

REQUEST FOR PROPOSALS
TO PROVIDE
LOGISTICAL SERVICES

LOGISTICAL SERVICES NECESSARY FOR THE
STATE FOUNDATION ON CULTURE AND THE ARTS

SFCA RFP NO. 24-08

RELEASE DATE: September 27, 2024

DEADLINE FOR RECEIPT OF PROPOSALS IS
Friday, October 4, 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 logistical services to further its educational programming during the 62nd Annual Hawai’i Regional Scholastic Art Awards student art competition. The SFCA has determined that such services are necessary to carry out the Art in Public Places program in relation to its scheduled student art education programming. Interpretive work under this scope of services requires an intermediary for realization and understanding. This contract is to develop and offer new strategies and methodology to connect the public, student artists, and educators to Capitol Modern: The Hawai’i State Art Museum and its local audience.

The 62nd Hawai’i Regional Scholastic Art Awards Exhibition and Ceremony

Each year, more than 250,000 public and private school entries from grades 7-12 are submitted to a network of 80 regional sponsors who screen the entries and conduct local exhibitions and award ceremonies. The most outstanding artworks are awarded the highest honor and receive the American Vision Award and the Regional Gold Key finalist. These finalists go on to represent their region in the National judging held each March in New York City. Panels of distinguished artists review over 15,000 works of art and select the national award recipients. These recipients receive national recognition and share monetary awards and/or scholarships offered by prestigious colleges, universities, and art institutes.

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]

capitolmodern.org/ [Capitol Modern: The Hawai’i 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]

GOALS OF PROJECT

Develop and implement student art exhibition programming proposal to concentrate on the agency’s programs and activities and find ways to publicize them either independently or in relation to Capitol Modern: The Hawai’i State Art Museum.

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 programming proposals 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 student artists in addition to the associated cost for their adjudication, organization, and exhibition for insurance purposes. The guidelines for the Scholastic Art Awards exhibition at Capitol Modern, the Hawai'i State Art Museum must be communicated in early fall 2024 before the exhibition material submission deadline on December 15, 2024.

B. SELECTION OF STUDENT ARTWORK

The Contractor shall assemble select and curate works of contemporary artwork and interpretive work by Hawai'i student artists based on their expertise and knowledge in perpetuating such demonstrations representative of young people from across Ka Pae 'Āina o Hawai'i. During the adjudication process for the student art competition, The Contractor shall assemble a group of volunteer judges comprised of local artists, educators, administrators, and/or creative professionals to adjudicate works based on competition guidelines of the National Scholastic Art & Writing Awards competition.

For more information on the National Scholastic Art & Writing Awards, please see the following links:

<https://www.artandwriting.org/> [Scholastic Art & Writing Awards website]

C. COLLECTION OF STUDENT ARTWORK

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

D. INSTALLATION OF STUDENT ARTWORKS

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

E. STUDENT EXHIBITION AWARD CEREMONIES AT CAPITOL MODERN: THE HAWAI'I STATE ART MUSEUM

Ceremonies and related events specific to Capitol Modern: The Hawai'i State Art Museum and its student art programming shall include: exhibition catalogs or other printed media, award ceremony coordination and execution, and purchasing air travel accommodations for neighbor island student awardees and their teachers.

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 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 air travel and ground transportation for award-winning students related to the student art exhibitions at Capitol Modern: 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 student art exhibitions. The Contractor shall also be responsible for publicity and delivering material to special guests, including, but not limited to SFCA-determined mailing lists, and members of the Hawai'i State Legislature.

H. SCHOLARSHIP AWARDS

Student art exhibitions and their respective ceremonies includes the conferring of certain cash scholarship awards sponsored by various donors. The Contractor shall work with the SFCA in communicating with awardees and help to coordinate the disbursement of awards.

I. 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 June 30, 2025.

J. 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:

Printed/digital promotional material:	\$4,350
Ceremony equipment and setup/breakdown:	\$7,000
Lei for students, speakers, and honored guests:	\$300
Audio/visual equipment and technician:	\$650
Emcee services:	\$300
Catering for 200 guests:	\$5,000
Neighbor island student same day air travel:	\$11,700
Neighbor island student bus transportation:	\$650

Taxes
HlePro Fee

Estimated Total PER ART EXHIBITION OR PERFORMANCE: \$29,950.00



CONTRACT AWARD DETAILS

Contracted Time Period: November 1, 2024 to June 30, 2025

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

Contractor to propose payment schedule in budget proposal. Each payment must have associated deliverables tied to it. Contractor will be required to submit an invoice along with any related deliverables in order to receive payment.

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

September 27, 2024	Solicitation open
October 4, 2024	Solicitation closed
October 4 – 24, 2024	Review
October 25, 2024	Award
October 28 - 31, 2024	Contracting
November 1, 2024	Project work period begins
June 30, 2025	Project work period ends
July 31, 2025	Final report and invoice due

DEADLINE FOR SUBMISSION

October 4, 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.