OPM FORM 50A
(Rev. 08/20)

UNIVERSITY OF HAWAIʻI	**AMENDMENT OF SOLICITATION**	PAGE 1 of 1

1. AMENDMENT NO. 2	3. REQUEST FOR PROPOSALS (RFP) NO. 26-4852 Dated FEB, 2026 FACILITATE A STRATEGIC POSITIONING PLAN FOR SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHONOLOGY (SOEST) FOR UNIVERSITY OF HAWAII AT MANOA HONOLULU, HAWAII
2. EFFECTIVE DATE March 09, 2026	

4. ISSUED BY Director, Office of Procurement Management 1400 Lower Campus Road, Room 15 Honolulu Hawaiʻi 96822 BUYER: Bonnie Anderson	5. CONTRACTOR (NAME AND ADDRESS) N/A

6. The RFP referenced above is amended as set forth in block 7. The hour and date for receipt of offers■ is extended ☐ is not extended. This amendment is attached to HIePRO solicitation P26001836 for distribution and acknowledgement purposes.

7. DESCRIPTION OF AMENDMENT

This Amendment No. 02 is as follows:

A. Extends the solicitation time periods as follows:

1. **Closing Date for Receipt of Proposals**
   Extended from **March 23, 2026** to **April 1, 2026 at 2:30 PM HST**.
2. **Proposal Review Period**
   Revised from **March 24, – April 1, 2026** to **April 2, 2026 – April 9, 2026**
3. **Contractor Selection and Award (Tentative)**
   Extended from April 1, 2026 to April 17, 2026
4. **Contract Start Date (Tentative)**
   Extended from April 6, 2026 to April 18, 2026

B. Incorporates Attachment A- Responses to Offeror Questions

The responses provided in Attachment A are intended to clarify the requirements of the solicitation. Except as expressly stated in this amendment, all terms, conditions, and requirements of the Request for Proposals remain unchanged.

End of Amendment No. 02

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE DOCUMENT REFERENCED IN BLOCK 3 UNLESS HERETOFORE AMENDED, REMAIN UNCHANGED.

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Attachment A- Responses to Offeror Questions

Question 1. What is the proposed budget?

The information referenced in Amendment No. 1 reflects the University's current planning estimate for this procurement. Offerors should submit their best technical proposal and pricing consistent with the scope of work described in the RFP. Proposals will be evaluated in accordance with the evaluation criteria set forth in the solicitation.

Question 2. Amendment #1 reduced the anticipated award range to $120,000–$150,000. Given the scope includes 18 SOEST units, individual strategic plans, an overarching school plan, SWOT analyses, and Academic Assessments over a 2026–2027 timeframe, can SOEST confirm the full scope is expected to be delivered within this budget? Or is phased delivery acceptable?

The scope of work described in the RFP contemplates the development of strategic planning materials for the SOEST units and an overarching School strategic plan. However, some SOEST units may already have existing strategic plans or planning materials.

The selected contractor may be required to review, incorporate, update, or supplement existing plans, rather than develop entirely new plans for every unit.

The consultant's role is expected to focus on facilitating the strategic planning process, synthesizing input, and supporting the development and refinement of planning materials in collaboration with SOEST leadership and stakeholders. The level of drafting or editing required for individual plans may vary depending on the availability of existing materials and input from the respective units.

Offerors should propose an approach and work plan that addresses the objectives described in the RFP.

Question 3
Section 2.5 states the project will run over the 2026–2027 calendar years, but Section 1.4 shows a tentative contract start of April 6, 2026 and Section 1.8 indicates a minimum one-year term. Should offerors propose a timeline through December 2027, or is completion within 12 months preferred?

Offerors should propose a realistic project timeline based on their methodology and approach. The University anticipates that the work will occur during the 2026–2027 timeframe as described in the RFP. Proposals may include a schedule that reasonably supports the objectives described in the solicitation.

Question 4
Section 2.7.1 requires at least three references from public higher education institutions of similar size and complexity. Will UH department or unit-level engagements qualify as references, or must references be at the institution or school level?

References may include relevant engagements with public higher education institutions, including school, department, or unit-level work, provided the reference demonstrates experience comparable to the services requested in this RFP.

Question 5
Appendices C and E appear to reference a prior solicitation (Hawaii Natural Energy Institute building performance standards). Can SOEST confirm that offerors should respond to the

SOEST strategic planning scope described in Sections 2–3 rather than the energy policy scope described in those appendices?

Offerors should respond to the SOEST Strategic Planning scope described in Sections 2 and 3 of the RFP. Any references to unrelated subject matter in the appendices were included in error and are not applicable to this solicitation.

Question 6
Section 3.4 requires a firm fixed price inclusive of all travel. Given the community engagement scope (interviews, focus groups, workshops across multiple units), can SOEST clarify expected travel requirements — specifically whether all work is Oahu-based or if neighbor island travel is anticipated?

SOEST facilities involved in this project are located on Oʻahu. The University does not anticipate inter-island travel for this project.

Question 7
Phase 4 requires individual Academic Assessments for all SOEST units aligned with the Office of Program Development and Review. Will SOEST provide the current Academic Assessment template and any relevant guidance prior to contract start, or should offerors propose their own assessment framework?

Relevant documentation and materials available to the University will be provided to the successful contractor after contract award to support completion of the work.

Question 8
How many people are expected to participate in the planning sessions?

Participation levels may vary by unit. Planning sessions may include approximately 5 to 30 participants depending on the unit and activity.

Question 9
Are there existing strategic plans for SOEST or its units?

Some SOEST units have existing strategic planning materials. Relevant documentation will be made available to the selected contractor as appropriate.

Question 10
For the community engagement component, how broad is this expected to be? Are there existing partners, or will new partners be engaged?

Community engagement will primarily involve internal SOEST stakeholders. In some cases, relevant external collaborators or partners may participate, depending on the needs of the planning process.

Question 11
Does the University prefer in-person or remote meetings?

The University is open to a hybrid approach, but in-person meetings are preferred when feasible.

Question 12
Is there a required completion date for the initiative?

The RFP contemplates that the work will occur during the 2026–2027 timeframe. Offerors should propose a project schedule that aligns with their methodology and approach and supports the objectives described in the RFP.