



State of Hawai'i

560 North Nimitz Highway
Honolulu, Hawai'i 96817

April 24, 2018

Request for Quotes ("RFQ") No. CO 2018-37 Event Planner

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter "OHA") will be accepting quotes from interested Offerors that can work in collaboration and take direction from the agency's Community Outreach Department to further its mission and objectives. The interested Offeror will be responsible for assisting with strategizing, planning, organizing and implementing meetings and events for the agency.

The term of this Contract shall be for eighteen (18) months from May 15, 2018 through and including November 14, 2019 subject to the availability of funds.

The quote shall include commission rate, demonstrate prior experience to successfully plan and implement a range of events and meetings, and have experience with the Native Hawaiian community. Maximum amount budgeted for this RFQ is ninety-eight thousand five hundred and no/100 dollars (\$98,500.00).

Quotes are due to the OHA by Friday, May 4, 2018, Noon Hawaii Standard Time.

Interested Offerors may submit their quote by email to charmainem@oha.org, hand deliver or mail via 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.

SCOPE OF SERVICES

The successful Offeror shall satisfactorily provide the goods and services hereinafter set forth that shall include, but may not be limited to, the following:

A. Planning and implementation of the OHA events that align with the OHA's engagement priorities, that shall include, but may not be limited to, the following:

1. Minimum of one (1) large event executed per quarter (total of four (4) events during calendar years 2018 – 2019) that shall consist of, but may not be limited to, the following:
 - a. Over 100 attendees.
 - b. Engages Native Hawaiian community at large.
2. Minimum of two (2) small events executed per quarter (total of eight (8) events during calendar years 2018 – 2019) that shall consist of, but may not be limited to, the following:
 - a. Approximately 50 – 100 attendees.
 - b. Targeted community-based workshops/events.
3. The OHA reserves the right to adjust the event scheduling and frequency based on organizational needs. However, the total number of events required will not exceed the compensation amount of this scope.

B. The coordination of all amenities and accommodations for each event, that shall include, but may not be limited to the following:

1. Secure event location
2. Food for event and planning meetings
3. Decorations
4. Obtain necessary permitting and licensing required
5. Transportation/parking
6. Audio-visual equipment
7. Honorariums/Makana for special guests
8. Solicit and manage all entertainers and vendors
9. Printing of programs and other necessary signage
10. Coordinate and manage all event volunteers and security
11. Develop and implement a marketing strategy

C. Facilitate gatherings with community leaders to discuss OHA policy and engagement initiatives. This could be in the form of focus groups, in person meetings, virtual conferences or other forms.

D. Meetings & Reporting

1. Meet with the OHA staff as needed.
2. Provide a final report of each event that shall include, but may not be limited to activity, milestones, challenges, solutions, successes, expenditures, etc. and will be reviewed and approved by the OHA.

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.

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