



July 24, 2017

**ADDENDUM 2 TO
REQUEST FOR PROPOSAL 17-12
FOR THE 2018
HAWAII TOURISM AUTHORITY
COMMUNITY ENRICHMENT PROGRAM (CEP)**

RFP 17-12 and all the associated forms are available at
<http://www.hawaiiitourismauthority.org/about-hta/rfps/rfp-no-17-12/> .

This Addendum includes:

- Changes and clarifications to the RFP. The RFP itself has not been changed—a new version of the RFP is not forthcoming. Applicants must refer to the Addendum to know of the changes. Forms, on the other hand, may be changed. Applicants will need to check to make sure they have the most recent version of a particular form.
- Questions that came up after the deadline, but which deserve to be answered publicly and to the entire applicant pool.

For those of you who have already submitted your proposals, you are allowed to resubmit and replace if you need to correct for the information in this RFP Addendum.

CHANGES AND CLARIFICATIONS:

- 1) The slide deck presentation given at the State-wide information sessions has been posted on the website along with the RFP. The slide deck includes audio commentary.
- 2) Form B, Section B, has been changed. The second column in the KPI table previously asked for “2017 Expected Goals.” That has been corrected to read “2018 Expected Goals.”

What we are asking for are the numbers you are targeting for next year. Please be aware, if you are awarded, that your results will be measured against these expectations.

- 3) Form C has been changed. The 2018 Global Tourism Summit (formerly known as the Hawai'i Tourism Conference) has been given its own budget line. You will no longer have to include the Summit as part of your Administrative budget.

Please be aware that we are offering to reimburse up to \$1,000 in expenses for the 2018 Summit only. We will not be reimbursing for this year's 2017 Summit, although we strongly encourage you to go if you have the time and resources.

Please remember, however, that insurance, if included as part of your award allocation, still needs to be listed under Administrative, and is subject to the administrative cap described in the RFP.

4) RFP Section 1 Overview and Timeline, the sentence has been changed:

- Previously: "Any attached electronic file should be labelled to read: **"RFP 17-12 Form [Letter of Form] – [Name of Event]"**. Example: RFP 17-12 Form B – Flower Day Parade. (See Section V for information on Forms.) Front cover page of proposal should clearly state the names of the Project or Event, and the Applicant. All proposals are to be delivered as no more than two electronic documents (including all the forms and their respective attachments)."
- **REVISED:** "There should be two attached documents. Attachment #1 should contain Forms A, B, C, and D only and in that order. Attachment #2 should contain Forms E, F, and the attachments for Form F, only and in order. The attached files should be labelled as follows: **"RFP 17-12 #1 – [Name of Event]"** and **"RFP 17-12 #2 – [Name of Event]"**. Example: "RFP 17-12 #1 – Flower Day Parade" for the file containing Forms A, B, C, D. "RFP 17-12 #2 – Flower Day Parade" for the file containing Forms E, F.

QUESTIONS:

1) I assume the "Confidentiality Agreement" is Form E, but I can't find Form F.

- Form F is the "RFP Checklist."

2) You said that we can only submit as two documents or two attachments. You mentioned it in Addendum 1, and again in your presentation, but I still don't understand.

- When I refer to attachments I mean the documents you attach to your email. Your email should have only two attachments. In that sense, the words "documents" and "attachments" are used interchangeably (you are merging the Forms into single documents and those documents are then attached to the email). The attachments (or documents) should be as follows:
 - Document 1: Form A, Form B, Form C, Form D (in that order).
 - Document 2: Form E, Form F, and the attachments for Form F.

Some of you will be able to merge the various Forms or PDFs directly in your computer. Many of you, however, will need to print out the forms and scan them together (ABCD, then EF) to make the two documents.

3) Form B. When I type my answer into the box it stops before I have finished, and there is still room in the box.

- Each question has a character limit. When you run out of characters the text will stop, regardless of how much room there might still be in the box.

To check your character count, we recommend copying and pasting into <https://charactercounttool.com/>. This tool will give you the character count with and without spaces. If the count you get from this website is less than the count allowed in the text box, please email us at contracting@gohta.net so that we can diagnose the problem.

4) Form B. When I paste into the box the text jumps to the next box and the question gets split up and the form basically gets all crazy.

- Based on our own experiments with the Fillable Word Doc, we are recommending the following:
 - If you are copying and pasting from a Word document, please paste only one paragraph at a time. If you try to paste multiple paragraphs, the text will jump. Our recommendation is to merge your text as one paragraph, copy and paste, then break up into paragraphs after.
 - Do not try to copy and paste within the text box.
 - What's important to us is that the information you are providing to us appears in the box correctly. If the questions split apart, please do not worry about that, so long as your answer appears correctly.

5) How do I estimate in-kind cost for volunteers?

- The Hawai'i Department of Human Resource Development (DHRD) publishes salary schedules. These schedules are broken down into Bargaining Units (BU). We recommend pulling up the "Classification Specification and Minimum Qualification Requirements" document, which can be found here: <http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>. Look through the jobs list in the "Classification" spreadsheet to find the job closest to the one you are assigning the volunteer. (If you are not sure, you can click on the link in the "Class Specifications" column of the spreadsheet to see a job description.) To see the salary schedule for that job, click on the link in the "BU Salary

Schedule” column of the spreadsheet. This will take you to the salary schedule for that job.

The Salary Schedule will show you all the wages for that Bargaining Unit (BU). The unit will be further broken down into classes. (Example: BC01, BC02, etc.) When in doubt, go with the lowest classification.

[END]