



RELEASE DATE: APRIL 29, 2026

The State of Hawaii
STATE FOUNDATION ON CULTURE AND THE ARTS (SFCA)

Request for Proposals
Solicitation #RFP- 269000

Public Programmer

OFFERS ARE DUE AT 2:00 P.M., HAWAII STANDARD TIME (HST)
ON FRIDAY, May 29, 2026.

(or such later date as may be established by the State of Hawaii by an Addendum to this RFP)

BY SUBMISSION TO THE STATE FOUNDATION ON CULTURE AND THE ARTS/

DIRECT ALL QUESTIONS REGARDING THIS IFB, QUESTIONS, OR ISSUES RELATING TO THE ACCESSIBILITY OF THIS IFB (INCLUDING THE ATTACHMENTS AND EXHIBITS AND ANY OTHER DOCUMENT RELATED TO THIS RFP) AND REQUESTS FOR ACCOMMODATIONS FOR PERSONS WITH DISABILITIES IN CONNECTION WITH THIS IFB, TO:

KAMAKANI KONIA
TELEPHONE (808) 586-0736
OR EMAIL ADDRESS kamakani.p.konia@hawaii.gov.

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RFP Administrative Information

RFP Title:	Public Programmer
RFP Project Description: (See Section 1.2 Purpose)	The State Foundation on Culture and the Arts is seeking a Public Programmer to provide the coordination, delivery, and management of public events held at Capitol Modern: The Hawaii State Art Museum. This includes, but is not limited to, live music performances, cultural exhibitions, night markets, and artist talks.
RFP Point of Contact: (See Section 1.7 State Contract Administrator)	Buyer Name – Kamakani Konia Agency Name – State Foundation on Culture and the Arts Agency Address – 250 S. Hotel Street, 2nd Floor, Honolulu, HI 96813 Buyer email – kamakani.p.konia@hawaii.gov Buyer Phone – (808) 586-0736
Submit proposals electronically via Hawaii Electronic Procurement System (HiePRO): (See Section 4.4 Electronic Submission of Proposals)	Electronic Submission hiepro.ehawaii.gov
Deadline to Receive Questions: (See Sections 1.6 Schedule and Significant Dates and 2.5 Electronic Submission of Questions)	May 8, 2026, at 11:59 PM Hawaii Standard Time (HST) ¹²
Question & Answers: (Sections 1.6 Schedule and Significant Dates and 2.5 Electronic Submission of Questions)	All questions, including those about Terms and Conditions, must be submitted through HiePRO . Questions must be submitted by the question deadline date.
RFP Closing Date: (See Section 1.6 Schedule and Significant Dates)	May 29, 2026
RFP Closing Time: (See Section 1.6 Schedule and Significant Dates)	2:00 PM Hawaii Standard Time (HST)
Initial Term of Contract and Renewals: (See Section 1.2 Period of Performance)	This is a single term contract for a five-month period beginning July 1, 2026, and ending June 30, 2027. Upon mutual agreement, the contract may be extended or amended.
<p>TAKE NOTE THE MANDATORY .75% (.0075) TRANSACTION FEE TO HAWAII INFORMATION CONSORTIUM, LLC DBA NIC HAWAII IS BASED ON SALES FOR AWARDS MADE IN HIEPRO. (DETAILED IN SECTION X.X ELECTRONIC PROCUREMENT AND SECTION X.X PAYMENT TO HAWAII INFORMATION CONSORTIUM, LLC DBA NIC HAWAII.)</p>	

Offer Checklist

Offeror must address ALL sections and attachments and provide the information and documentation as required in the table below.

No.	Description	Reference in RFP	Completed
1	Offer Checklist – submittal of checklist with all items checked “completed.”	Offer Checklist	
2	Offer Form OF-1 - Completed and signed NOTE: Ensure the company name submitted in HlePRO matches the company name on OF-1.	Attachment 1 Offer Form OF-1 ; Section 8.9 Proposal Preparation	
3	Executive Summary, not to exceed five (5) page(s)	Section 4.5 Required Format and Content	
4	Management - not to exceed five (5) page(s)	Section 5.8 Evaluation Criteria 1	
5	Past Performance	Section 5.8 Evaluation Criteria 3. Offer Form OF-1	
6	Price / Budget	Section 5.8 Evaluation Criteria 4; Price Proposal Offer Form OF-1	

Authorized Offeror Signature

REQUEST FOR PROPOSALS PUBLIC PROGRAMMER

SECTION 1: GENERAL INFORMATION

1.1 PURPOSE

The State Foundation on Culture and the Arts (SFCA) is the official state arts agency for the State of Hawaii and responsible for creating access to cultural experiences to the public.

1.2 SCOPE OF WORK

The State Foundation on Culture and the Arts is seeking a Public Programmer to provide the coordination, delivery, and management of public events held at Capitol Modern: The Hawaii State Art Museum. This includes, but is not limited to, live music performances, cultural exhibitions, night markets, and artist talks.

Allowable Costs

All funds must be applied to accrued project expenses. Allowable expenses are:

- Administrative & Program Support
- Salaries/ Wages – Program/ Artistic Personnel
- Contracted Personnel & Services
- Facilities/Space
- Travel/Transportation
- Marketing/Promotion

The purchase of equipment is prohibited. Re-granting funds to individuals or other entities is prohibited. Fiscal sponsorship is prohibited.

Invoices are submitted for accrued expenses.

- Two-Payment Plan: 60% payable after award and 40% payable after the completion of the project and the approval by the SFCA of the Final Report.

1.3 SPECIFICATIONS

Legal Eligibility Requirements – Chapter 9 Requirements

All non-profit arts and culture organizations must submit legal eligibility documentation for review.

1. A copy of the organization's tax-exempt status determination letter from the IRS.
2. Articles or Chart of Incorporation
3. A copy of the organization's bylaws and/or policies which must include: (Please highlight a, b, c and d in the submitted Bylaws)
 - a. A description of the manner in which business is conducted.
 - b. A prohibition against nepotism.
 - c. Procedures for managing potential conflict-of-interest situations.
 - d. A statement from the organization affirming that the members of its governing board have no material conflict of interest and serve without compensation. (The organization must have a governing board whose members have no material conflict of interest and serve without compensation.)
4. A letter on letterhead from a Board member identifying the authorized signatory(s) for the organization. Include the name(s), title, email address and effective date.

Compliance Requirement

1. State compliance - Certificate of Compliance from Hawaii Compliance Express
 - <https://vendors.ehawaii.gov/hce/>
2. Federal Compliance - Active Entity Registration from SAM.gov
 - <https://sam.gov/>
 - Must not be barred or suspended from receiving federal funds.

1.4 Proposal Requirement

Please see Section 4.5 for additional requirements.

One proposal per applicant must include:

- Applicant organization name
- Project manager/Point of Contact
- Project Title
- Project Description
- List of project activities including relevant staff, artistic personnel, contracted personnel, etc.
- Location of activities
- Projected attendance and target audiences
- Timeline
- Requested funding amount (it is recommended that the price be inclusive of the HlePRO award fee)
- Expense Budget and Income
- Work evidence supporting the successful facilitation of the project/program and qualifications. Examples: images, videos, social media posts, qualitative data, quantitative data, articles, feedback, etc.
- Legal Eligibility Documents – listed in the Chapter 9 Requirements

- Certificate of Compliance from Hawaii Compliance Express (State Compliance)
- Active Entity Registration Information Form from Sam.gov (Federal Compliance)

1.5 Evaluation of Proposal

The State Foundation on Culture and the Arts staff will review all proposals received by the deadline for eligibility and completeness. If a proposal does not meet the legal eligibility requirements of Hawaii’s Chapter 9, state compliance, and federal compliance, the proposal will be excluded from the grant review process.

Proposal evaluation criteria Section 5.8.

1.6 Schedule

The following timetable represents the best estimate of the schedule that will be followed. All times shown are Hawaii Standard Time (HST). The approximate schedule is as follows:

IFB Release Date	April 29, 2026
Question Submittal Deadline	May 8, 2026, at 11:59 PM
Answers to Questions	May 15, 2026, at 12:00 PM
Bid Due Date and Time	May 29, 2026, at 2:00 PM

1.7 PERIOD OF PERFORMANCE

This is a single term contract for a five-month period beginning February 1, 2026, and ending June 30, 2026. Upon mutual agreement, the contract may be extended or amended. The project must be facilitated and completed within the implementation period.

1.8 CONTRACT TYPE

Firm-Fixed-Price

1.9 FINAL REPORT

Required to be submitted 30 days after the contract end date or the completion of the project, whichever comes first. The report describes the completed project activities, activity dates, location of activities, number of individuals served, impact, expense budget, and income, and support materials (images, social media posts, news articles, recorded interviews, written testimony, etc.)

The solicitation will be open on HlePRO for thirty (30) days. Proposal must be submitted by the deadline. America250 is a one-time grant

1.10 CONTRACT ADMINISTRATOR

For the purpose of this contract, the State Foundation on Culture and the Arts (SFCA)/ Brittany Rakowitz at 808-586-0309 and Brittany.Rakowitz.Consultant@Hawaii.gov or authorized representative, is designated as the Contract Administrator.

1.11 DEFINITIONS

The following definitions apply to this solicitation.

Contract Administrator means the person designated to manage the various facets of the contract(s) to ensure the Contractor's total performance is in accordance with the contractual commitments and obligations are fulfilled.

Contractor means the person having a contract with a governmental body.

Fixed-price basis means an established price agreed upon by the Contractor and Purchasing Entity, by agreement or by authority, as the price to be charged for a specified amount of services.

Goods mean all property, including but not limited to equipment, equipment leases, materials, supplies, printing, insurance, and processes, including computer systems and software, excluding land or a permanent interest in land, leases of real property, and office rentals.

Governmental body means any department, commission, council, board, bureau, authority, committee, institution, legislative body, agency, Government Corporation, or other establishment or office of the executive, legislative, or judicial branch, city or county of any U.S. State, (including the Office of Hawaiian Affairs for the State of Hawaii).

Hawaii Administrative Rules (HAR) means the adopted operating procedures for state agencies authorized by the laws of the State of Hawaii.

Hawaii eProcurement System (HiePRO) is the State eProcurement system, a system for issuing solicitations, receiving responses, and issuing notices of award.

Hawaii Revised Statutes (HRS) means the laws that govern the State of Hawaii.

Key Performance Indicator (KPI) means how a quantifiable measure is utilized to assess the success of a Contractor in meeting strategic goals and objectives for performance.

Offeror means the company or firm that submits a proposal in response to this Request for Proposal.

Proposal means the official written response submitted by an Offeror in response to this Request for Proposals.

Proposer has the same meaning as Offeror.

Request for Proposals or "RFP" means the entire solicitation document, including all parts, sections, exhibits, attachments, and Addenda.

Services means the furnishing of labor, time, or effort by a contractor or Contractor, which involves the delivery or supply of products.

Statement of Work defines the services to be delivered by the Contractor. Note: For the purposes of this RFP, statement of work describes the services within a Task Order when requesting quotes from awarded Contractor(s).

Subcontractor means a Contractor contracted for work by the Prime Contractor.

SECTION TWO:
BID SUBMITTAL & CONTENT

2.1 Governing Laws and Regulations

This procurement is conducted by the State Foundation on Culture and the Arts, in accordance with the State of Hawaii Procurement Code, 103D-303, HRS. Information about the State of Hawaii and its governing laws is available at [44Thttp://spo.hawaii.gov/44T](http://spo.hawaii.gov/44T).

This procurement shall be governed by the regulations and laws of the State of Hawaii. Venue for any administrative or judicial action relating to this procurement, evaluation, and award shall be in the State of Hawaii.

2.2 Electronic Procurement

2.2.1 The State has established the Hawaii State eProcurement (HlePRO) System to promote an open and transparent system for vendors to compete for state contracts electronically. Offerors interested in responding to this solicitation must be registered on HlePRO. Registration information is available at the State Procurement Office (SPO) website: <https://hiepro.ehawaii.gov/welcome.html>, select HlePRO Vendor Registration and then Vendor Registration Guide.

2.2.2 The State will use HlePRO to issue the RFP, receive Offers, and issue Addenda to the RFP. Addenda and the other information and materials shall be provided by the State through HlePRO, including additions or changes with respect to the dates in Section 1.6 [Schedule and Significant Dates](#). The State shall not be responsible for any person's or entity's failure to do so for any reason. The State is not responsible for any delay or failure of any Offeror to receive any materials updated through the RFP Process on a timely basis.

2.2.3 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.

2.2.4 HlePRO Special Instructions. Offeror shall review all special instructions located in HlePRO. Offerors are responsible for ensuring that all necessary files are attached to their offer prior to the proposal deadline.

Offerors are advised that they should not wait until the last minute to submit their proposal on HlePRO. Offerors should allow ample time to review their submitted proposal, including attachments, prior to the proposal deadline.

2.3 RFP Addenda

Changes to this RFP including but not limited to contractual terms and procurement requirements shall only be changed via formal written addenda issued by the State Foundation on Culture and Arts.

The State accepts no responsibility for a prospective Offeror not receiving solicitation documents and/or revisions to the solicitation. It is the responsibility of the prospective Offeror to monitor the Hawaii State eProcurement System (HlePRO) to obtain RFP addenda or other information relating to the RFP.

2.4 Questions Regarding RFP Contents

If a Prospective Offeror believes that any provision of the RFP is unclear, potentially defective, or would prevent them from providing a meaningful Offer, the Offeror shall submit questions to the State POC requesting clarification on or before the deadline for doing so in Section 1.6 Schedule and Significant Dates. Each question shall identify the page, section number, paragraph, and line or sentence of such provision(s) of the RFP to which the question applies. The State POC will respond by the date for the same in Section 1.6 Schedule and Significant Dates. The State may issue Addenda in response to written questions received regarding the RFP.

2.5 Electronic Submission of Questions

All questions must be submitted through the Hawaii State eProcurement System (HlePRO). Questions must be submitted by the question deadline date and time shown in Section 1.6 Schedule and Significant Dates. Answers will be given via the Hawaii State eProcurement System (**Certification of Offeror Concerning Wages, Hours and Working Condition of Employees Supplying Services**) site as noted in Section 1.6 Schedule and Significant Dates.

Offerors are cautioned about including context in questions that may reveal the source of questions. The identity of potential Offerors will not be published with the answers, but the text of questions will be restated, to the extent possible, to exclude information identifying potential Offerors.

2.6 Proposal Due Date

Proposals must be received by the posted closing date and time as described in Section 1.6 Schedule and Significant Dates of this RFP.

2.7 Cancellation of Procurement and Proposal Rejection

The State reserves the right to cancel this RFP and to reject any and all proposals in whole or in part and waive any defects when it is determined to be in the best interest of the State, pursuant to HAR §3-122-96 thru HAR §3-122-97.

2.8 Firm Offers

Responses to this RFP, including proposed costs and/or fees will be considered firm for 90 days after the proposal's due date.

2.9 Right to Accept All or Portion of Proposal

Unless otherwise specified in the solicitation, the State may accept any item or combination of items as specified in the solicitation or of any proposal unless the Offeror expressly restricts an item or combination of items in its Proposal and conditions its response on receiving all items for which it provided a proposal. If the Offeror restricts its Proposal, the State may consider the Offeror's restrictions and evaluate whether the award on such basis will result in the best value to the State. The State may otherwise determine at its sole discretion that such restriction is non-responsive and renders the Offeror ineligible for further evaluation.

2.10 Ownership or Disposition of Proposals and Other Materials Submitted

All costs incurred by the Offeror in preparing or submitting a proposal shall be the Offeror's sole responsibility, whether any award results from this RFP. The State shall not reimburse such costs. All proposals become the property of the State of Hawaii.

2.11 Additional Information

The Offeror shall provide additional information regarding aspects of an Offeror's Proposal within 7 business days of the State's request unless the State specifies another period. As noted, each Offeror shall submit only one Proposal. If an Offeror submits more than one Proposal, then the State reserves the right to reject and or dismiss the Offeror from the RFP Process.

2.12 Multiple or Alternative Offers

Unless specifically provided for in this solicitation, multiple or alternative offers shall not be accepted, and all such offers shall be rejected.

Section 3: Contract Award & Terms

3.1 Mandatory Minimum Administrative Proposal Requirements

This section contains the minimum requirements that must be met to be considered for the evaluation phase. All items described in this section are non-negotiable. All Offerors must state willingness and demonstrate the ability to satisfy these requirements in the proposal submitted for consideration. Contractors shall be considered non-responsive if unable to cover the minimum requirements, which may not be considered for award.

3.2 Minimum Requirements and Qualifications

Offeror shall provide all services as described in 1.1, 1.2, and 1.3.

- All required services completed by June 30, 2027
- Must be based and incorporated in the State of Hawai'i
- Must have at least one year experience facilitating the project or one year of success facilitating an equivalent project.
- Must be registered and compliant with Hawai'i Compliance Express
- Must have an active entity registration with SAM.gov.
- Must complete a Final Report with work evidence.

3.3 Additional Contractor Requirements

Each Contractor shall:

Adhere to its Contract with the State.

Provide all labor, materials, and equipment necessary to meet the RFP Requirements.

Communicate contract requirements to its Subcontractors' personnel and direct and coordinate project activities to ensure that the services progress efficiently and are completed on schedule.

Ensure that all its and its Subcontractors' employees can communicate effectively with State employees.

Ensure that it is current with all payments and registration fees and similar financial obligations owed to the State during the term of its Contract with the State.

Fully cooperate and maintain effective communication with the State and cooperate in the resolution of problems, suspected problems, or potential problems.

3.4 Payment

Pursuant to HRS §103-10, the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of projects to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period. Further, the State will reject any offer submitted with a condition requiring interest payments greater than that allowed by HRS §103-10, as amended.

The State will not recognize any requirement established by the Contractor and communicate to the State after the award of the contract, which requires payment within a shorter period or interest payment not in conformance with the statute.

3.5 Payment to Hawaii Information Consortium, LLC dba NIC Hawaii

HlePRO is administered by Hawaii Information Consortium, LLC dba Tyler Hawaii. Tyler Hawaii shall invoice the Contractor(s) directly for payment of transaction fees. Payment must be made to NIC Hawaii within thirty (30) days from receipt of the invoice. HIC is an intended third-party beneficiary of transaction fees, which are used to fund the operation, maintenance, and future enhancements of the HlePRO system.

Section 4: Instructions to Offerors – Proposal Submission

4.1 Proposal Objectives

One of the objectives of this RFP is to make proposal preparation easy and efficient while giving Offerors ample opportunity to highlight their proposals. The evaluation process must also be manageable and effective.

Proposals shall be prepared straightforwardly and concisely, in a format that is reasonably considered and appropriate for the purpose. Emphasis will be on completeness and clarity and content.

When an Offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the Offeror has identified as necessary to successfully complete the obligations outlined in this RFP.

The proposal shall describe in detail the Offeror's ability and availability of services to meet the goals and objectives of this RFP.

4.2 Proposal Structure and Labeling

Proposals must be detailed and concise. Each Proposal must be labeled and organized in a manner that is congruent with the requirements and terminology used in this RFP and must include a point-by-point response, structured in form and reference to the RFP, addressing all requirements and the Statement of work elements.

4.3 Proposal Submission Instructions

Proposals must be received by [May 29, 2026 2:00 PM HST](#) through the Hawaii Electronic Procurement System (HlePRO). Proposals received after the deadline and/or through any sources other than HlePRO will be rejected.

4.4 Electronic Submission of Proposals

Proposals shall be submitted and received electronically through HlePRO by the date and time listed in Section 1.6 Schedule and Significant Dates. This electronically submitted offer shall be considered the original. Any offers received outside of the HlePRO, including faxed or e-mailed bids, shall not be accepted or considered for award. Any offer received after the due date and

time shall be rejected. (See Section 2.2 Electronic Procurement for further information.) **The maximum file size that HlePRO can accept is 100MB. Files larger than 100MB must be reduced to two or more files.**

Submission of a proposal shall constitute an incontrovertible representation by the Offeror that the Offeror agrees to comply with every requirement of this RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey a reasonable understanding of all terms and conditions of performance of the work.

4.5 Required Format and Content

All Proposals must be submitted in the following format. Detailed information on submitting each of these sections is contained in later sections of this RFP. Proposal shall be submitted in size **11 or 12 font in Arial, Aptos, Calibri, or Times New Roman** or equivalent.

1. **Table of Contents.** A Table of Contents must be included with each proposal. All major parts of the proposal shall be identified by referencing page numbers.
2. **Offer Checklist.** Complete and submit all items noted on the Offer Checklist.
3. **Offer Form, OF-1.** Offeror shall complete and sign the OF-1 Offer Form. See Special Provisions, 8.9 Proposal Preparation.
 - a. **OF Form, OF-1**
 - b. **OF Form, OF-2 Past Performance**
 - c. **OF Form, OF-3 Price**
4. **Executive Summary.** The executive summary [not to exceed **one (1)** page] is to briefly describe the Offeror's Proposal. This summary should highlight the major features of the Proposal. The response should demonstrate the Offeror's understanding of and ability to meet the Administrative and Technical Requirements of the RFP. The State should be able to determine the essence of the Proposal by reading the executive summary. This summary will not be evaluated for points but rather is a high-level explanation of the entire proposal.

5. Evaluation Criteria Submittals (Refer to Section 5.8 Evaluation and Award).

This section shall be subdivided by the evaluation criteria and include the narrative and any other requirements. **[This section agrees with Section 5.8 Evaluation Criteria]**

- a. Management Approach – See Section 6.1
 - b. Technical – See Section 6.2.
 - c. Past Performance – See section 6.3.
 - d. Price Proposal. See Section 6.4. Offeror shall complete the attached **OF-3 Pricing Form**, in which Offeror shall submit all price line items, excluding all applicable taxes.
6. **Confidential, Protected, or Proprietary Information.** All confidential, protected, or proprietary information must be included in this section of the proposal response. Do not incorporate protected information throughout the Proposal. Rather, provide a reference in the proposal response directing the State to the specific area of this

protected Information section. If Offeror believes that any portion of its proposal, offer, specification, protest, or correspondence contains information that should be withheld as confidential, then the Procurement Officer should be so advised in writing and shall be furnished with justification for confidential status. Price is not considered confidential and shall not be withheld.

Information included in the Confidential, Protected or Proprietary Information section of an Offeror's proposal is not automatically accepted as protected. All information identified in the section will be subject to review by the State in accordance with the procedures prescribed by the State's open records statute, freedom of information act, or similar law.

4.6 Each Offeror to Bear its Own Costs

Each Offeror shall be responsible for all costs incurred by it prior to the Notice of Award, including, without limitation, its costs of preparing and submitting its Offer, responding to notices or requests, making Priority-Listed Offeror presentations, demonstrations, and discussions, and otherwise participating in the RFP Process.

Section 5: Evaluation and Award

5.1 Evaluation of Proposals

The Procurement Officer of the State Foundation on Culture and the Arts, or an evaluation committee of at least three (3) qualified State employees selected by the State Foundation on Culture and the Arts Procurement Officer, shall evaluate proposals for the contract. The evaluation will be based solely on Section 5.8 Evaluation Criteria and the process described in this section.

5.2 Right to Waive Minor Irregularities

The State, in its sole discretion, reserves the right to waive minor irregularities in the Proposal, which include but are not limited to corrections of deficiencies or clarification of ambiguities that, in the judgment of the State, do not require a comprehensive proposal rewrite. The State also reserves the right in its sole discretion to waive certain minimum requirements provided that all of the otherwise responsive proposals fail to meet the same minimum requirements and the failure to do so does not materially affect the procurement

5.3 Initial Review and Award without Discussions

In the initial phase of the evaluation process, the State will review all proposals timely received. Unacceptable proposals (non-responsive proposals not conforming to RFP requirements) will be eliminated from further consideration.

The State reserves the right to award on receipt of initial proposals without an opportunity for discussion or proposal revision, so Offerors are encouraged to submit their most favorable proposal at the time established for receipt of proposals. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals.

5.4 Discussion with Priority Listed Offerors

Prior to holding any discussions, a priority list shall be generated consisting of proposals determined to be acceptable or potentially acceptable.

If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may limit the priority list to three (3) highest ranked, responsible Offerors.

The State may invite priority listed Offerors to discuss their proposals to ensure thorough, mutual understanding. The State, in its sole discretion, shall schedule the time and location for these discussions, generally within the timeframe indicated in Section X.X Schedule and Significant Dates. The State may also conduct discussions with priority-listed Offerors to clarify issues regarding the proposals before requesting Best and Final Offers, if necessary.

In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

5.5 Best and Final Offers (BAFO)

If deemed appropriate by the State in its sole discretion, the State may request each Offeror to submit its BAFO. The request shall be issued via an Addendum, which will provide guidance and additional instructions. Offeror's BAFOs shall be submitted to the State through HlePRO on or before the deadline called for. If an Offeror fails to do so, its last submitted Offer shall be deemed its BAFO.

The BAFOs will be evaluated by the Evaluation Committee, taking into consideration the Evaluation Criteria set forth in Section 5.8 Evaluation Criteria.

5.6 Award of Contract

Award shall be made to the responsible Offeror whose proposal is determined to be the most advantageous to the State of Hawaii, taking into consideration price and the other evaluation factors set forth in this request for proposals.

5.7 Responsibility of Offeror

Pursuant to HRS §103D-310(c), the selected offeror shall at the time of award be compliant with all laws governing entities doing business in the State of Hawaii. See Special Provisions 8.8 [Responsibility of Offerors](#).

5.8 Evaluation Criteria

The following criteria shall be used in evaluating the Offerors:

Table 1 - Evaluation Criteria

Evaluation Category	Evaluation Subcategory	Points Possible
Evaluation Criteria 1: Management Plan	Management Approach Staff Experience – key project personnel	50
Evaluation Criteria 2: Approach to Scope of Work	General Requirements Project and Activities	100
Evaluation Criteria 3: Past Performance	Part Experience Examples Offeror References	100
Evaluation Criteria 4: Price	Subfactor 1- Total Price Calculation Subfactor 2- Price Reasonableness and Realism	50
Total Possible Points		300

5.9 Scoring Process

The evaluation committee shall score proposals by reviewing the narrative for each of the evaluation criteria above.

Evaluators shall use a rating of 0 to 5 for each evaluation criteria. Rating is defined as follows:

- 5- The Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information. Offeror has not demonstrated sufficient knowledge of the subject matter or has grossly failed to explain how the requirement(s) is met.
- 5- **Poor.** The criterion is inadequately addressed, Offeror demonstrates only a slight ability to comply, or there are serious inherent weaknesses.
- 5- **Fair.** The Proposal broadly addresses the criterion, but there are significant weaknesses. May have one or more deficiencies, or Offeror has not adequately explained how its services fit the requirement.
- 5- **Good.** The Proposal addresses the criterion well; meets the requirement. Demonstrates knowledge and understanding of the subject matter, with no deficiencies noted regarding technical approach.
- 5- **Very Good.** The Proposal addresses the criterion very well, highly comprehensive. No deficiencies noted.
- 5- **Excellent.** The Proposal successfully addresses all relevant aspects of the criterion. Excellent reply that goes beyond the requirements listed in the RFP to provide added value. In addition, the response may cover areas not originally addressed within the RFP and/or include additional information and recommendations that would prove both valuable and beneficial to the agency. The response includes a full, clear, detailed explanation of how the requirements(s) are met. No errors in technical writing.

The average of each evaluator’s rating for each evaluation criterion shown in Table 1 shall be converted based on the following formula:

<u>Rate Achieved</u>	X	Points Possible For that Criteria	= Points
Total Rating Achievable			

Example:

<u>4 Very Good</u>	X	25	= 20
5			

<u>1 Poor</u>	X	25	= 5
5			

5.10 Notice of Award

After a final selection is made, the State will issue a notice of award on its electronic procurement system (HlePRO).

5.1 Debriefing

Pursuant to HAR §3-122-60, a non-selected Offeror may request a debriefing to understand the source selection decision and contract award.

A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The Procurement Officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of the written request.

A protest by the requester following a debriefing shall be filed within five (5) working days, as specified in HAR §103D-303(h). See Special Provisions Section 8.12 Protest Procedures for submitting a protest.

Section 6: Evaluation Criteria

Evaluation Criteria 1: Management Approach

6.1 Management Approach Submittal

This section contains requirements pertaining to the offeror’s management approach relating to this RFP. Offeror shall submit a narrative of a maximum of 1-2 pages showing how they met or exceeded the requirements of previous work, project examples, etc. Narratives to be submitted in size 11-12 font and Arial or equivalent.

Management Approach can include sub-factors such as:

Sub-factor 1: Organization and Approach

The State will assess the degree to which the Offeror’s proposed organization and approach for managing the program meet the requirements identified in the SOW (e.g., achieve schedule

milestones, submit timely and accurate deliverables, and address risk).

This includes, but is not limited to, the following:

- Organizational Experience - demonstrating the following: Organizational capability, resources, and experience, maintenance, and operation. The Offeror shall explain its prior experience providing the types of services requested by this RFP. Describe at least one major projects or contracts you worked on during the past two years, on the same or similar projects. Explain the statement of work, duration, number of employees assigned to the project, and significant tasks that were completed.
- Program management
- Staffing plan
- Quality assurance - Implementation of quality and cost controls, with effective project and financial tracking and reporting
- System implementation and transition(s) management

The State will assess the degree to which the Offeror's proposed performance management approach will meet the requirement to ensure high-quality services that meet the performance requirements for the contract, including meaningful program metrics that depict, at a minimum, program cost, schedule, and performance attainment and describe plans for implementation and monitoring of those metrics.

Sub-factor 2: Key Personnel

The State will assess the degree to which the Offeror's proposed Key Personnel resumes meet defined labor category requirements with required or equivalent certifications aligned to their proposal and the degree to which the approach for retaining Key Personnel will support successful and efficient execution of requirements.

Evaluation Criteria 2: Technical Approach

6.2 Technical Approach Submittal

This section contains requirements pertaining to the offeror's technical approach relating to this RFP. Offeror shall submit a narrative of a maximum of 3 pages explaining their plan for the project goal and requirements, amount- of key personnel allocated, the methodology for implementing and tracking the success of deliverables, including milestones. Narratives to be submitted in size 11-12 font and Arial or equivalent.

Technical Approach can include, but is not limited to:

- h) A clear understanding of the statement of work required for the project, with a work plan that will ensure the achievement of task objectives.
- h) A clear understanding of state laws and regulations and a viable plan for implementing these requirements.
- h) A viable transition plan with contingency planning and established milestones.
- h) An integrated plan that expands outreach to targeted audiences.
- h) An overall effective strategy that accomplishes all project goals as outlined in the Statement of Work.
- h) A risk assessment and risk mitigation plan.
- h) A quality control plan that includes key performance indicators as described in XXX of the

- Contract Management Section.
- h) The approach to tracking and achieving the required deliverables.

Evaluation Criteria 3: Past Performance

6.3 Past Performance Submittal

Offeror shall submit a narrative of a maximum of five (5) pages, not including references. Narratives to be submitted in size 11-12 Arial font or equivalent. Offeror shall provide a full narrative to describe past performance, establishing that the company submitting the proposal has the qualifications and experience to provide the services specified in this RFP.

Offeror shall complete the Offer Form OF-X Client References, Attachment X, with the names and contact information of customer references for at least three (3) clients that receive services that are similar to those in the statement of work.

The State reserves the right to conduct reference checks beyond what was provided by references.

6.3.1 Past Performance Relevancy and Recency Ratings

The State will evaluate the Offeror's demonstrated record of contract performance in supplying services that meet users' needs, including price and schedule. The recency and relevancy of the information, the source of the information, the context of the data, and general trends in the Contractor's performance will be considered. More recent and more relevant performance usually has a greater impact on confidence assessment than less recent and less relevant performance. The State will perform an independent determination of the relevancy of the data provided or obtained. A relevancy determination will be made in addition to the reference responses received. The State is not bound by the Offeror's opinion of relevancy. The following relevant criteria apply and will be assigned to each effort identified in the Offeror's proposal on past performance.

PAST PERFORMANCE RELEVANCY RATING	
Rating	Definition
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities as this solicitation requires.
Relevant	Present/past performance effort involved a similar scope and magnitude of effort and complexities this solicitation requires
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past performance involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

Very Relevant – Has provided all services in present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.

Relevant – Has provided some services in present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.

Somewhat Relevant - Has provided few services in present/past performance effort involved

essentially the same scope and magnitude of effort and complexities this solicitation requires.

Not Relevant: Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

For purposes of this evaluation, recency is defined as active or completed efforts performed within the past five (5) years from the closing date of this solicitation. The more recent the effort, the higher the recency score it will receive, as follows:

PAST PERFORMANCE RECENCY RATING	
Rating	Definition
Very Recent	Completion of a service project within the last five (5) years.
Recent	Completion of a service project within the last five (5) to nine (9) years.
Not Recent	Completion of a service project within the last ten (10) to twelve (12)

6.3.1.1. Final Performance Rating

Once the evaluation has considered recency and relevancy, it is time to take those considerations and determine an overall rating for past performance with respect to whether the information reviewed will allow for successful performance of the current solicited requirements.

Rating	Description
6- High Confidence	Based on the offeror's performance record, the government has high confidence that the offeror will successfully perform the required effort.
5- Significant Confidence	Based on the offeror's performance record, the government has significant confidence that the offeror will successfully perform the required effort.
4- Satisfactory Confidence	Based on the offeror's performance record, the government has confidence that the offeror will successfully perform the required effort. Normal contractor emphasis should preclude any problems.
*3- Unknown Confidence	No performance record is identifiable.
2- Little Confidence	Based on the offeror's performance record, substantial doubt exists that the offeror will successfully perform the required effort.
1- No Confidence	

* Given the number of mergers and acquisitions in today's American business environment, potential offerors may not have existed under their current name for very long. If the key management personnel, subcontractors, or other resources, have experience on contracts similar to the pending requirement for another contractor; state and local government contracts; private contracts; or was a major subcontractor; then the source selection team can perform the appropriate evaluation and risk assessment. This reduces the chance of needing to "neither reward nor penalize" an offeror with no other relevant past performance information.

If the contractor is truly a new entity and none of the company principals ever performed relevant work for others, the company is considered to have no past performance. In the case of an offeror with respect to which there is no information on past contract performance or with respect to which information on past contract performance is not available, the offeror may not be evaluated favorably or unfavorably on the factor of past contract performance." Thus, the evaluator would, at the minimum, rate this offeror as unknown confidence, allowing for a pass rate of 50% (3/6)

Evaluation Criteria 4: Price

There are two subfactors to Price evaluation:

6.4 Subfactor 1 – Total Price Evaluation

The Offeror's price proposal is worth 10% of the total points, which is 100 points. Offerors shall enter the total sum price for the services as the Unit Price in US Dollars and Cents when submitting their offer in HlePRO.

6.4.1 Cost Points Conversion

In converting cost to points, the Lowest Total Cost will automatically receive the maximum number of points allocated to the cost shown in Table 1 in Section X.X. The point allocations for cost on the other Offers for each service category will be determined through the method set out in the following formula: $[\text{Lowest Total Cost multiplied by maximum points divided by Offeror's Proposed Cost}] = \text{Cost Points Awarded}$.

For example, if the maximum points for the price are 30 of the total points and Offeror A submitted a price of \$200,000, Offeror B submitted a price of \$250,000, and Offeror C submitted a price of \$300,000.

Offeror A would receive the maximum points based on the lowest offer of \$200,000.

Offeror B would not receive the maximum points based on the lowest offer of $\$200,000 \times 30 \text{ points} / \$250,000 = 24 \text{ points}$.

Offeror C would not receive the maximum points based on the lowest offer of $\$200,000 \times 30 \text{ points} / \$300,000 = 20 \text{ points}$.

6.4.2 Price and Rate Guarantee Period (Adjust as Necessary)

All prices shall be guaranteed for the initial period of twelve months of the contract. During the remaining contract period, the Contractor may request an increase in contract price when there is a substantial increase in the cost of materials or freight. Such requests must be made in writing to the Procurement Officer and shall meet the following conditions:

1. Request for a price increase shall be limited to the costs imposed upon the Contractor by the manufacturer or supplier of the materials. (No allowances will be given for Contractor's increased labor or operating expenses.)
2. Request for a price increase due to higher transportation costs shall be limited to the cost imposed upon the Contractor by the freight forwarder.
3. Contractor shall submit, at the time of such written request, documentation or

verification that the increase is the result of a manufacturer or supplier increase in the cost of materials or transportation.

4. No price increase adjustment shall be allowed during the first twelve (12) months of the contract. The Contractor may submit a price increase adjustment request once every twelve (12) months for item(s) awarded, provided proper documentation is submitted to substantiate the increase as detailed in items 1 through 3.

The State shall make the final determination for allowance of price increase requests. In the event of a general price decrease, the State will be entitled to reductions; provided, however, the amount of such decrease shall not exceed the amount of any increase granted herein. Contractor shall notify the State within five (5) business days of such price decrease

6.5 Subfactor 2 –Price Reasonableness and Realism

6.5.1 Price Reasonableness

Prices shall be evaluated for competitiveness and reasonableness of price. The State may use any or all price analysis techniques and procedures to determine price reasonableness.

6.5.2 Price Realism

6.5.2.1 For Fixed Price Type Contracts Price Realism

The State may use any or all price realism techniques and procedures for the purpose of measuring an offeror's understanding of the solicitation requirements, or of assessing the risk inherent in an offeror's proposal.

Section 7: Contract Management

Contract management refers to post-award type activities, such as contract implementation, contract administration, measurement of work completion, and payment computation based on deliverables. Moreover, it involves monitoring a contract, making important changes and modifications to the contract, and dealing with related problems. Focused attention to contract management considerations facilitates a positive working relationship between the government customer, procurement staff, and the contractor for the successful implementation of the contract award.

7.1 Post-Award Communications: Contract Administrator

The Contract Administrator identified below is the single point of contact (POC) **post-award**. The contractor shall direct to the Contract Administrator all questions concerning the post-award process and any other questions that may arise related to the resulting contract. The Contract Administrator designated by the State of Hawaii, State Foundation on Culture and the Arts is:

Kamakani Konia
Art in Public Places Program
State Foundation on Culture and the Arts
250 S. Hotel Street, 2nd Floor
Honolulu, HI 96813
kamakani.p.konia@hawaii.gov
Phone: (808) 586-0736

7.2 Contractor/State Meetings

The contractor shall participate in initial meetings with the State to discuss the contract, including but not limited to, an estimated timeline for transition and implementation, status reports of the transition and implementation, the expectation of deliverables, training sessions, and follow-up meetings.

7.3 Dispute Process and Escalation

The following steps address any issues or concerns that may occur during the transition/implementation stage or at any time throughout the contract period:

[July 1, 2026](#)

7.4 Quality Control

The Contractor shall provide quality services/products and management oversight of all processes. The Contractor shall use key performance indicators that are acceptable within the specific market industry to manage and monitor quality performance. The Contractor shall provide accurate data/reports and meet deliverables, with emphasis on the overall success and positive impact on the project, celebrating America 250 through arts-based projects or programs directly focused on Hawai'i veterans. The Contractor shall provide management, support, and qualified personnel to accomplish the objectives of this contract.

7.4.1 Key Performance Indicators (KPIs)

RFP Reference	Items	Due Date
Section 1.2	Length of time to complete implementation.	June 30, 2027
Section 1.2	Percentage of project activities/objectives completed.	June 30, 2027

7.5 Post Award Deliverables

The contractor shall provide, upon request of the State, with the following, including but not limited to deliverable items:

Due Date	Deliverable	Action Required
Within 30 days of the start of the contract	Implement project activities	Provision of Management Plan
April 30, 2026	Notify the SFCA of project progress with work evidence	Contractor shall provide as requested.
July 30, 2026	Submit the Final Report	Gather data on completed activities, participants, impact, budget, and work evidence.

Section 8: Special Provisions

8.1 Intellectual Property Rights

The State reserves the right to unlimited, irrevocable, worldwide, perpetual, royalty-free, non-exclusive licenses to use, modify, reproduce, perform, release, display, create derivative works from, and disclose the work product, and transfer the intellectual property to third parties for State purposes.

8.2 Certification of Offeror Concerning Wages, Hours, and Working Conditions of Employees Supplying Services

All Offerors for service contracts shall comply with section HRS §103-55, which provides as follows:

Wages, hours, and working conditions of employees of CONTRACTOR supplying services: Before any prospective Offeror is entitled to submit an offer for the performance of any contract to supply services in excess of \$25,000 to any governmental agency, the Offeror shall certify that the services to be performed will be performed under the following conditions:

Wages: The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work.

Compliance with labor laws: All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

No contract to perform services for any governmental contracting agency in excess of \$25,000 shall be granted unless all the conditions of this section are met. Failure to comply with the conditions of this section during the period of the contract to perform services shall result in the cancellation of the contract.

It shall be the duty of the government contracting agency awarding the contract to perform

services in excess of \$25,000 to enforce this section.

This section shall apply to all contracts to perform services in excess of \$25,000, including contracts to supply ambulance service and janitorial service.

This section shall not apply to:

1. Managerial, supervisory, or clerical personnel.
2. Contracts for supplies, materials, or printing.
3. Contracts for utility services.
4. Contracts to perform personal services under paragraphs (2), (3), (12), and (15) of section 76-16, paragraphs (7), (8), and (9) of section 46-33, and paragraphs (7), (8), and (12) of section 76-77, Hawaii Revised Statutes, (HRS).
5. Contracts for professional services.
6. Contracts to operate refreshment concessions in public parks, or to provide food services to educational institutions.
7. Contracts with nonprofit institutions.

8.3 Responsibility of Offerors

The Offeror is advised that in order to be awarded a contract under this solicitation, the Offeror will be required, to be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to Hawaii Revised Statutes HRS §103D-310(c):

1. Chapter 237, General Excise Tax Law.
2. Chapter 383, Hawaii Employment Security Law.
3. Chapter 386, Worker's Compensation Law.
4. Chapter 392, Temporary Disability Insurance.
5. Chapter 393, Prepaid Health Care Act; and
6. §103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

8.3.1 Vendor Compliance - Hawaii Compliance Express (HCE)

Vendors may use the HCE, which is an electronic system that allows vendors/Contractors/service providers doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

8.3.2 Timely Registration on HCE

Vendors/Contractors/service providers intending to use the HCE to demonstrate compliance are advised to register on HCE as soon as possible at <https://vendors.ehawaii.gov>. The annual registration fee is \$12.00, and the 'Certificate of Vendor Compliance' is accepted for the execution of a contract and final payment. If a vendor/Contractor/service provider is not compliant on HCE at the time of award, the Offeror shall not receive the award.

8.3.3 Verification of Compliance on the HCE

Prior to awarding this contract, the State shall verify compliance of the Contractor(s).

8.3.4 Vendor Compliance - Paper Documents

Vendors not utilizing HCE to demonstrate compliance shall provide the paper certificates to the [State Foundation on Culture and the Arts](#) as instructed below. All certificates must be valid on the date it is received by the State Foundation on Culture and the Arts. Timely applications for all applicable clearances are the responsibility of the Offeror.

8.3.4.1 HRS Chapter 237 Tax Clearance Requirement for Award

Pursuant to Section 103D-328, HRS, the Contractor shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Tax clearance certificates will have a scannable QR code that can be validated. This enables tax clearance certificates to be processed electronically and printed by the taxpayer. The QR code can be scanned using a web-enabled device, such as a smartphone, to confirm authenticity and validity. A tax clearance certificate may be revoked by the Department when the taxpayer falls out of tax compliance.

The *Tax Clearance Application*, Form A-6, and its completion and filing instructions, are available on the DOTAX website: <http://tax.hawaii.gov/forms/>.

8.3.4.2 HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award

Pursuant to Section 103D-310(c), HRS, the Contractor shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue. A photocopy of the certificate is acceptable to the State Foundation on Culture and the Arts.

The *DLIR Form LIR#27 Application for Certificate of Compliance with Section 3-122-112, HAR*, and its filing instructions are available on the DLIR website: <http://labor.hawaii.gov/forms/>.

8.3.5 Timely Registration

The above certificates should be applied for and submitted to the State as soon as possible. If a valid certificate is not submitted on a timely basis for an award of a contract, an Offeror otherwise responsive, may not receive the award.

8.3.6 Verification of Compliance

Upon receipt of compliance documents, the State reserves the right to verify their validity with the respective issuing agency. The Contractor shall maintain their compliance throughout the term of the contract.

8.3.7 Required Review

Before submitting a proposal, each Offeror must thoroughly and carefully examine this RFP, any attachments, addendum, and any other relevant document, to ensure Offeror understands the requirements of the RFP. Offeror must also become familiar with State, local, and Federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work required.

Should Offeror find defects and questionable or objectionable items in the RFP, Offeror shall notify the State in writing prior to the deadline for written questions as stated in the Section 1.6 [Schedule and Significant Dates, as amended](#). This will allow the issuance of any necessary corrections and/or amendments to the RFP by addendum and mitigate reliance on a defective solicitation and exposure of proposal(s) upon which award could not be made.

8.4 Proposal Preparation

8.4.1 Offer Form OF-1

Offer Form OF-1 is required to be completed using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable, in the appropriate space on OFFER FORM page OF-1.

The Offeror's authorized signature on the OFFER FORM, OF-1 shall be an original signature in ink, which shall be required before an award, if any, can be made. The submission of the proposal shall indicate Offeror's intent to be bound.

Completion of Offer Form OF-1 is Offeror's acknowledgment and agreement to provide services in all categories identified in the RFP, agreement to provide services in all fifty states, and the understanding of evaluation criteria and process.

8.4.2 Tax Liability and County Surcharge (check tax rates)

Work to be performed under this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. Offerors are advised that they are liable for Hawaii GET at the current 4.0% rate for transactions made on Oahu, Hawaii, Maui, Kauai, Molokai, and Lanai or the applicable Use tax. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, the Offeror shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

County surcharges on state general excise (GE) tax or Use tax may be visibly passed on but are not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation's website at

<http://tax.hawaii.gov/geninfo/countysurcharge>.

8.4.3 Federal I.D. No. and Hawaii General Excise Tax License I.D.

Offeror shall submit its current Federal I.D. No. and Hawaii General Excise Tax License I.D. number in the space provided on OFFER FORM, page OF-1, thereby attesting that the Offeror is doing business in the State and that Offeror will pay such taxes on all sales made to the State.

8.5 Confidentiality

- 8.5.1** If an Offeror in good faith considers a portion of an Offer, or correspondence with the State, to contain confidential information, it shall follow the procedures set forth in Section 4.5 Required Format and Content. Costs included or required to be included in an Offer cannot be confidential and will not be withheld from public access.
- 8.5.2** Any Offeror may request the nondisclosure of designated trade secrets or other proprietary data considers confidential. Such a request shall be in writing specifically identifying the information or material asserted to be confidential and the justification for confidential treatment. The request shall be submitted with the submission of the Offer. The information or material asserted by the Offeror to be confidential to the Offeror shall be clearly marked and be submitted in or with the Offer in such manner as to be readily separable from the Offer (or remaining portion of the Offer) to facilitate public access to and inspection of the non-confidential portion of the Offer. Total Cost proposals cannot be marked confidential.
- 8.5.3** Pursuant to HAR §3-122-58, the State will consult with the Attorney General regarding an Offeror's request for confidentiality of part of its Offer. The Attorney General shall determine what portions of the request are confidential under Law and what portions are not, in accordance with HRS Chapter 92F. The State shall communicate the Attorney General's determination to the Offeror in writing. If the request for confidentiality is denied in whole or in part, the information or material deemed to be non-confidential shall be made available as public information unless the Offeror appeals pursuant to HRS § 92F-42(1).

8.6 Redaction by the State

If the State determines, pursuant to HRS §92F-13, that any information or material in an Offer, any written question or submission by a Prospective Offeror, an Offeror or a Contractor, any response to any question or submission from a Prospective Offeror, Offeror or Contractor, and/or any Contract document is not required to be disclosed, then the State shall segregate, or redact, or otherwise cause any such information or material to not be made available as public information.

8.7 Protest Procedures

Pursuant to HRS §103D-701 and HAR §3-126-3, an actual or prospective Offeror who is aggrieved in connection with the solicitation or award of a contract may submit a protest. Any protest shall be submitted in writing to the Procurement Officer at:

Procurement Officer
State Foundation on Culture and the Arts
250 S. Hotel Street, 2nd Floor
Honolulu, HI 96813

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts given rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further, provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award or if requested, within five (5) working days after the Procurement Officer's debriefing was completed.

The notice of award, if any, resulting from this solicitation shall be posted on the State of Hawaii electronic procurement site.

8.8 Notice to Proceed

Work will commence on the official commencement date specified in the Notice to Proceed.

8.9 Contract Execution

The successful Offeror receiving award shall enter into a formal written contract to be signed by the Contractor and returned within ten (10) working days.

No performance or payment bond is required for this contract.

No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official starting date.

If an option to extend is mutually agreed upon, the Contractor shall be required to execute a supplemental contract for the additional extension period.

8.10 Liability Insurance

The Contractor shall maintain in full force and effect during the life of this contract, liability and property damage insurance to protect the Contractor and his Subcontractors, if any, from claims for damages for personal injury, accidental death, and property damage which may arise from operations under this contract, whether such operations be by the Contractor or by Subcontractor or anyone directly or indirectly employed by either of them. If any Subcontractor is involved, the insurance policy or policies shall name the Subcontractor as additional insured.

As an alternative to the Contractor providing insurance to cover operations performed by a Subcontractor and naming the Subcontractor as additional insured, the Contractor may require the Subcontractor to provide its insurance, which meets the requirements herein. It is understood

that a Subcontractor's insurance policy or policies are in addition to the Contractor's policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the Contractor, including its Subcontractor(s) where appropriate.

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (Occurrence form)	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability	\$1,000,000 per accident

Professional Liability shall be required from vendors providing professional services requiring a license to conduct their business such as an engineer, architect, accountant, lawyer, information technology services, etc.

Each insurance policy required by this contract (with the exception of the Professional Liability policy), including a Subcontractor's policy, shall contain the following clauses:

- A. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."
- B. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

A Waiver of Subrogation shall apply to the General Liability, Automobile Liability, and Worker's Compensation insurance policies and shall be in favor of the State of Hawaii.

Prior to award, the Contractor agrees to deposit with the State of Hawaii certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this RFP have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of the price list and price list extensions, if any, including those of its Subcontractor(s), where appropriate. Upon request by the State, Contractor shall be responsible for furnishing a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default, entitling the State to exercise any or all of the remedies provided in the contract and this RFP for default by the Contractor.

The procuring of such required insurance shall not be construed to limit the Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this RFP. Notwithstanding said policy or policies of insurance, the Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this price list.

8.11 Contract Invalidation

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

8.12 Mistakes in Proposals

8.12.1 Mistakes shall not be corrected after awarding of the contract.

8.12.2 When the Procurement Officer knows or has reason to conclude before award that a mistake has been made, the Procurement Officer may request the offeror to confirm the proposal. If the Offeror alleges a mistake, the proposal may be corrected or withdrawn pursuant to this section.

8.12.3 If discussions are not held, or if the best and final offers upon which award will be made have been received, mistakes shall be corrected to the intended correct offer whenever the mistake and the intended correct offer are clearly evident on the face of the proposal, in which event the proposal may not be withdrawn.

8.12.4 If discussions are not held, or if the best and final offers upon which award will be made have been received, an Offeror alleging a material mistake of fact which makes a proposal non-responsive may be permitted to withdraw the proposal before award if the mistake is clearly evident on the face of the proposal but the intended correct offer is not, or the Offeror submits evidence which clearly and convincingly demonstrates that a mistake was made.

Technical irregularities are matters of form rather than substance evident from the proposal document, or insignificant mistakes that can be waived or corrected without prejudice to other Offerors; that is when there is no effect on the price, quality, or quantity. If discussions are not held or if the best and final offers upon which award will be made have been received, the Procurement Officer may waive such irregularities or allow an Offeror to correct them if either is in the best interest of the State. Examples include the failure of an Offeror to return the number of signed proposals required by the request for proposals; sign the proposal, but only if the unsigned proposal is accompanied by other material indicating the Offeror's intent to be bound, or to acknowledge receipt of an amendment to the request for proposal, but only if it is clear from the proposal that the Offeror received the amendment and intended to be bound by its terms; or the amendment involved had no effect on the price, quality or quantity.

8.13 Modification Prior to Submittal Deadline or Withdrawal of Offers

8.13.1 The Offeror may modify or withdraw a proposal before the proposal due date and time.

8.13.2 Any change, addition, deletion of attachment(s), or data entry of an Offer may be made prior to the deadline for submittal of offers.

8.14 Contract Changes – Unanticipated Amendments

During the course of the contract, the Contractor may be required to perform additional work which shall be within the general scope of the initial contract. When additional work is required, the Contract Administrator will provide the Contractor a written description of the additional work and request the Contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work.

Contractor will not commence additional work until the Contract Administrator has secured the required State approvals necessary for the amendment and an executed written contract amendment has been issued.

8.15 Re-execution of Work

The Contractor shall re-execute any work that fails to conform to the requirements of the contract which appear during the course of the work and shall immediately remedy any defects due to faulty work by the Contractor.

8.16 Past Performance Database

Pursuant to Act 188, Session Laws of Hawaii, agencies are required to complete and submit a contractor's past performance form for procurements conducted under competitive sealed proposals (HRS103D-303) after the contract has been completed. The contractor will have the ability to review and provide comments and upload documents, if applicable, before final submission by the Procurement Officer. The final completed past performance form will be posted on the Hawaii Awards and Notices Data System (HANDS) viewable to other government agencies and to the contractor for whom the form was completed.

The completed form will be maintained in the Contractor Performance Database established, pursuant to Act 188, SLH 2021, to capture a contractor's performance information in a structured and uniformed way that is accessible and utilized when future procurements need to determine a contractor's responsibility.

State Foundation on Culture and the Arts
State of Hawaii
Honolulu, Hawaii 96813

Dear Kamakani Konia,

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and the AG General Conditions, Form AG-008 or as amended; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this bid, 1) Offeror declaring this offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) Offeror is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

Sole Proprietor Partnership *Corporation Joint Venture
Other _____

*State of incorporation:

Hawaii General Excise Tax License I.D. No. _____

Payment address
(other than street address below): _____
City, State, Zip Code: _____

Business address (street address): _____
City, State, Zip Code: _____

Respectfully submitted:

_____ (x) _____
Date Authorized (Original) Signature

_____ Name and Title (Please Type or Print)

_____ ** Exact Legal Name of Company (Bidder)

_____ E-mail Address

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed.

CLIENT REFERENCES OFFER FORM OF-X

Client References: Offeror is required to fill out Section 1 for a minimum of three (3) references for customers who received services similar to those called out in this RFP. Offeror shall then complete Section 2 for each reference and email to referenced customer to complete Section 3.

Section 1. To be completed by the offeror and submitted with offer.

Customer Name #1:

Address:

Reference Name:

Current Phone:

Customer Name #2:

Address:

Reference Name:

Current Phone:

Customer Name #3:

Address:

Reference Name:

Current Phone:

Customer Name #4:

Address:

Reference Name:

Current Phone:

Customer Name #5:

Address:

Reference Name:

Current Phone:

The State may contact all of the references listed to inquire about Offeror's equipment, services, performance, and degree of customer satisfaction.

Section 2. To be completed by the Contractor – Offeror or Sub-contractor

Contractor Name:	Contractor Contact/Name:	
Project Dates:	Contractor Contact Phone:	
Customer Organization:	Customer Contact Name:	
	Customer Phone:	
Customer Address:	Customer Fax:	
Operating Budget of Organization:		
Project included implementation in which of the following procurement categories (Check all that apply):		
Acquisition Planning	Market Research	Solicitation and Award
Contract Management	Completion & Closeout	Other Services
Project included implementation of procurement categories listed above in a government and/or education organization:		
Yes	No	
Scope of Project:		
Number of employees staffed for this project:		
Total One-Time Cost of Project (Estimated/Actual):		

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Reason for Change in Total One-Time Cost of Project, if applicable:			
Scope of Contractor/Offeror's Involvement in this project:			
Number of employees Contractor/Offeror staffed for this project:			
Original Value of Contractor/Offeror's Contract:		Actual Total Contract Value:	
Reason(s) for Change in Value:			
Estimated Start & Completion Dates: From:	Click here to enter a date.	To:	Click here to enter a date.
Actual Start & Completion Dates: From:	Click here to enter a date.	To:	Click here to enter a date.
Reason(s) for Difference Between Estimated and Actual Dates:			

Section 3. To be completed by the Customer Organization

Contractor Name (maybe subcontractor to Offeror):

Customer Organization:
 Contractor Name:

Customer Organization:

A. Validation of Referenced Project Data Provided by Offeror in Section 2

Comments from the Customer Organization

**B. Past Performance Reference
 RATING GUIDELINES**

Selection	Rating
5	Significantly exceeded your expectations.
4	Somewhat exceeded your expectations.
3	Met your expectations.
2	Somewhat below your expectations.
1	Significantly below your expectations.

Please explain ratings of 1, 2, or N/A in the Comments section below.

Criteria	Rating	Not Applicable
1. The Contractor provided sufficient project resources with appropriate skill sets to meet all project goals and objectives.	Choose an item.	<input type="checkbox"/>
2. The Contractor effectively managed its project staff to achieve project goals and objectives.	Choose an item.	<input type="checkbox"/>
3. The Contractor met all required tasks and deliverables timely and satisfactorily.	Choose an item.	<input type="checkbox"/>
4. The Contractor provided effective training and knowledge transfer to meet project goals.	Choose an item.	<input type="checkbox"/>
5. The Contractor satisfactorily managed project scope and risk to adhere to project schedule, control costs, and meet project goals.	Choose an item.	<input type="checkbox"/>
6. The Contractor provided effective post-implementation maintenance and operations support.	Choose an item.	<input type="checkbox"/>

Comments:
For Criteria with Ratings of 1, 2, or N/A:
General Comments:

As a representative of the Customer Organization listed above, I approved the responses to the previous statements about the performance of the Contractor listed above on the project identified in Section 2 of this Offeror Experience Reference Form.

Printed Name:

Printed Title:

Signature:

Date:

**STATEMENT OF WORK
FOR
RFP-269000**

[This section is an example only. Adjust to your requirements.]

It is anticipated that the proposed Statement of Work (SOW) will be incorporated as an attachment to the resultant award instrument. The SOW, without restrictive markings, is your company's affirmation that the SOW is non-proprietary.

Hawai'i State Foundation on Culture and the Arts (SFCA)

PUBLIC PROGRAMMER

X.X BACKGROUND

THE HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS

The State Foundation on Culture and the Arts (SFCA) is the official state arts agency for the State of Hawaii and responsible for creating access to cultural experiences to the public.

X.X OBJECTIVE

The project must provide free public programming through arts-based projects or programs directly focused on relevant cultural experiences for the general public.

Examples of possible projects are arts and healing programs, visual arts, story-corps, spoken word, film, exhibition, performance, historical/heritage interpretations, living history projects.

X.X SCOPE OF WORK

The State Foundation on Culture and the Arts is seeking a Public Programmer to provide the coordination, delivery, and management of public events held at Capitol Modern: The Hawaii State Art Museum. This includes, but is not limited to, live music performances, cultural exhibitions, night markets, and artist talks.

X.X REQUIREMENTS

Tasks

Contractor will facilitate a project that aligns with the objective and scope of work for the Public Programmer. Awardee will work with the SFCA Program Manager to:

- Communicate event schedules to the SFCA.
- Coordinate applicable public engagement and community outreach
- Adherent to budget
- Maintain clear and regular communication with SFCA staff.

Contractor will work independently, with regularly scheduled reports to/meetings with SFCA staff, to:

- Provide program oversight/evaluation/documentation
 - Monitor that program activities and requirements are being completed; collect and file deliverables from program staff and participants
 - Oversee and document program activities
 - Promotion of project

Time of Performance

- This is a single one-time contract from July 1, 2026 and ending on June 30, 2027.
- Funds are available for only the time of performance contract and the contractual obligation of both parties.
- Contractor shall complete all services required under this agreement with the last invoice to be submitted to the SFCA no later than July 30, 2027.

X.X DELIVERABLES & QUALITY CONTROL REQUIRED KEY PERFORMANCE INDICATORS

Contractor deliverables

- Program oversight/evaluation/documentation
- Submit a final report

Budget and Compensation

- Proposed budget should identify the Program Support costs.
- Two Payment Plan
 - First Payment – consisting of 60% of the contracted funds, payable upon award.
 - Final Payment – consisting of 40% of the contracted funds, payable upon completion of the project and submission and acceptance of final report.