



## State of Hawai‘i

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

October 20, 2022

### **Request for Quotes (“RFQ”) No. DPM 2023-009**

#### WEBSITE SUPPORT FOR THE OFFICE OF HAWAIIAN AFFAIRS

#### **To All Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that will work with the OHA Digital and Print Media Program to load and optimize web content written in English and Hawaiian; provide counsel on maximizing reach of web content; and maintain WordPress security and provide maintenance updates for the OHA web properties.

The initial term of this Contract shall be for twelve (12) months, with the option to extend for an additional twelve (12) months, subject to the availability of funds; may be less than twelve (12) months when it is in the best interest of the OHA for a maximum of sixty (60) months, subject to the availability of funds.

**Quotes must be received through the HiePRO website by 2:00 p.m. Hawai‘i Standard Time (HST) on Thursday, October 27, 2022.**

Pursuant to HAR §3-122-75, considering the criteria, including but not limited to, quality, warranty, and delivery; the award shall be made to the lowest responsive, responsible offeror. When the award to the lowest responsive, responsible offeror is not practicable, the award shall be made to the offeror whose quotation provides the best value to 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.

#### **BACKGROUND**

The OHA Digital and Print Media (hereinafter “DPM”) works to create effective communication products that maximize opportunities to share what the OHA is doing to empower Hawaiians and strengthen all of Hawai‘i. The DPM oversees the release and cross promotion of communication products on the OHA’s digital and print media platforms which include, but may not be limited

to: oha.org, kawaiola.news, kamakakoi.com, mooaupuna.com, social media accounts, direct e-mail programs, short and long format videos, and the monthly Ka Wai Ola newspaper.

## **QUALIFICATIONS AND EXPERIENCE**

To be considered, all interested Offerors shall possess the following qualifications and experience which includes, but may not be limited to, the following:

1. The offeror shall have a minimum of four (4) years experience in creating digital publications (i.e., online newspaper) for the Native Hawaiian community utilizing ‘ōlelo Hawai‘i;
2. The offeror shall have a minimum of four (4) years experience in creating digital publications (i.e., online newspaper) for the Hawaiian community based on print publications that utilize ‘ōlelo Hawai‘i;
3. The offeror shall have a minimum of seven (7) years of knowledge, experience, and expertise maintaining compliance with the World Wide Web Consortium’s Web Content Accessibility Guidelines (WCAG 2.0);
4. The offeror shall have a minimum of seven (7) years of knowledge, experience, and expertise maintaining compliance with accessibility laws and regulations for government agencies (Section 508 of the Rehabilitation Act);
5. The offeror shall have a minimum of seven (7) years of knowledge, experience, and expertise in working with WordPress CMS – including SEO security and performance; and
6. The offeror shall have a minimum of seven (7) years of knowledge, experience, and expertise working with front-end technologies including PHP, CSS3, JavaScript, HTML 5 and jQuery.

The OHA may require the Offeror to provide references to verify years of experience as required above.

## **SCOPE OF WORK**

All interested Offerors shall be able to provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include, but may not be limited to, the following:

1. Load and format monthly content from the printed Ka Wai Ola newspaper to kawaiola.news;

2. Oversee WordPress security and maintenance updates for OHA web properties (e.g., oha.org, kawaiola.news, kakakaoi.com, mooaupuni.com, Native Hawaiian Service Directory, and similar sites);
3. Update widgets and plugins as needed;
4. Create new posts as requested, e.g., press releases, event calendar listings, etc.;
5. Create new Pages as requested (e.g., Board of Trustee meeting schedules, OHA Loans, and similar Pages);
6. Manage Google Analytics for each web property and provide monthly reports and other reports as needed;
7. Assist with web coding needs;
8. Help to identify, purchase, and install appropriate widgets, plugins, and software that can execute desired functions;
9. Help to optimize website performance (e.g., speed, location of submenus, and similar performance measures);
10. Ensure websites meet web accessibility standards for disabled users, to include, but not limited to, video captioning services of media in English and Hawaiian;
11. Ensure web design is compliant with 508 Disability Compliance Web Standards;
12. Provide the OHA DPM staff with training as needed on important web updating procedures;
13. Coordinate communication between web host and domain; and
14. Troubleshoot web outages with the OHA's Information Technology Department.

### **GENERAL CONTRACT COMPLIANCE FOR SUCCESSFUL OFFEROR**

- A. The Successful Offeror shall comply with HRS, Chapter 103D, as amended, and all State, Federal, and County requirements.
- B. The Successful Offeror shall also comply with the General Terms and Conditions appended hereto as Attachment 1 and by reference incorporated herein and made part of this RFQ. Additionally, the Successful Offeror shall also comply with any Special Conditions that the OHA may require. The OHA also reserves the right to make appropriate modifications to the quantity of items or reporting requirements contingent upon unforeseen conditions.
- C. License and Compliance

1. The successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawaii Compliance Express (hereinafter “HCE”), complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fs9.pdf>) and provide a Certificate of Liability Insurance. If you are not registered with HCE, please register by going to HCE’s website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>.
2. Submit a current copy of a Certificate of Liability Insurance with the following:

The minimum insurance coverage and limits below, which shall also apply to subcontractor(s) where appropriate:

Coverage	Limits
Commercial General Liability (including personal injury, death, and property damage)	\$2,000,000 per occurrence; \$2,000,000 general aggregate per policy year; \$2,000,000 product and completed operations aggregate limit per policy year.
Personal and Advertising Injury	\$1,000,000 each occurrence.
Umbrella Liability	\$2,000,000 aggregate.
Automobile Insurance covering all owned, non-owned, and hired automobiles	Bodily injury liability limits of \$1,000,000 each person and \$1,000,000 per accident; property damage liability limits of \$1,000,000 per accident. Or \$2,000,000 combined single limit.
Workers Compensation as required by laws of the State of Hawai‘i	Insurance to include Employer’s Liability. Such coverage shall apply to all employees of the CONTRACTOR and (in case any sub-contractor fails to provide adequate similar protection for all its employees) to all employees of sub-contractors
Professional Liability (Errors and Omissions)	\$1,000,000 per claim \$2,000,000 annual aggregate

- D. The State of Hawai‘i, the OHA, its elected and appointed officials, employees, and volunteers shall be named added as additional insured with respect to occurrences during or in connection with the performance of this Contract. Before the effective date of this Contract, the CONTRACTOR agrees to provide the OHA with certificate(s) of insurance necessary to satisfy the OHA that the insurance provision of this Contract have been complied with and to keep such certificate(s) on deposit with the OHA during the entire term of this Contract. The minimum insurance required shall be in full compliance with the Hawai‘i Insurance Code throughout the entire term of the Contract, including supplemental contracts, and shall be written by a company authorized to do business in the State of Hawai‘i and rated no less than an AM Best rating of A- VIII. CONTRACTOR and its

carriers agree to waive their rights of subrogation with respect to any claims covered, or which should have been covered, by valid and collectible insurance, including any deductibles or self-insurance maintained thereunder. Upon request by the OHA, the CONTRACTOR shall furnish a copy of the policy or policies that satisfy the Insurance Requirements of this Contract.

- D. Each insurance policy required by the contract, including a subcontractor's policy, shall contain the following clauses:
1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the Office of Hawaiian Affairs, 560 North Nimitz Highway, Suite 200, Honolulu, HI 96817."
  2. "The Office of Hawaiian Affairs, its trustees, employees, representatives and agents and the State of Hawai'i are added as additional insureds as respects to operations performed for the Office of Hawaiian Affairs."
  3. "It is agreed that any insurance maintained by the Office of Hawaiian Affairs will apply in excess of, and not contribute with, insurance provided by this policy."

#### **OTHER REQUIREMENTS**

- A. The CONTRACTOR shall comply with applicable safety, hygiene, and physical distancing guidance from the Centers for Disease Control and Prevention (CDC), as well as with State, county, industry, and regulatory practices for safety, hygiene, and physical distancing, including standards and requirements adopted and issued by Hawaii Department of Health (DOH) or required by State and county emergency orders, rules, or proclamations related to COVID-19 (novel coronavirus).
- B. No person shall enter an OHA worksite if they have: (i) a fever, cough, shortness of breath or difficulty breathing, or other symptoms of respiratory illness or of COVID-19 as set forth by the CDC; or (ii) had close contact with a person who has or is suspected to have COVID-19.

The RFQ may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, you may contact Alison Roney, Procurement Agent, by email at [alisonr@oha.org](mailto:alisonr@oha.org).