



## State of Hawai'i

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

April 16, 2021

### **Request for Quotes (“RFQ”) No. PAPA 2021-026**

#### VIDEO PRODUCTION SERVICES TO UPDATE THE PAPA HĀNAUMOKUĀKEA MARINE NATIONAL MONUMENT CULTURAL BRIEFING VIDEO

#### **To All Interested Offerors:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors to provide video production services to update the cultural briefing video for the Papahānaumokuākea Marine National Monument (hereinafter “PMNM”).

The term of this Contract shall be for TWENTY-FOUR (24) months from contract execution subject to the availability of funds.

**Quotes must be emailed to [proposals@oha.org](mailto:proposals@oha.org) by 2:00 p.m. HST on Friday, April 30, 2021.**

Pursuant to Hawai'i Administrative Rules §3-122-75, considering the criteria, including but not limited to quality, warranty, and delivery; the award shall be made to the lowest most 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.

## **Scope of Work**

- A. The OFFEROR shall provide and perform the services set forth below in a satisfactory and proper manner as determined by the OHA, and in accordance with the terms and conditions of the Contract.
- B. The OFFEROR shall provide video production services for the PMNM cultural briefing video. The services shall include, but may not be limited to, the following:
  1. Videography Services
    - a. Produce a 10-15 minute video sharing the cultural importance of the PMNM to be used during the permit briefing process and other outreach initiatives.
    - b. The OFFEROR must have on-location and/or in-studio filming flexibility. The OFFEROR may gather currently available footage from other PMNM partners and/or collect new footage at the PMNM with a required permit to gain access to the site.
    - c. Conduct interviews of prominent community members involved with the Papahānaumokuākea Native Hawaiian Cultural Working Group and other individuals with knowledge of the PMNM.
    - d. The OFFEROR shall have HD video production capabilities.
    - e. Video editing services, as needed.
    - f. Project coordination services including shoot scheduling, and coordination of shoot days.
    - g. The OFFEROR shall provide the OHA access to permission-free or permission-cleared final video product and stock footage.
    - h. The OFFEROR shall provide polished overlay video graphics relevant to PMNM management, region, and cultural perspectives.
  2. Audio-related Services
    - a. Recording of voiceover narratives, as needed.
    - b. Creation of appropriate background music soundtracks.

### 3. Other Requirements

- a. The OFFEROR must be able to abide by the PMNM best practices including, but not limited to, quarantining of clothing, gear, and other PMNM rules and regulations.
  - b. The OFFEROR shall conduct an assessment of the current PMNM cultural briefing video.
  - c. Experience. The OFFEROR must have experience working at the PMNM, given the cultural and biological sensitivity of the site.
  - d. Meetings. The OFFEROR shall be available for in-person meetings (approximately twelve hours total) as well as telephone and e-mail consultations.
  - e. Permitting. The OFFEROR must be willing to apply for the PMNM permit to gain access to the site.
  - f. Scheduling. The OFFEROR must have a flexible schedule due to the access constraints of the PMNM.
  - g. The OFFEROR shall disseminate and collect a waiver form for all on-screen sites and participants.
- C. The OHA Contract Administrator (hereinafter "Administrator") will act as the contract monitor and principal liaison between the OFFEROR and the OHA. The Administrator shall assist in resolving policy questions expediting decisions and the review of the work performed.
- D. The OFFEROR shall follow all Federal, State, and County guidelines and emergency orders related to COVID-19, as well as agency-specific guidelines such as those set forth in the OHA COVID-19 Safety & Health Plan. The OHA COVID-19 Safety & Health Plan is updated as appropriate and is subject to change. The most current version of the OHA COVID-19 Safety & Health Plan will be made available to the OFFEROR before the start of performance of services.
- E. The OFFEROR shall follow Basic Infection Prevention Measures of All OHA Work Sites as set forth in the OHA COVID-19 Safety & Health Plan when performing services on behalf of OHA, performing services on OHA work sites, and/or visiting OHA work sites. This includes but is not limited to: staying home if sick; wearing face masks; frequent and thorough handwashing; respiratory etiquette; daily routine cleaning and disinfecting of frequently touches surfaces, equipment, and other elements of the work environment; and physical distancing in accordance with CDC guidelines.

## **General Requirements**

A. The successful Offeror shall comply with HRS, Chapter 103D and all State, Federal, and County requirements.

B. License and Compliance

1. The Successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawai‘i Compliance Express (hereinafter “HCE”), complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.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/>.

C. 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 subcontractor 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.
- E. 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.”

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 Specialist, by email at [alisonr@oha.org](mailto:alisonr@oha.org).