



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

January 23, 2020

**REQUEST FOR PROPOSALS (RFP) NO. CO 2020-07**

**EVENT PLANNER**

**ADDENDUM 1 – Questions & Answers and Deadline Extension**

1. Are there Q&A from the Preproposal Conference?  
None.
2. What are “OHA’s engagement priorities” referred to on pg. 13 & 22 of the RFP?  
The engagement priorities center around advocacy and civic engagement. For example, in 2020 our priorities will lean heavily on legislative session, Census, and Voter Education.
3. What is the purpose of the “large event” (pg. 23)?  
To gather and educate attendees on matters related to the priorities that year (e.g. those listed in answer #2.)
4. What is the connection of the “small events executed per quarter” to the “large event”? (pg 23)  
To increase engagement centered on priorities for that year (e.g. those listed in answer #2.)
5. What is the connection of “gatherings with community leaders” to the “large event” and quarterly events? (pg. 23)  
Education and engagement efforts will need to include working with community leaders.
6. How will the 12 events be allocated across islands? Or, all 12 on Oahu?  
As stated on p. 23, this will be determined based on organizational need, but ideally, events would also take place on neighbor islands.
7. What is the envisioned duration of the large event and the quarterly event, i.e, multiple days, full day, weeknight, Saturday morning?  
We expect the events to vary based on the needs of various communities. The range of events was included and kept broad so that the applicants may highlight their expertise and propose ideas based on their own familiarity with communities across ka pae aina.

8. What is the “arranging transportation” “amenity” referred to on pg. 23? (an example or two?)  
This language refers to one of many potential transportation needs that could arise with an event. For example, transportation for entertainers/performers/speakers, or bussing of students to a particular event.

Deadline shall be amended to state as follows:

Sealed proposals will be received at the OHA’s Reception Desk at 560 North Nimitz Highway, Suite 200, Honolulu, Hawai‘i 96817 until 2:00 p.m. HST, Friday, ~~January 24~~ **January 31**, 2020. Electronic mail and facsimile transmissions will not be accepted. The official time will be that which is recorded on the time stamp clock of the OHA for hand-delivered proposals. Deliveries by private mail services, such as Federal Express, will be considered hand deliveries. All mail-in proposals delivered/postmarked by the United States Postal Services (hereinafter “USPS”) must be received no later than 2:00 p.m. HST, Friday, ~~January 24~~ **January 31**, 2020 at the OHA’s office.