



**STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAI'I
DEPARTMENT OF LAND AND NATURAL RESOURCES
KA 'OIHANA KUMUWAIWAI 'ĀINA**

P.O. BOX 621
HONOLULU, HAWAII 96813

October 16, 2026

Department of Land and Natural Resources

RFP No. 2026.3

The Department request for proposal be submitted by:

Close Time: 4:30 PM HST

Close Date: Monday, November 16, 2026

Location: Department of Land and Natural Resources
1151 Punchbowl Street, Room 130
Honolulu, Hawaii 96813

Questions regarding this RFP may be submitted to:

Ross Miyasato Jr.

Administrative Support Specialist

Department of Land and Natural Resources

ross.y.miyasato@hawaii.gov

TABLE OF CONTENTS

- I. PROJECT OVERVIEW
- II. SCOPE OF WORK
- III. SUBMISSION INSTRUCTIONS
- IV. EVALUATION & AWARD
- V. TERMS AND CONDITIONS

I. PROJECT OVERVIEW

The Department of Land and Natural Resources (DLNR) is seeking proposals from qualified vendors with a valid Hawaii Certificate of Vendor Compliance to print the 2026 DLNR Annual Report and DLNR Outreach Pamphlet.

Project completion by: Thursday, December 31, 2026

Provide a detailed quote and approximate time frame to complete the Scope of Work below.

II. SCOPE OF WORK

The selected vendor shall provide the following services:

Design Services

- Provide technical support to finalize design, layout, and images for the DLNR Annual Report and outreach pamphlet.
 - Establish timeline of internal deadlines to have final copy ready for print by December 2026 (pending DLNR's delivery of finished publication file).
 - Provide any technical support DLNR team needs to finalize design, layout, and images to ensure quality visuals and resolution equity on all pages of the DLNR Annual Report and Outreach Pamphlet.
- Provide high resolution color proof for final review by DLNR. Printing will commence only after the proof has been reviewed and approved by DLNR.
- Provide high resolution PDF of report to be posted on DLNR website and for electronic distribution.
 - All electronic information technology developed or provided under this RFP shall comply with the applicable requirements of the Hawaii Electronic Information Technology Disability Access Standards (ADA Compliant).
- Provide Quotes for:
 - 300 Annual Reports for the following page counts:
 - 40 pages
 - 52 pages
 - 56 pages
 - 60 pages
 - 64 pages
 - DLNR Outreach Pamphlet following quantities:
 - 300 copies
 - 500 copies

- 1000 copies

Technical Specifications

- DLNR Annual Report:
 - High quality color printing (Inks: 4/ 4 with bleed)
 - Paper stock:
 - Cover: 100# gloss cover
 - Interior: 80# gloss
 - Bindery: Saddle Stitch
 - Size: 17" x 11", folded to 8-1/2" x 11" finished size
- DLNR Outreach Pamphlet:
 - 4-page publication (17" x 11", folded to 8-1/2" x 11" finished size)
 - full color with the following quantities.
 - ½ folded.
 - Stock #50 Lynx (or similar)

Production & Delivery

- Deliver printed copies to Kalanimoku Building, Office of the Chairperson, Suite 130,
 - 1151 Punchbowl Street, Room 130 Honolulu, Hawai`i 96813.

III. SUBMISSION INSTRUCTIONS

- Submission made through HlePro system.

IV. EVALUATION & AWARD

Bid submission shall be graded on a 100 point scale.

Management and Technical Approach	20
Time Frame	20
Price and Payment Terms	20
Past Experience and Works	35
Submission Quality	5
Total	100

V. TERMS AND CONDITIONS

- A. Neither the State nor the Respondent has any obligation under this RFP. Any response received is not binding or promissory. This RFP does not require the State to commit to a contract.
- B. Participation in this RFP is voluntary and submittals are not required in order to respond to any future procurement.
- C. Respondents will not be reimbursed for any costs incurred or associated with any submittals. All costs associated with responding to this RFP will be solely at the Respondent's expense.
- D. The State reserves the right to incorporate in a solicitation, if issued, any recommendations presented in the response to this RFP.
- E. All responses and submittals shall become the property of the State upon submittal of the RFP to the State. Proprietary and confidential material must be clearly marked as such by Respondent in any response or submittal to the State. If Respondent believes that any portion of its RFP is confidential, including portions that Respondent considers to be proprietary, Respondent should clearly identify such portions as "CONFIDENTIAL" and/or "PROPRIETARY" and include a statement detailing the reasons that the information should not be disclosed. Blanket labeling of the entire document as "CONFIDENTIAL" and/or "PROPRIETARY" will result in the response not to be considered. If the State desires to use or disclose information submitted by a Respondent marked "CONFIDENTIAL" and/or "PROPRIETARY," the State shall obtain written permission from the Respondent prior to use or disclosure.