

OFFER FORM, OF-1

TO: Kaiali'i Kahele
Board of Trustees Chairperson
Chief Procurement Officer, Head of Purchasing Agency
Office of Hawaiian Affairs
560 North Nimitz Highway Suite 200
Honolulu, Hawai'i 96817

RE: OFFICE OF HAWAIIAN AFFAIRS, STATE OF HAWAI'I
RFP No. HRP 2026-015
HAWAIIAN REGISTRY PROGRAM CARD REDESIGN

Dear Chair Kahele,

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Terms and Conditions, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawai'i Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

Sole Proprietor Partnership *Corporation Joint Venture

*State of incorporation: _____

Other _____

Hawai'i General Excise Tax License I.D. No. _____

Federal I.D. No. _____

OFFER FORM, OF-1
(CONTINUED)

Payment address (other than street address below):

Business address (street address):

Respectfully submitted:

Exact Legal Name of Company (Offeror)**

Authorized (Original) Signature

Name & Title: _____

Date: _____

Telephone No.: _____

Fax No.: _____

E-mail Address: _____

**If Offeror is a “dba” or a “division” of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

OFFER FORM, OF-2

HAWAIIAN REGISTRY PROGRAM CARD REDESIGN	PAYMENT
1. Phase 1 – Discovery & Intention Setting <ul style="list-style-type: none"> a. Written cultural framework document b. Formal intention statement c. Intellectual property agreement (assignment or exclusive license) d. Confidentiality disclosures 	25% of Total Price
2. Phase 2 – Narrative & Concept Development <ul style="list-style-type: none"> a. Concept sketches (digital format) b. Symbolism outline c. Draft mo‘olelo d. Proposed pattern/design name e. HRP Cardholder merchandise benefit structure documentation f. Administrative and verification protocol for discount program 	25% of Total Price
3. Phase 3 – Charrette Engagement <ul style="list-style-type: none"> a. Facilitation of 1–2 design charrettes b. Structured agenda and materials c. Written documentation of feedback and design refinements 	25% of Total Price
4. Phase 4 – Final Design & Production Package <ul style="list-style-type: none"> a. Final high-resolution artwork (vector format preferred) b. Print-ready files suitable for card production c. Digital use files d. Formal mo‘olelo document e. Brand narrative summary (publication-ready, if approved) 	25% of Total Price
TOTAL PRICE	\$ _____

Note:
Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.

The Contract for the proposed services may be extended without the necessity of re-soliciting or solicitation, subject to appropriation and availability of funds to OHA, continued need for the services, and OHA’s determination of satisfactory performance of the contracted organization, or unless this Contract is terminated. The option to extend the service shall be offered in writing by

OHA prior to the expiration of the Contract. No Contract or amendment to a Contract shall be binding upon OHA until the Contract has been fully and properly executed by all parties thereto prior to the start date of the Contract. The contracted organization shall not provide any services until the Contract is fully and properly executed.

Offeror

Name of Company