



**STATE OF HAWAII**  
**OFFICE OF HAWAIIAN AFFAIRS**  
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HONOLULU, HAWAII 96817

March 18, 2019

**REQUEST FOR PROPOSALS (RFP) NO. 2021-012**

TECHNICAL ASSISTANCE FOR THE NATIVE HAWAIIAN REVOLVING LOAN FUND

**ADDENDUM 1**

- Q. My proposal includes creating a website. Will the website be a reimbursable expense?
- A. No; the Offeror should already have a website. If the Offeror has no website, that will be a deduction in points. Their website should have the capability to provide information about the Technical Assistance services that they are contracted to provide for the Native Hawaiian Revolving Loan Fund ("NHRLF") i.e. Community outreach events, workshop calendar schedule, curriculum information, workshop agenda, and be accessible by the NHRLF.
- Q. Is there a maximum number of workshops that can be provided?
- A. There is no maximum, however the minimum number of workshops is 4 annually.
- Q. Are there caps on the marketing budget for the loan fund?
- A. There is no separate marketing budget – NHRLF will provide client referrals to the vendor. However, the Offeror is required to do outreach events.
- Q. Are there restrictions on the types of marketing for the loan fund?

- A. See TA Provider RFP, Scope of Services, B.1 Type of Contract, pg. 22-23 “The contract will be on a reimbursement basis. All costs incurred must be supported by verifiable evidence that payment was made (e.g. invoices and/or receipts). No profit or administrative mark-up will be allowed on project reimbursable expenses, including, without limitation, postage, supplies, and travel.” Marketing should only be used for outreach events, must appear to be reasonable and approved by NHRLF prior to outreach event.