



**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817**

December 19, 2023

**REQUEST FOR PROPOSAL (RFP) No. COMM 2024-001**

Event Planning Services

**ADDENDUM 1 – Questions and Answers**

**1. What are the minimum years of experience required?**

5 years

**2. How often will meetings be held?**

An estimated 2 planning meetings will be held per month, however most business is done via quick phone calls or emails.

**3. How are expenses reimbursed?**

The vendor will pay for the expense and bill OHA for the expense along with their fee. OHA processes the vendor invoice for payment. An electronic funds transfer account can be set up, otherwise a paper check will be sent in the mail to the address the vendor designates.

**4. Are you able to share more detail around individual project budgets?**

No additional details regarding budgets can be provided at this time.