

Division of Aquatic Resources

REQUEST FOR QUOTES
DAR RFQ 2026 21

OFFERS
FOR

Boating and Fishing Mail Survey

STATE OF HAWAII
DEPARTMENT OF LAND & NATURAL RESOURCES

WILL BE RECEIVED UP TO 2:00 PM (HST) ON

June 19, 2026

ELECTRONICALLY THROUGH THE STATE OF HAWAII ELECTRONIC
PROCUREMENT SYSTEM (HiePRO)

Laura Jackson

Laura Jackson,
DAR Procurement Officer

STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
DIVISION OF AQUATIC RESOURCES
1151 PUNCHBOWL STREET, ROOM 330
HONOLULU, HAWAII 96813

NOTICE TO OFFERORS

Specifications for Solicitation No. **DAR RFQ 2026 21 Boating and Fishing Mail Survey** are available for download on the State of Hawaii Electronic Procurement System (HlePRO). **All offers are due through electronic submittal on HlePRO by:**

Offers are due Date: June 19, 2026
Time: 2:00 PM (HST)

At the time of the Award, Offeror shall be compliant with the State Rules and Regulations through Hawaii Compliance Express (HCE), if not compliant, award shall not be issued. Offeror shall submit **Offer / Bid** as requested in following specifications, uploaded to HlePRO. The award, if awarded, shall be subject to the availability of funds.

Should there be any question on this matter, please contact Laura Jackson or designee, email: laura.a.jackson@hawaii.gov.

Statement of Need:

The State of Hawaii, Department of Land and Natural Resources (DLNR), Division of Aquatic Resources (DAR) collects and processes commercial fisheries information as part of the state's commercial marine license requirements, that is used by federal and state partners to manage and ensure the sustainability of the state's marine resources. The purpose of this solicitation is to facilitate the printing and mailing of Boating and Fishing surveys to randomly selected recipients from a predetermined list.

DAR Principal Investigator: David Sakoda, Fisheries Program Manager,
david.sakoda@hawaii.gov

Products and Deliverables:

Winning bidder/Contractor will supply:

1. One-time print and mail eleven thousand five hundred (11,700) informational introduction/"debrief" letters:

- Letter will be one in-color fixed text page on official letterhead (includes color seal images), standard sized 8½" x 11" office printer paper (approximately 75gsm), and no bleed. Letter will have front and back text. The letters will be tri-folded and inserted into envelopes.
- DAR will provide survey participant addresses that are to be printed on #10 non-windowed (4⅛" x 9½") envelopes in black and white, with DAR return address in the top left corner, and no bleed.
 - Return address:
DIVISION OF AQUATIC RESOURCES
DEPT. OF LAND & NATURAL RESOURCES
1151 PUNCHBOWL STREET, ROOM 330
HONOLULU, HAWAII 96813
- Mailed directly from winning bidder/contractor to list of survey participants. Most of the mail will be delivered in-state to Hawai'i residents. Approximately 200 letters will be delivered to recipients with out-of-state addresses.
- Postage will be affixed by winning bidder/contractor. Postage costs will be paid by winning bidder/contractor and should be included and specified in the bid.
- Winning bidder/contractor will provide print design support to make sure content is properly formatted for printing.
- Any extra letters or envelopes to be delivered to DAR.

2. Monthly mailer of two-thousand three hundred (2,300) surveys for twelve (12) consecutive months:

- Each mailer will be comprised of two (2) black & white postcard sized 4¼" x 5½" sheets (approximately 280gsm) attached by perforation. No bleed. Sticker(s) may be needed to keep the mailer closed during transit to

recipient address. The perforation will allow the survey participant to detach the survey with DAR's return address from the postcard with participant's address and return drop it in the mail. Each card will be double-sided and have print on both sides. Portions of the text (e.g. vessel number and month) will vary.

- Postage to send entire mailer will be paid and affixed by winning bidder/contractor and should be included and specified in the bid.
- DAR will provide monthly spreadsheets listing survey participant addresses, unique vessel numbers pertinent to the survey participant, and the month to be printed on mailers.
 - Participant addressed postcard:
 - Front:
 - Print the unique survey participants' address. The list of participants will be provided by DAR and be different each month.
 - Return address in caps:
HAWAII BOATING & FISHING SURVEY
DIVISION OF AQUATIC RESOURCES
1151 PUNCHBOWL STREET, ROOM 330
HONOLULU, HAWAII 96813
 - Back:
 - Print text instruction information on back. Text will change slightly from month to month. It will include a unique vessel identification number pertinent to the survey participant and note the month the survey is for.
 - DAR return addressed postcard:
 - Front
 - Print DAR's USPS business return mail permit artwork (2397-002).
 - Back:
 - Print survey on back. Text will change slightly from month to month. It will include a unique vessel identification number and description pertinent to the survey participant and questions will be adjusted to the month the survey is for.
- Content for the postcards has already been designed (see attachment). Although, winning bidder/Contractor will provide print design support to make sure content is properly formatted for print, in addition to providing initial proofs before printing.
- Postcards are to be mailed as close to the first of the following month as possible. Example: The survey card for June, if possible, to be sent on the first of July.

3. One-time print and mail eleven thousand five hundred (11,700) informational "debrief" letters at the end of project:

- Letter will be one in-color fixed text page on official letterhead (includes color seal images), standard sized 8½" x 11" office printer paper (approximately 75gsm), and no bleed. The letters will be tri-folded and inserted into envelopes.
- DAR will provide survey participant addresses that are to be printed on #10 non-windowed (4⅛" x 9½") envelopes in black and white, with DAR return address in the top left corner, and no bleed.
 - Return address:
 DIVISION OF AQUATIC RESOURCES
 DEPT. OF LAND & NATURAL RESOURCES
 1151 PUNCHBOWL STREET, ROOM 330
 HONOLULU, HAWAII 96813
- Mailed directly from winning bidder/contractor to list of survey participants. Most of the mail will be delivered in-state to Hawai'i residents. Approximately 200 letters will be delivered to recipients with out-of-state addresses.
- Postage will be affixed by winning bidder/contractor. Postage costs will be paid by winning bidder/contractor and should be included and specified in the bid.
- Winning bidder/contractor will provide print design support to make sure content is properly formatted for printing.
- Any extra letters or envelopes to be delivered to DAR.

Offer / Bid:

Offeror shall submit Offer / Bid as requested in following specifications, and it *must* be uploaded to HlePRO. Offer/Bid Shall include:

1. Submitting organization, site office address, phone number, email contact;
2. Total Cost, description of work plan, schedule of delivery, and schedule of invoices;
3. Certificate of Vendor Compliance through the Hawaii Compliance Express.

Performance Schedule:

The Period of Performance is from the Notice to Proceed (anticipated early July 2026) through August 2027. By mid to late July 2026 print and mail 11,700 informational introduction/debrief letters. At the beginning of each month, for twelve (12) consecutive months, starting with the month following the Notice to Proceed, print and mail 2,300 postcards. August 2027 mail 11,700 informational debrief letters.

Funding and compensation:

Funding is limited to Federal Grant Funds and subject to availability.

Payment Schedule:

Payment shall be made progressively upon submission of and DAR approval of signed invoices.

Award:

Successful applicant shall be notified by email and work may not begin until issuance of Purchase Order (PO) Agreement and Notice to Proceed (NTP). At the time of the Award, applicant shall be compliant with the State's Rules and Regulations through the Hawaii Compliance Express. If not compliant, award shall not be issued.

Cancellation:

This Request for Quotes (RFQ) may be cancelled and any or all offers rejected in whole or in part, without liability to the State, when it is determined to be in the best interest of the State.

Attachments:

Please see attachments in this solicitation with examples of mailers.