

**Pre-Proposal Conference:  
HTA RFP 25-02  
MANAGEMENT OF HAWAII  
CONVENTION CENTER**

# Agenda

- Overview of RFP
- Process & Schedule
- Resources
- Questions

# Overview

The HTA is seeking a public assembly facility management company capable of providing a full range of comprehensive management, operation, and marketing services for the Hawai'i Convention Center in Honolulu, Hawai'i ("HCC"). The Authority invites submittals from qualified firms that have proven experience in conventions, exhibitions, major sporting venues, major entertainment venues, and/or other major public assembly facility management.

# Important Dates

RFP 25-02: Management of the Hawai'i Convention Center (HCC)	
ACTIVITIES	SCHEDULED DATE (Subject to Change)
Distribution of RFP	Monday, July 29, 2024
Pre-Proposal Conference via Zoom	Friday, August 2, 2024 @ 9:00-10:00 AM HST
Deadline to Submit Written Questions (must be submitted in HlePro)	Wednesday, August 7, 2024 @ 2:00 PM HST
State's Response to Written Questions (will be posted in HlePRO)	Friday, August 9, 2024
Deadline to Submit Notice of Intent to Offer (Mandatory)	Monday, August 12, 2024 @ 2:00 PM HST
Hawai'i Convention Center Site Visits	Week of August 19, 2024
<b>Proposal Due Date/Time, Evaluation Period Begins</b>	<b>Thursday, September 5, 2024 @ 2:00 PM HST</b>
Priority Listed Offeror Selection & Notification	Monday, September 16, 2024
Oral Interviews	Week of September 23, 2024
Best and Final Offer Due (if requested)	Week of September 30, 2024
Notice of Award Selection (estimate)	Week of October 7, 2024
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# Important Dates

<b>RFP 25-02: Management of the Hawai'i Convention Center (HCC)</b>	
<b>ACTIVITIES</b>	<b>SCHEDULED DATE (Subject to Change)</b>
New Contract Execution (estimate)	Week of October 28, 2024
Contractor Orientation	Week of October 28, 2024
Start of Transition Contract, if applicable	Week of November 4, 2024
Expiration of Incumbent Contract	Tuesday, December 31, 2024
End of Transition Contract, if applicable	Tuesday, December 31, 2024
Start of Management Contract	Wednesday, January 1, 2025
End of Management Contract	Monday, January 1, 2035



HTA is committed to a solicitation process that is comprehensive, fair and impartial.

**HTA's RFPs can be accessed via**

**Hawai'i State eProcurement System (HiePRO) at  
<https://hiepro.ehawaii.gov/welcome.html>**

**Solicitation Number  
P25000181**

**The solicitation number can be accessed on the HTA website at  
[hawaiiauthority.org/rfps/](http://hawaiiauthority.org/rfps/)**

# Electronic Submission to HlePRO Only

- The State will use HlePRO to issue the RFP, answer RFP questions, receive all offers, and issue any addenda to the RFP.
- Offers must be registered on HlePRO.
- Questions relating to this RFP, issues relating to the accessibility of this RFP, and requests for accommodations for persons with disabilities in connection with this RFP shall be communicated through HlePRO.
- As part of this procurement process, Offerors are informed that awards made for this solicitation, if any, shall be done through the HlePRO and shall therefore be subject to a mandatory .75% (.0075) transaction fee, not to exceed \$5,000 for the total contract term. The mandatory transaction fee shall be at the contractor's sole cost and expense.

# Deadlines Strictly Enforced

- DO NOT WAIT UNTIL THE LAST MINUTE! If your submittals are slow to upload to HiePRO and miss the deadline of **September 5, 2024 2:00 PM (HST)**, your proposal will not be opened.
- Offerors should allow ample time to review their submitted proposal, including attachments, prior to the proposal deadline.
- For technical assistance, please contact Tyler Technologies (formerly NIC Hawai'i) at (808) 695-4620 or by email at: [hiepro@ehawaii.gov](mailto:hiepro@ehawaii.gov).



# Submission of Written Questions

- Any questions or concerns regarding the RFP should be submitted to HlePRO prior to **August 7, 2024 by 2:00 PM (HST)** as noted in the RFP Timeline.
- Each question should cite the Section Title and paragraph, and line or sentence that is the source of the question.
- HTA reserves the right to consolidate, reconfigure and address questions as it deems appropriate, or to disregard questions altogether.

# Notice of Intent to Offer (Mandatory)

- If interested in responding to this solicitation, please email the information specified below to [procurement@gohta.net](mailto:procurement@gohta.net) no later than **August 12, 2024 by 2:00 PM (HST)**.
- Name of Company
- Name of Contact Person
- Email Address
- Company Address
- Telephone Number
- Solicitation (RFP) Number
- This email will serve as registration for the site visit and your intent to submit an offer.

# Hawai'i Convention Center Site Visits

- HTA will hold separate site visits with each applicant who submitted a Notice of Intent to Offer by the deadline. At least one applicant representative must be physically present for the meeting.
- Prior to the site visits, documents regarding HCC facilities and operations (e.g., floorplans, relevant legislation, event and financial information) will be provided only to Offerors who submitted a Notice of Intent to Offer by the deadline.
- During the individual site visits, each Offeror will be given one day to visit all pre-identified areas and operations of the HCC.

# Scope of Work

- Management
- Reporting
- Maintenance and Repair
- HCC General Manager
- HCC Destination Experience Assistance

# Proposal Format

- The format must be U.S. standard 8 1/2 by 11 inches.
- Orientation should be primarily portrait, though landscape is welcome for data or visual presentations as appropriate.
- Slide shows and PowerPoint Presentations will not be accepted.

# Evaluation Committee

- The Evaluation Committee will include at least three (3) State employees.
- All evaluators sign an attestation declaring their impartiality and are sworn not to disclose any information on the process.
- Evaluator identities are kept confidential during the RFP process. Offerors who knowingly attempt to contact or otherwise influence any evaluator about this RFP will be disqualified.

# Proposal Evaluation

EVALUATION CRITERION	Scoring Weight Maximum Score
TEAM	25%
DEMONSTRATED EXPERTISE	20%
MARKETING APPROACH	20%
COST AND INCENTIVE PLAN	20%
REVENUE GENERATION / BREAKEVEN	15%
TOTAL	100%

# Scoring Guidelines

Assessment	Scoring Guidelines	Total Score
<b>Poor</b>	Proposal is inadequate in many basic aspects for the scored category Evaluator has very low confidence in the applicant's ability to perform as promised or as required	<b>1</b>
<b>Marginal</b>	Proposal minimally addresses the requirements, but one or more major considerations of the category are not addressed, or lacking in some essential aspects for the specific criteria Evaluator has low confidence in the applicant's ability to perform as promised or as required	<b>2</b>
<b>Adequate</b>	Proposal adequately meets the minimum requirements for the category and is generally capable of meeting the State's needs for specific criteria Evaluator has confidence in the applicant's ability to perform as promised or as required	<b>3</b>
<b>Good</b>	Proposal more than adequately meets the minimum requirements of the specific criteria, and exceeds those requirements in some aspects Evaluator has high confidence in the applicant's ability to perform as promised or as required	<b>4</b>
<b>Excellent</b>	Proposal fully meets all requirements and exceeds most requirements Evaluator has extremely high confidence in the applicant's ability to perform as promised or as required	<b>5</b>



# Award of Contract

- The contract will be awarded to the responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criterion set forth in Section 4.2 of the RFP pursuant to ~~HRS~~ §103D-303(g).
- Responsibility of Offeror is outlined in Section 5 of the RFP, including the following:
  - A current Certificate of Vendor Compliance.
  - Updated cost or pricing data. Also, you may be required to sign Form SPO-013 certifying cost or pricing data if the procurement officer determines there is not enough price competition.

# Public Information

- Proposals will become public information after the contract has been awarded.
- Portions of the proposal may be designated that contain TRADE SECRETS or PROPRIETARY data. The material designated must be clearly marked and readily separable from the proposal in order to facilitate public inspection. In addition, Offeror shall provide a list of all confidential information referenced in the Offeror's proposal including page number and sections in a separate attachment.
- However, claims of confidentiality will be subject to approval by the Hawai'i Attorney General's Office.

# Website References

Hawaii Electronic Procurement System	<a href="https://hiepro.ehawaii.gov/welcome.html">https://hiepro.ehawaii.gov/welcome.html</a>
HTA RFP Website	<a href="http://www.hawaii tourism authority.org/RFPs">http://www.hawaii tourism authority.org/RFPs</a>
HTA RFP Website	<a href="https://www.hawaii tourism authority.org/">https://www.hawaii tourism authority.org/</a>
HTA Strategic Plan	<a href="https://www.hawaii tourism authority.org/who-we-are/our-strategic-plan/">https://www.hawaii tourism authority.org/who-we-are/our-strategic-plan/</a>
HTA Programs	<a href="https://www.hawaii tourism authority.org/what-we-do/">https://www.hawaii tourism authority.org/what-we-do/</a>
HTA Research	<a href="https://www.hawaii tourism authority.org/research/">https://www.hawaii tourism authority.org/research/</a>
HTA Resident Sentiment Surveys	<a href="https://hawaii tourism authority.org/research/evaluation-performance-measures/">https://hawaii tourism authority.org/research/evaluation-performance-measures/</a>
HTA Annual Reports	<a href="https://www.hawaii tourism authority.org/who-we-are/annual-report/">https://www.hawaii tourism authority.org/who-we-are/annual-report/</a>
Consumer Website	<a href="http://www.gohawaii.com">www.gohawaii.com</a>
MCI Website	<a href="https://www.meethawaii.com/">https://www.meethawaii.com/</a>
YouTube – GoHawaii Channel	<a href="https://www.youtube.com/gohawaii">https://www.youtube.com/gohawaii</a>

# Points of Contact

**Tracey Fermahin – Procurement Manager**

***Questions or Concerns – Communicate via HlePRO***

*Offerors should only communicate with, and rely on information from, the Procurement Office of the HTA.  
The HTA is not responsible for misinformation provided by anyone outside the Procurement Office.*



# Questions & Answers

**Mahalo!**