

REQUEST FOR PROPOSALS
TO PROVIDE
CONSULTANT SERVICES

CURATORIAL AND CULTURAL CONSULTATION SERVICES
NECESSARY FOR THE
STATE FOUNDATION ON CULTURE AND THE ARTS

SFCA RFP NO. 24-07

RELEASE DATE: February 1, 2024

DEADLINE FOR RECEIPT OF PROPOSALS IS
Friday, February 9, 2024 no later than 2:00 P.M. HST
See Proposal Outline for Submission Requirements



HAWAII'

STATE FOUNDATION on
CULTURE and the ARTS

State Foundation on Culture and the Arts
250 South Hotel St, 2nd Floor, Honolulu, HI 96813
<http://www.hawaii.gov/sfca>



INTRODUCTION

The STATE FOUNDATION ON CULTURE AND THE ARTS (“SFCA” or “STATE”) is issuing this Request for Proposals (“RFP”) for curatorial and cultural consultation services for interpretive work to further the visitor’s engagement with works of art at the Hawai’i State Art Museum and the 13th Festival of Pacific Arts & Culture (“FESTPAC”). The SFCA has determined that such services are necessary to carry out the Art in Public Places program in relation to its scheduled FESTPAC programming. Interpretive work under this scope of services require an intermediary for realization and understanding. This contract is to develop and offer new strategies and methodology to connect the public and visitor to the relocatable works of art in the Art in Public Places Collection at the Hawai’i State Art Museum.

FESTPAC – HAWAII’I 2024 AT HISAM

The State Foundation on Culture and the Arts (SFCA) will be a sponsor and venue for programming relating to FESTPAC – Hawai’i 2024 and will host exhibitions dedicated to artwork in the SFCA collection that relates to the FESTPAC themes. These programs require planning, coordination, and hands-on management. To be successful and have an impact on the community, the event requires personnel who are dedicated and focused solely on curatorial and consultation services of interpretive work.

FESTPAC – HAWAII’I 2024

The Festival of Pacific Arts & Culture (FESTPAC) is the world’s largest celebration of indigenous Pacific Islanders, drawing artists, cultural practitioners, scholars, and officials from member nations of the Pacific Community (SPC). FESTPAC is held every four years in a different Pacific Island nation, and Hawai’i is honored to host this dynamic showcase of Oceanic arts and culture from June 6 – 16, 2024.

FESTPAC – Hawai’i 2024 will feature live performances, cultural workshops, hands-on demonstrations, film, storytelling and more, exemplifying the diversity of traditional and contemporary arts and culture across Oceania. The event will also underscore the urgent issues Pacific Islanders face – from rising sea levels and the death of coral reefs to widening social inequality – as a way to illuminate our path toward the future. More information can be found at <https://www.festpachawaii.org/>

BACKGROUND

The Hawai’i State Foundation on Culture and the Arts (SFCA) was established in 1965 as the official state arts agency of Hawai’i to promote, perpetuate and preserve culture and the arts in Hawai’i. In 1967, the Art in Public Places program was established to acquire, interpret, preserve and display works of art in order to enhance the environmental quality of public state buildings and spaces for the enjoyment and educational and cultural enrichment of the public.

For more information about the agency, please see the following links:

<http://sfca.hawaii.gov/> [SFCA website]

<https://hisam.hawaii.gov/> [Hawaii State Art Museum website]

<http://sfca.hawaii.gov/about-us/archive/publications/> [Annual reports, strategic plan, eNews, etc.]

<https://sfca.hawaii.gov/wp-content/uploads/2013/06/HRS-9.pdf> [SFCA enabling legislation]

FESTPAC 2024 AT THE HAWAII STATE ART MUSEUM (HiSAM)



From June 6 to 16, 2024, SFCA and its Hawaii State Art Museum will be a host site for FESTPAC 2024, placing Hawaiian cultural traditions on a global stage. The Hawaii State Art Museum (HiSAM) will feature a curated exhibition in its interior galleries, provide an exterior stage and tents for presentations and collaborative exterior and interior spaces for cultural practitioners from across the Pacific to share traditions.

FESTPAC 2024 HiSAM CURATED EXHIBITION

The FESTPAC 2024 exhibition at HiSAM will feature an exhibit on the applications of technology and computer science and their relevance within a greater narrative centered around Kanaka (Native Hawaiian) culture and contemporary art.

FESTPAC 2024 HiSAM CULTURAL PROGRAMMING

Cultural programming at HiSAM in support of FESTPAC 2024 will include live performances and collaborative spaces for:

- Hawai'i Hālau Hula
- SFCA's folk and traditional program presenters
- Visiting nation delegations

GOALS OF PROJECT

Develop and implement an exhibition proposal to concentrate on the agency's programs and activities and find ways to publicize them either independently or in relation to FESTPAC and HiSAM.

SCOPE OF SERVICES FOR EACH LINE ITEM

SFCA is soliciting proposals from qualified companies to provide curatorial and cultural consultation services. Work on the scope shall commence upon the full execution of a contract between the successful CONTRACTOR and SFCA.

Under the supervision of, and in collaboration with the SFCA, the successful contractor shall provide the SFCA with the following services:

A. EXHIBITION GUIDELINES

The Contractor shall design, curate, submit, and present exhibition proposal to the Hawai'i State Foundation on Culture and the Arts (herein referred to as the SFCA) for each line item. These materials shall include the requirements and specifications for the creation and/or submittal of artwork and interpretive work by Kanaka artists and/or cultural practitioners in addition to the associated cost for each work of art or interpretive work for insurance purposes. The guidelines for the FestPAC exhibition at the Hawai'i State Art Museum must be communicated in early winter 2024 before the exhibition material submission deadline on February 9, 2024.

B. SELECTION OF KANAKA ARTWORK OR PERFORMANCES

The Contractor shall select and curate works of contemporary artwork and interpretive work by Kanaka artists and/or cultural practitioners based on their expertise and knowledge in perpetuating such demonstrations representative of Native Hawaiian communities from across Ka Pae 'Āina o Hawai'i.



C. TRANSPORTATION OF KANAKA ARTWORK

The Contractor will coordinate the transportation of artwork or performers to and from the exhibition site and their return following the closing of the exhibition.

D. INSTALLATION OF KANAKA ARTWORKS

Working with the Contractor, SFCA shall provide installation services for Kanaka artwork. SFCA provides all supplies, materials, and equipment necessary for the installation of the works of art and interpretive work.

E. FESTPAC FESTIVITIES AT HISAM

Ceremonies and related events specific to the Hawai'i State Art Museum and its FESTPAC programming shall include: exhibition catalogs or other printed media, interpretive work, cultural and artistic presentations, and relevant cultural protocol services.

SFCA will provide venue space on the front lawn of the No. 1 Capitol District Building. Venue equipment, setup, and breakdown will be prepared and organized by the SFCA and shall include: canopy tents for the front lawn and 10 x 20 village tents for outdoor demonstrations, emcee services, speaker podium, audio equipment and technician, and any additional equipment necessary.

The Contractor will be responsible for the coordination and solicitation of any volunteer help needed for the ceremonies which include, but are not limited to, usher services, refreshment distribution, guest check-in, etc.

F. TRANSPORTATION

The Contractor will coordinate ground transportation for artists and/or performers related to the FestPAC exhibition at the Hawai'i State Art Museum.

G. PUBLICITY AND OUTREACH

The Contractor shall be responsible for coordinating the design and printing of invitations, catalogs, and related print media for the FestPAC exhibition. The Contractor shall also be responsible for publicity and delivering material to special guests, including, but not limited to SFCA-determined mailing lists, FESTPAC Pacific nation delegations, and members of the Hawai'i State Legislature.

H. PROJECT EVALUATION AND REPORT

The Contractor shall be responsible for measuring the impact of this exhibition based on gallery/workshop/demonstration public attendance. The results will be compiled and reported to SFCA through a final report including financial expenditures no later than December 30, 2024.

I. ESTIMATED COSTS

Budget proposals should include all costs associated with each exhibition in addition to the services provided by the contractor. Typical costs associated with the exhibition and ceremony are as follows:



EXHIBITION DESIGN, RESEARCH, INTERPRETIVE WORK, CURATORIAL SERVICES

Curatorial Services
Research
Exhibition Design
Interpretation/Presentation
Transportation/Shipping
Installation

Taxes
HlePro Fee

TOTAL: \$60,000.00

CONTRACT AWARD DETAILS

Contracted Time Period: March 18, 2024 to June 30, 2024

APPLICATION GUIDELINES

All proposals shall include the following documents in the order listed to be considered for funding under this program. Proposals that fail to submit any one of these documents may be considered nonresponsive. Descriptions appear below in subsequent sections. The Proposal should consist of the following and in the following order:

Complete each of the following forms and submit via HlePro:

- Cover Sheet
- Projected Timeline
- Budget
- Qualifications
- Professional References

Create and upload the following documents to HlePro:

- Project Work Proposal (3-10 pages)
- Relevant Work Sample(s)
- W-9

FORMAT: Font and size: Times New Roman, size 12, One-inch margins, One-sided paper, 8.5 X 11

Cover Sheet:

Please include the following:

- RFP number and name as it appears on the cover page of this RFP,
- Name and address of applicant firm.
- Name, email, phone number of person submitting the application.



SOLICITATION EVALUATION AND AWARD SELECTION

Rejection of Proposals

- Requirements must be met. SFCA reserves the right to consider as acceptable, responsible, and responsive only those proposals submitted in accordance with the requirements set forth in this RFP.
- Reasons: A Proposal may be automatically rejected for the following reasons:
 - Failure to cooperate or deal in good faith;
 - Late proposals;
 - Failure to submit in accordance with the RFP requirements, or failure to supply an adequate response to the RFP;
 - Lack of demonstrated experience or expertise;
 - Inadequate internal controls;
 - Failure to meet the terms of agreement on any previous SFCA award.
 - Failure to maintain standards of responsibility: Falsification of information. Suspension or debarment by STATE. Felony conviction related to procurement contracting with any unit of government. Failure to maintain necessary licensure or meet its tax or other obligations to a government agency.
- SFCA reserves the right to waive any or all informalities, irregularities, or deficiencies when it considers a waiver to be in the best interests of the STATE.

Threshold Considerations

In addition to meeting the requirements of the RFP, the proposal must pass a threshold judgement of whether it fills the needs of the service being solicited. If the proposal is judged to be unfit it may be put aside as nonresponsive. This judgement may be made by SFCA prior to scoring, or it may be made during the scoring process by the evaluators themselves.

SCORING/EVALUATION CRITERIA

Scoring Criteria

Written proposals will be reviewed, evaluated, and scored by an evaluation committee based on the criteria listed below. The evaluators are free to score anywhere within the scoring range—there is no separate weighting.

Project Work Proposal (40 points)

This is your opportunity to explain how you intend to address the scope. Please see the attached Q&A document located in the attachments.

Demonstrated Past Performance/Qualifications/Professional References (40 points)

- Provide your company's present and past public relations client list. Include dates and description of the type of work done and how your company was able to make a difference for those clients.
- Submit work samples of related material by the primary person(s) who will be assigned to this project.



- Provide resumes for the primary person handling the job, and for the person who will fill in whenever the primary person is unavailable. Explain why your company or team would be the best choice for the SFCA’s efforts.

Budget (20 points)

- The budget should be inclusive of all taxes and fees, plus any subcontracted travel, lodging, per diem, or other costs associated with the work. Identify local subcontractors if applicable.
- The score for price will be ranked based on the bid with the lowest bid receiving the highest number of points. Bid should be for services only.
- Contract will be for one year and will be fixed price.
- Budget proposal to include compensation schedule.

RFP 20-02 Evaluation Criteria	
Proposal	1-40
Past Performance, Qualifications, references	1-40
Budget	1-20
Total Score	3-100

Evaluation Committee

Proposals will be evaluated by a committee whose members include SFCA representatives and may include industry experts. All committee members may participate in decision-making on award recommendations provided they have no direct personal interest in the proposal in question. Evaluators sign an affidavit declaring that they will drop out of any evaluation that violates this requirement.

Evaluation / Award Process

SFCA anticipates a two-phase evaluation process.

PHASE ONE will be based on your written responses. Members of the Evaluation Committee will score the proposals using the scoring criteria described in this Section of the RFP. Applicants will be ranked based on average evaluator scores.

PHASE TWO will be an oral presentation by the top-ranked proposals. The evaluation committee also reserves the right to request and use any combination of the following: additional information or materials, revised or amended information or materials, reference checks, responses to requests for clarifications. Evaluators will then consider all elements: original proposal, oral presentation, and any additional requested information for final award recommendation.

Once the recommendation to award is approved by the SFCA’s procurement officer, a final contract will be executed by both parties with the applicant proposal serving as the basis of the agreement. Contract will include scope of work, budget, timeline and payment schedule, roles and responsibilities, deliverables and benchmarks, and other necessary terms.



STATE PROCUREMENT REQUIREMENTS

Under Hawai'i law, a vendor must provide proof of compliance with the requirements of 103D-310(c) HRS in order to receive a contract worth \$2,500 or more with state and county government entities in Hawai'i. Awardee must present a Certificate of Vendor Compliance (CVC) before they can be contracted with the State. This certificate requires approval of CONTRACTOR from four different agencies: the Department of Labor, the Department of Commerce and Consumer Affairs (DCCA), the Internal Revenue Service (IRS), and the Hawai'i Department of Taxation (DOTAX). All approvals can be acquired through one convenient location at Hawai'i Compliance Express (HCE): <https://vendors.ehawaii.gov/hce/splash/welcome.html>. We recommend that applicants begin the process early in order to identify any possible challenges and avoid any delays. There is a \$12 annual fee for this service.

For those who are new to the system, ehawaii.gov has a YouTube channel with information on creating an eHawaii.gov account, vendor registration, and using HCE. You can visit the YouTube channel at <https://www.youtube.com/user/eHawaiiGov1/videos>.

Use [Hawaii Compliance Express \(HCE\)](#) to expedite the process. Applications from vendors who are not compliant by the submission deadline will not be considered.

Contractor Name

The contract will be between the STATE and CONTRACTOR. The STATE requires exact concurrence in all official documentation regarding the identity of the CONTRACTOR. This means that the name on the W9, the articles of incorporation, the certificate of vendor compliance, and on any invoices for payment, must be identical. There can be no variation in punctuation, entity type, dbas, and tax ID numbers.

Compensation and Payment

50% of contract compensation upon acceptance of agreement.
50% of contract compensation upon completion of agreement.

Evaluation of Contract Performance

Performance be based on the completion of scope to the satisfaction of the SFCA.

Contract End Date and Time of Performance

Contract end date will be June 30, 2024 with the possibility of two one-year options. All deliverables are to be completed and delivered as agreed to in the contract and prior to the contract end date.

APPROXIMATE TIMELINE

February 1, 2024	Solicitation open
February 9, 2024	Solicitation closed
February 12, 2024	Review
February 13, 2024	Award
February 14-28, 2024	Contracting
March 18, 2024	Project work period begins
June 30, 2024	Project work period ends



July 31, 2024

Final report and invoice due

DEADLINE FOR SUBMISSION

February 9, 2024, 2:00 PM HST

QUESTIONS OR CONCERNS

Please post questions or concerns through the HiePro system. The answers to questions received will be made available to all applicants via the HiePro solicitation website.

Availability of Funds

The award of a contract and any allowed change, renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawai'i, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.