it will be held, location and time.
  - b. Describing the event.
  - c. Timeline of events.
  - d. Recruiting, coordinating and managing volunteers and security to assist with event preparation, on-site logistics, set up, breakdown and clean up.
  - e. Coordinating, collaborating and communicating with the Native Hawaiian community to organize, plan and raise funds for the celebratory event.

- f. Implementing a marketing campaign that shall include the OHA to be prominently identified as a supporter/sponsor in all advertising and promotion materials.
  - g. Soliciting and managing any and all vendors and entertainers.
  - h. Obtaining all permits and licenses required by law to perform the work and pay charges, fees and taxes incidental to obtaining such permits and licenses. The successful Offeror assumes exclusive responsibility for identifying and acquiring all permits and licenses necessary to perform the work.
2. Provide the final narrative plan that shall be turned in to the OHA incorporating all the revisions, if any, by December 20, 2017.
  3. Provide a final report (deadline 60 days after the date of the event) that shall include, but may not be limited to:
    - a. Managing and reconciling event budgets, expenses, and timelines. Adhere to project timelines and budget guidelines.
    - b. Evaluating and reporting on the celebratory event (i.e. attendance, budget, marketing, logistics, etc.) identifying successes and suggestions for future events.
    - i. Providing an overall project evaluation (i.e. success and suggestions), event/activity summaries, any and all project data collected, event feedback, summary of participant characteristics, financial report of project expenses, financial status of any remaining funds, and any other collateral materials such as newspaper/media clippings or event programs/flyers/marketing material, if any.

**Proposal Requirements:**

The following information and documents must be included in your submission. Briefly summarize the following, using the headings below in the order listed:

**1. Cover letter**

- a. Include name of applicant business / organization, point of contact, and amount requested.
- b. Must be signed by at least one individual with signatory authority.

**2. General Background**

- a. **Description of Organization:** Provide a brief history of the applicant business/organization – its history, mission, goals or major accomplishments.
- b. **Qualifications and Expertise:** Describe the qualifications and expertise of the applicant business/organization. Include attendee numbers and budget amounts of events that the organization has produced. Must have experience and knowledge with Native Hawaiian event planning and culture.

### 3. Brief Outline and Timeline of Events

Provide a draft timeline of proposed events and/or activities. This is meant to serve as a sample of the types of events and/or activities you would develop if selected. For the purpose of this outline, locations, vendors and other logistical details do not need to be confirmed.

### 4. Project Budget

Itemize the estimated total expense budget, including but not limited to marketing activities, development of the print and digital calendars, logistical expenses and operating expenses.

### 5. Additional Resources

Identify any additional resources (e.g. partner organizations, venues, volunteer staff, marketing resources and funding sources) your business/organization can provide or has access to that would add value to the execution of this contract.

The OHA shall have complete ownership of all material, both finished and unfinished that is developed, prepared, prepared, assembled, or conceived by the successful Offeror and all such material shall be considered “works made for hire.” The OHA, in its sole discretion, shall have the exclusive right to copyright any product, concept, or material developed, prepared, assembled, or conceived by the successful Offeror.

The successful Offeror must be registered as a business in the State of Hawai‘i and be compliant with Hawaii Compliance Express, submit a current copy of your Certificate of Liability Insurance, and complete the OHA W-9 form.

**Quotes are due to the OHA by Monday, November 6, 2017, 2:00 p.m. Hawaii Standard Time.** Interested Offerors may submit their quote by email to [charmainem@oha.org](mailto:charmainem@oha.org), hand deliver or mail via by the United States Postal Service to the OHA at:

Office of Hawaiian Affairs  
560 North Nimitz Highway, Suite 200  
Reception Desk/Procurement Unit  
Honolulu, Hawai‘i 96817  
Attn: Ms. Charmaine Matsuura, RFQ Coordinator

All offers must be time stamped by the deadline above. The selection shall be contingent on the lowest most responsible and responsive quote for 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.

If you have any questions, please contact Charmaine Matsuura, Procurement Specialist at (808) 594-0273 or by email: [charmainem@oha.org](mailto:charmainem@oha.org).