

HTA REQUEST FOR QUOTE
RFQ NO. 23-06
for
Spring Tourism Update 2023 Service Provider

The Hawai'i Tourism Authority (HTA) is a state agency established under Chapter 201B, Hawai'i Revised Statutes, to manage tourism for the State. The HTA is administratively attached to the Department of Business, Economic Development & Tourism (DBEDT). The HTA's powers and responsibilities include coordinating with global marketing contractors, visitor industry partners, travel trade, MCI partners, and community stakeholders to ensure that destination marketing and communications are in line with our unique Hawaiian and multi-ethnic cultures, authentic activities, and natural resources.

The HTA is seeking a qualified conference service provider to perform services including venue and transportation coordination, registration and budget management, and other event logistics as outlined in the scope for a conference scheduled for Wednesday, April 12, 2023.

Scope of Work:

The Contractor shall perform and provide all, in a satisfactory and proper manner as determined by the STATE, goods and services listed as follows, and as may be further described in the proposed Tourism Conference Service Provider RFQ, including but not limited to the following project management and professional services. Under the supervision of, and in collaboration with the HTA Chief Brand Officer and the HTA staff, the successful contractor shall provide the HTA with the following services:

The Hawai'i Tourism Authority (HTA) seeks a conference service provider to assist with its Spring Tourism Update 2023 scheduled for Wednesday, April 12, 2023, at the Hawai'i Convention Center. The conference service provider shall work with HTA and HTA's other contractors to coordinate and execute all related tasks to ensure the success of the following four main components.

Specifications:

Event Logistics:

- Securing and booking meeting space, Audio & Visual component, Food and Beverage logistics, conference room décor and entertainment;
- Ordering and distributing meal and drink tickets for meals throughout the conference, if applicable;
- Assistance to attendees throughout the duration of the conference (e.g., registration open throughout the conference, parking validation, and lost & found);
- On-site staff assistance (e.g., room monitors) to implement the program on the day of the conference
- Printing room and registration signage;
- Printing, collating, and distributing conference materials to the attendees; and
- Coordination of a first-aid station and security services with the venue

- Outreach for sponsorship opportunities for the conference

Transportation:

- Booking air reservations for neighbor island speakers.

Invitations and Registration:

- Coordination of all registration matters (pre-, on-site, post) to include collection of conference registration;
- Online conference registration and acceptance of registration payments to include timely and accurate updates of the conference registration site;
- Daily reports of registration status beginning 1 month prior to the conference and as requested;
- Efficient registration check-in for delegates and speakers during the conference; and
- Assistance with other program logistics as needed and under the direction by HTA.

Project Administration & Finances

In addition, the conference provider shall manage the project budget and expenditures responsibly including but not limited to the following:

- Creation and management of an overall project budget;
- Disbursement of funds from fees collected in accordance with the vendors' terms and conditions, which shall include but not be limited to; speakers, entertainment, conference venue, vendors providing services to the HTA for the conference, airlines, and decoration companies;
- Financial reporting for the revenue and expenses of the conference;
- Contractor's Admin Fee shall not exceed \$10,000; and
- Payments for event expenditures other than Contractor's Admin Fee shall be based on Actuals.

Timeline:

1. March 10, 2023: Publication of RFQ 23-06
2. March 14, 2023: Deadline to Submit Written Questions
3. March 17, 2023: State's Response to Written Questions
4. March 27, 2023: Deadline to Submit Proposal
5. March 30, 2023: Notice of Award
6. Week of April 3, 2023: Estimated Start of Contract Period
7. June 30, 2023: Estimated End of Contract Performance

As submissions are to be accepted electronically only, offerors are encouraged to ensure that their proposals are not too lengthy.