Addendum Date: October 18, 2026

ADDENDUM 1 TO RFP NO. RFP 27-16
for

DEVELOPMENT OF STATEWIDE HAWAI'I AGRITOURISM STUDY AND PLAN

STATE OF HAWAI'I
HAWAI'I TOURISM AUTHORITY
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM

This Addendum includes:

- RFP 27-16 Development of Statewide Hawai'i Agritourism Study and Plan answers to questions submitted via HIePRO.
- Revised ATTACHMENT 08 Conflicts of Interest Disclosures and Attestations, which addresses question #11.

Note: A new version of the RFP is not forthcoming. All changes are documented in the Addendum(s). Applicants must refer to the Addendum(s) to know of the changes.

QUESTIONS AND ANSWERS

1. **Existing research baseline (Section 2.1, p. 8; Section 2.2, Task 2, p. 9). The RFP asks offerors to build on existing agritourism research rather than duplicate it. Can HTA list the prior studies, guidebooks, and data sources it considers the baseline for this work? Will HTA provide copies of any that are not publicly available?**

a. Conducting a literature review and assembling relevant publicly available research is part of the required scope of work. Offerors may identify relevant studies, guidebooks, data sources, plans, and other materials in their proposals and may propose their approach to the research synthesis.

Examples of publicly available resources that may be relevant include prior agritourism guidebooks, University or Extension publications, County planning or economic development materials, HTA and DBEDT research, USDA agricultural data, State and County land use materials, and other publicly available agritourism studies or policy resources. This list is not exhaustive, and Offerors are responsible for proposing an appropriate research approach.

HTA does not anticipate providing non-public or proprietary agritourism research or underlying data before proposals are due or after award. After award, HTA may assist the selected Contractor by identifying potential contacts, partner organizations, or publicly available resources that may support the work.

2. **Working group scope and logistics (Section 2.2, Task 3, p. 9). How many working group meetings does HTA expect over the contract period? Should they be in person, virtual, or hybrid? Will HTA or the Contractor recruit members and issue invitations? Does HTA have an estimated group size?**

a. Offerors should propose a working group structure, meeting cadence, format, and facilitation approach that are reasonable within the fixed price, scope, and contract period. Virtual or hybrid meetings are acceptable.

The selected Contractor will support working group recruitment and facilitation in consultation with HTA. HTA will review and approve the proposed structure and may identify potential participants or invitees. HTA does not prescribe a fixed group size; Offerors should propose a practical and manageable size appropriate to the purpose of the working group and statewide scope of the project.

3. **Meeting costs under the entertainment rule (Exhibit B, p. 37; Exhibit D, Item 9, p. 48). HAR §3-123-9 allows meeting costs only when the primary purpose is disseminating technical information or setting project policy. Does HTA consider working group meetings and community listening sessions allowable for venue rental and light refreshments? Or should offerors exclude these costs from the budget?**

a. Offerors may include proposed meeting costs in their budgets only when such costs are allowable under HAR §3-123-9 and the RFP.

Working group meetings and stakeholder listening sessions contemplated under Section 2.2 of the RFP are substantive project activities intended to support technical consultation, stakeholder input, and the development of policy and implementation recommendations for the Statewide Hawai‘i Agritourism Study and Plan.

Offerors may include reasonable and necessary costs associated with conducting these activities, including venue rental where appropriate, within their proposed budgets. Meeting-related expenses must comply with HAR §3-123-9 and applicable federal funding requirements and will be subject to HTA review and approval.

4. **In-person engagement expectations (Section 2.2, Task 3, pp. 9-10; Section 2.4, p. 11). Does HTA expect in-person outreach on each of the six islands? Or may offerors propose a mix of in-person and virtual engagement to stay within the $140,000 fixed price?**

a. Offerors may propose a mix of in-person, virtual, and hybrid engagement to stay within the fixed price and contract period. HTA expects the engagement approach to achieve appropriate statewide coverage, including outreach to or input from stakeholders associated with each of the six islands identified in the RFP.

5. **HTA-designated subject-matter advisors (Section 2.2, Task 3, p. 10). Who are the advisors and partner organizations HTA plans to designate? Is any of their time or compensation expected to come from the contract budget?**

a. HTA-designated subject-matter advisors and partner organizations have not been finalized. HTA

may identify subject-matter advisors or partner organizations after award and contract execution to serve as advisory support resources for the selected Contractor.

Offerors should not budget compensation, honoraria, subcontractor payments, or other direct payment to HTA-designated advisors or partner organizations unless specifically directed otherwise by HTA. Such advisors or partner organizations are not presumed to be subcontractors to the selected Contractor.

Offerors should budget a reasonable amount of their own time to coordinate and consult with such advisors or partner organizations, as directed by HTA. This consultation is intended to support the Contractor's understanding of existing research, stakeholder networks, industry considerations, and implementation issues, and should not be treated as a separate major workstream unless otherwise directed by HTA.

6. **Page limit (Section 3.1.1, p. 15; Section 3.1.2, p. 15). Do the cover page, table of contents, and staff resumes count toward the 50-page limit for Part 1? May resumes go in an appendix or in Part 2?**

a. Yes. Per Section 3.1.2, Items 1-8 are to be submitted as Proposal Part 1 and are subject to the 50-page limit. This includes the cover page, table of contents, and required information under Organizational Chart and Capacity, including staff qualifications, resumes, or bios.

Proposal Part 2 is limited to Items 9-17 listed in Section 3.1.2 and should not be used to move required Part 1 proposal content outside the 50-page limit.

7. **Case studies, past performance, and references (Section 3.1.3, Item 6, p. 17; Item 13, p. 18). Can one project serve as both a case study (6b) and a past performance example (6c)? Can the references in Item 6d be the same three listed on Attachment 05?**

a. A project may be used as both a case study and a past performance example if the proposal clearly addresses the separate information requested for each requirement. Offerors should label the response clearly so evaluators can identify how the project satisfies each requested section.

The references listed in Item 6d may be the same as those submitted on Attachment 05, provided they meet the requirements of both sections.

8. **Payment schedule (Section 5.9, Payment, p. 32). Section 5.9 says the Contractor will be placed on a payment schedule tied to deliverables. Should offerors propose milestone payments in the budget, or will HTA set the schedule at contracting?**

a. Offerors may propose a milestone payment schedule aligned with major deliverables in their budget submission. The final payment schedule will be established after award, during contracting, in consultation with the selected Contractor. The payment schedule will be tied to deliverables and satisfactory performance in accordance with the RFP and resulting contract.

9. **HTA review periods (Section 2.2, Tasks 2 and 4, pp. 9-10; Section 1.4, p. 6). What turnaround should offerors assume for HTA review of draft deliverables? This affects whether a revised draft Plan and final acceptance fit before May 31, 2027.**

a. Offerors should propose a project schedule that includes reasonable HTA review periods for draft deliverables and approval checkpoints. For planning purposes, Offerors may assume approximately five (5) business days for HTA review of major written deliverables, such as the Draft Study, Draft Plan, or other substantial draft materials, unless otherwise stated in the approved project work plan.

The final review schedule will be confirmed after award and should support completion of the contract by May 31, 2027.

10. **Insurance for out-of-state offerors (Section 5.9, Insurance, p. 31). Will hired and non-owned auto liability coverage satisfy the automobile requirement for an offeror with no owned vehicles in Hawai'i?**

a. For an Offeror with no owned vehicles in Hawai'i, hired and non-owned automobile liability coverage may satisfy the automobile liability requirement if the coverage meets the limits and requirements stated in the RFP and is acceptable to the State.

The selected Contractor must provide certificate(s) of insurance acceptable to HTA upon notification of award and maintain required coverage during the term of the contract.

11. **Attachment 08 reference (Attachment 08, Item 14). Item 14 refers to "APPENDIX 1, Attachment 1: HTA Website References – Hawai'i State General Conditions." That appendix does not appear in the RFP. Please confirm that Item 14 refers to Exhibit E and form AG-008 (Rev. 01/10/2023).**

a. HTA apologizes for the incorrect reference. Confirmed. The reference should be to Special Provisions, General Conditions for 103D, which incorporates the State of Hawai'i Attorney General's General Conditions, Form AG-008, as applicable. A revised Attachment 08 has been included in Addendum 1.

12. **Can HTA provide additional information on the research and studies that have already been completed and are expected to serve as the foundation for this work? Specifically, what prior research is available, when was it completed, who conducted it, and will the selected Offeror have access to the underlying research and data?**

a. See response to Question 1. Conducting a literature review and assembling relevant publicly available research is part of the required scope of work. HTA does not anticipate providing non-public or proprietary agritourism research or underlying data before proposals are due or after award. Offerors are responsible for proposing an appropriate approach to identifying, reviewing, and synthesizing relevant publicly available studies, guidebooks, data sources, plans, and policy materials. After award, HTA may assist the selected Contractor by identifying potential contacts, partner organizations, or publicly available resources that may support the work.

13. **Does HTA expect the stakeholder engagement and work group facilitation to be in person? Is virtual an acceptable option?**

a. Virtual and hybrid engagement are acceptable. Offerors may propose the stakeholder engagement and working group format they believe is appropriate within the fixed price, contract period,

statewide scope, and project objectives. See also responses to Questions 2 and 4.

14. **Is there any preference for in state vendors?**

a. No preference for in-state vendors is stated in the RFP. Proposals will be evaluated based on the evaluation criteria set forth in Section 4.2 of the RFP. Offerors are responsible for proposing an approach that can meet the scope of work, statewide engagement expectations, schedule, and fixed price.

15. **Are there particular gaps or limitations in the existing research that HTA already recognizes and expects this project to address? What does HTA envision as the primary purpose and intended use of the final plan? For example, is the primary goal to establish a statewide policy framework, identify and help prioritize specific programs/initiatives, guide future funding, inform legislative changes, or some combination? While the project is intended to result in a statewide approach, how does HTA envision addressing the distinct islands? Does HTA anticipate island-specific recommendations or priorities as part of the final plan? Who does HTA anticipate will be responsible for implementing the recommendations and priorities identified in the plan? Will implementation primarily sit with HTA, another State or County agency, or be shared across multiple partners? has context menu**

a. Offerors should refer to the scope of work and deliverables identified in the RFP. The primary purpose of the project is to develop a data-informed, policy-relevant, and implementation-oriented statewide framework to support agritourism in Hawai‘i.

The selected Contractor is expected to synthesize existing research and available data, identify key findings and remaining gaps, facilitate stakeholder and working group input, review relevant State and County policy and regulatory considerations, and prepare a Plan with practical recommendations for HTA and partner organizations.

The final Plan is intended to support future implementation, funding decisions, partner coordination, policy consideration, and performance tracking, consistent with the scope of work. Although the Plan is statewide, Offerors should address island- and County-specific conditions where relevant and supported by existing research, stakeholder input, working group input, and policy review. Implementation responsibilities may vary depending on the recommendation. The Plan should identify recommended roles for HTA and private and public partner organizations where appropriate, but the RFP does not assume that all recommendations will be implemented solely by HTA.

16. **Will HTA specify and provide access to prior agritourism research before the due date of the procurement?**

a. See response to Question 1. HTA does not anticipate providing non-public or proprietary agritourism research or underlying data before proposals are due or after award. Conducting background research and a literature review of existing publicly available sources is part of the required scope of work. After award, HTA may assist the selected Contractor by identifying potential contacts, partner organizations, or publicly available resources that may support the work.

17. **2.2 Scope of Work, Section 3, page 9, states “The Offeror shall support HTA in convening and facilitating a statewide agritourism working group…” Is the HTA expecting to convene this working group in-person? What level of responsibility will HTA take to convene this group compared to what is expected in support by the Offeror?**

a. HTA does not require the working group to be convened exclusively in person. Offerors may propose in-person, virtual, or hybrid formats appropriate to the scope, schedule, budget, and project objectives.

The selected Contractor is expected to propose the working group structure, meeting schedule, facilitation approach, and stakeholder engagement methods for HTA review and approval. The selected Contractor will support member recruitment in consultation with HTA, prepare meeting materials, facilitate meetings, document input, and explain how working group input informed the Study, Plan, and recommendations.

HTA will provide direction, review, and approval; may identify potential participants or invitees; and will retain oversight of the process.

18. **Since this project will be funded by federal funds (EDA) are there limitations or requirements regarding the contract payment plan?**

a. The resulting contract is subject to applicable federal requirements, including the federal requirements identified in the RFP. Offerors may propose milestone payments aligned with major deliverables in their budget submission. The final payment schedule will be established after award, during contracting, in consultation with the selected Contractor.

The payment schedule will be tied to deliverables and satisfactory performance in accordance with the RFP and resulting contract. Offerors should not assume advance payment. Invoices must be supported by associated deliverables and allowable costs, as applicable, and will be processed in accordance with the RFP, the resulting contract, applicable State requirements, and applicable federal requirements. The contract performance period must end on May 31, 2027 to meet federal guidelines.