

Agribusiness Development Corporation  
Department of Business, Economic Development and Tourism  
State of Hawaii

**ADDENDUM NO. 3**

REQUEST FOR PROPOSALS  
RFP-24-200-027

PUBLIC RELATIONS, COMMUNICATIONS, AND OUTREACH SERVICES

**Date issued: April 17, 2026**

This Addendum shall make the following amendments to the Solicitation:

**A. NOTICE TO BIDDERS**

Prospective Offerors are **hereby notified** that either Offer Form and Reference Form in “01 RFP 25 200 027”, or “04 Exhibit 2 Offer Forms REV1” and “05 Exhibit 3 Reference Forms REV1” shall be acceptable. These forms should be included in the Offeror’s proposal package along with the requested information outline in the solicitation.

**B. OFFER CHECKLIST**

Delete **Page v** in 01 RFP 25 200 027 in its entirety and replace it with the following which is attached to the solicitation as “03 Exhibit 1 Proposal Checklist REV1.”

## PROPOSAL CHECKLIST

### PUBLIC RELATIONS, COMMUNICATIONS, AND OUTREACH SERVICES

Submit completed and signed checklist as part of Proposal submission.

No.	Description	Reference in RFP	Completed
1	Offeror registered on HlePRO	Section 4.4	<input type="checkbox"/>
2	Cover Letter	Section 4.5; Attachment B	<input type="checkbox"/>
3	Table of Contents	Section 4.5; Attachment B	<input type="checkbox"/>
4	Executive Summary	Section 4.5; Attachment B	<input type="checkbox"/>
5	Narrative Description	Section 4.5; Attachment B	<input type="checkbox"/>
6	Proposed Approach	Section 4.5; Attachment B	<input type="checkbox"/>
7	Budget and Cost Proposal	Section 4.5; Attachment B	<input type="checkbox"/>
8	Statement of Qualifications	Section 3.2; Attachment A	<input type="checkbox"/>
9	Proposal Checklist	Exhibit 1 REV1	<input type="checkbox"/>
10	Offer Form	Exhibit 2 REV1	<input type="checkbox"/>
11	Confidential, Protected or Proprietary Information	Section 4.5	<input type="checkbox"/>
12	References	OF-2; Attachment A	<input type="checkbox"/>
13	Sub-Contractor References (if applicable)	OF-2	<input type="checkbox"/>
14	Certificate of Vendor Compliance or Proof of Application	Section 8.8.3	<input type="checkbox"/>
15	Appendices (optional) <i>NOT REQUIRED</i>		<input type="checkbox"/>

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Authorized Offeror Signature

END OF ADDENDUM NO. 3