

Department of Business, Economic Development, and Tourism
Hawai'i State Energy Office
Request For Quotes
Solicitation No. RFQ-24-001-EERE
Hawai'i Green Business Program
Videography Services

The Hawai'i Green Business Program (HGBP) is a voluntary state program that assists and recognizes businesses that strive to operate in an environmentally and socially responsible manner. Partners include the Hawai'i State Energy Office, Department of Health, Board of Water Supply, and others that assist, recognize, promote, and highlight businesses that are dedicated to creating a sustainable Hawai'i.

The Green Practice Recognition Opportunity (GPRO) project will make the Hawai'i Green Business Program more accessible, introducing smaller businesses and events in underserved communities to a new 10-Entry Level process and providing additional opportunities for recognition (and wider adoption) of sustainability best practices. To make the program more accessible, the HGBP has a 10-Entry Level process to help move small businesses and events toward building more sustainable business practices and events. This will result in cost savings to the participants and benefit Hawai'i's environment and community.

This RFQ is for videography services to: Produce, compile, and post short video clips featuring awardees that may be used as public service announcements on commercial television, broadcast on 'Ōlelo, used as segments for in-flight videos, as well as posted on websites such as the [Hawai'i Green Business Program](#) and others, and featured during the annual HGBP award ceremony and forums.

HSEO is committed to providing equal access consistent with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendment Act of 2008 (ADAAA), and other state and federal laws. If you have a disability that may restrict your ability to meaningfully participate in this solicitation, we will provide you with reasonable and appropriate accommodation at no cost to you. If you need an auxiliary aid/service or other reasonable accommodation, please contact Kathy Yim at kathy.yim@hawaii.gov. Requests made as early as possible will allow adequate time so that we may best serve you.

For screen reader users: The Hawai'i State Energy Office recognizes the use of diacritical markings of the Hawaiian language such as the 'okina (also called a glottal stop) and the kahakō (also called a macron).

Quotes shall not exceed \$30,000.

Bid price shall be all inclusive of applicable taxes, expenses (including travel), and fees incurred to provide services specified herein. Award will be made to the lowest responsive, responsible quote.

Service Specifications

HSEO is seeking a Vendor to complete the following tasks. All products and deliverables are subject to review and approval by HSEO. HSEO will have sole ownership of all finished products.

Vendor shall:

- Have experience in video production that includes interview techniques, video B-roll, graphics, voice talent, and incidental music.
- Have experience in video preproduction that includes creative direction and general coordination.
- Provide production crew and equipment that include, but are not limited to, camera operator, audio engineer, and camera and lighting packages.
- Have experience in video post-production that includes editing, music and sound design, and graphics.

Video Specifications – Video, record and provide livestream of forums, as noted below:

O’ahu Forum			
	Event	Site Visit	Interviews
Date*	September 7, 2023		
Time*	9:00 am – 12:00 pm		
Location*	Prince Waikiki Hotel – 100 Holomoana Street, Honolulu, HI		
Film	1 hour	30 minutes	45 minutes
Content Focus	Event	Highlights of tour (Green practices)	Interview 3-5 businesses or partners; highlighting why they participate; B-roll
Notes	Livestream on HSEO Facebook page, final video to be on HGBP website	Footage to contribute to vignettes, About the Program (ATP) and Business Highlights (BH)	Footage to contribute to vignettes, ATP and BH

* Date/Time/Location may change due to unforeseen, unanticipated circumstances.

	Kaua'i Forum			Maui Forum		
	Event	Site Visit	Interviews	Event	Site Visit	Interviews
Date*	September 8, 2023			August 24, 2023		
Time*	9:00 am – 12:00 pm			9:00 am – 12:00 pm		
Location*	Kauai Island Utility Cooperative – 4463 Pahe'e Street, Lihue, Kauai			Westin Nanea – 45 Kai Malina Pkwy, Lahaina, Maui – venue/location to be confirmed		
Film	1 hour	30 minutes	45 minutes	1 hour	30 minutes	45 minutes
Content Focus	Event	Highlights of tour (Green practices)	Interview 3-5 businesses or partners; highlighting why they participate; B-roll	Event	Highlights of tour (Green practices)	Interview 3-5 businesses or partners; highlighting why they participate; B-roll
Notes	Livestream on HSEO Facebook page, final video to be on HGBP website	Footage to contribute to vignettes, ATP, and BH	Footage to contribute to vignettes, ATP, and BH	Livestream on HSEO Facebook page, final video to be on HGBP website	Footage to contribute to vignettes, ATP, and BH	Footage to contribute to vignettes, ATP, and BH

* Date/Time/Location may change due to unforeseen, unanticipated circumstances.

	Hawai'i Island Forum - Kona			Hawai'i Island Forum - Hilo		
	Event	Site Visit	Interviews	Event	Site Visit	Interviews
Date*	August 10, 2023			August 11, 2023		
Time*	9:00 am – 12:00 pm			9:00 am – 12:00 pm		
Location*	Hapuna Beach Hotel, Waikoloa, HI			Hilo Hawaiian Hotel, Hilo, HI		
Film	1 hour	30 minutes	45 minutes	1 hour	30 minutes	45 minutes
Content Focus	Event	Highlights of tour (Green practices)	Interview 3-5 businesses or partners; highlighting why they participate; B-roll	Event	Highlights of tour (Green practices)	Interview 3-5 businesses or partners; highlighting why they participate; B-roll
Notes	Livestream on HSEO Facebook page, final video to be on HGBP website	Footage to contribute to vignettes, ATP, and BH	Footage to contribute to vignettes, ATP, and BH	Livestream on HSEO Facebook page, final video to be on HGBP website	Footage to contribute to vignettes, ATP, and BH	Footage to contribute to vignettes, ATP, and BH

* Date/Time/Location may change due to unforeseen, unanticipated circumstances.

Editing and Deliverables Specifications:

Deliverable	About the program (ATP)	Vignette	Business Highlight (BH)	Event Video
Goal of video	Summarize program purpose, history, and impact	Highlight a section of the program	Highlight a participating business	Capture entirety of event
Outcome	1 video (1 minute in length)	4 videos (5 minutes in length)	15 videos (1 minute in length)	5 videos (1 hour in length)
Specs	1920 x 1080	1920 x 1080	1920 x 1080	1920 x 1080
Timeline	September 30, 2023	September 30, 2023	September 30, 2023	1 week after event
Source	Footage from ceremony, interviews, and forum	Footage from ceremony, interviews, forum, site visit (if applicable) and submitted from businesses	Footage from ceremony, interviews, forum, site visit (if applicable) and submitted from businesses	Footage from event
Notes	Final video to be on HGBP website and SM Add: Closed Captions (English)	Final video to be on HGBP website and SM Add: Closed Captions (English)	Final video to be on HGBP website Add: Closed Captions (English)	Final video to be on HGBP website Add: Intro card + Closed Captions (English) + End Card

Questions Prior to Submission

All procedural questions regarding this RFQ must be submitted in writing via email to: dbedt.hseo.solicitations@hawaii.gov. Only questions received by July 14, 2023, at 2:00 p.m. (HST) will be accepted.

Quote Due Date & Time

July 21, 2023, at 2:00 p.m. (HST)

Electronic Procurement

1. The State has established the Hawai'i State eProcurement System (HlePRO) to promote an open and transparent system for vendors to compete for state contracts electronically. Bidders interested in responding to this solicitation must be registered on HlePRO. Registration information is available at the State Procurement Office (SPO) website: spo.hawaii.gov/HlePRO, then select HlePRO Vendor Registration Guide.
2. HSEO will use HlePRO to issue this RFQ and receive all bids.
3. Bidders are informed that awards made for this solicitation, if any, shall be done through the HlePRO and shall therefore be subject to a mandatory 0.75% (.0075) transaction fee of the award, not to exceed \$5,000.

Responsibility of Bidders

Bidders are advised that to be awarded under this solicitation, Bidders will be required to be compliant with all laws governing entities doing business in the State, including the following

chapters and pursuant to HRS §103D-310(c):

- 1) Chapter 237, General Excise Tax Law.
- 2) Chapter 383, Hawai'i Employment Security Law.
- 3) Chapter 386, Worker's Compensation Law.
- 4) Chapter 392, Temporary Disability Insurance.
- 5) Chapter 393, Prepaid Health Care Act.

If a Bidder is not compliant with the above HRS chapters at the time of award, the Bidder may not receive the award. The State reserves the right to move on to the next responsive, responsible Bidder who is compliant. The State will verify compliance on Hawai'i Compliance Express (HCE). Bidders who do not participate in HCE may submit paper compliance certificates to HSEO at the time of award.

Go to [Hawai'i Compliance Express](#) for information.

Additional Information

Costs of developing price quotations are solely the responsibility of the Bidder.

HSEO reserves the right to cancel this RFQ if it is determined to be in the best interest of the State.