



March 18, 2020

**ADDENDUM 1 TO RFP 20-17
FOR
HAWAII TOURISM AUTHORITY
DESTINATION MANAGEMENT SERVICES AND EVENT COORDINATION
FOR THE 13TH FESTIVAL OF PACIFIC ARTS & CULTURE (FESTPAC)**

RFP 20-17 and all the associated forms are available at <https://www.hawaii tourismauthority.org/rfps/>.

This Addendum includes answers to questions posed in writing prior to the question deadline.

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.

1. Can HTA provide any further detail on the number, size, duration and other details about the events scheduled?
 - Not at this time. We will need to reevaluate what that looks like.
2. Where the RFP states “contractor shall: Provide” must the costs of these items be included in the bid price or can they be billed at a submitted rate? It is difficult to price based on the lack of detail.
 - a. Section 2.b. “Provide on-site staff assistance to implement the festival on all days of the festival, including volunteer recruitment and coordination.” It is impossible to include this in a fixed price since there are no details regarding each event.
 - The costs need not be included in the proposal. If there are costs that you can include, please do so.
 - b. Section 2.d. “Provide registration and credentialing for media, delegates, and vendors as well as other special guests, VIP’s, and VVIP’s.” Must we include the cost of registration and credentials in our fixed bid or are you only referring to the management of this process that will be billed at a rate for consumables and labor?
 - For this item we are referring to the management of the process to vet and register media to cover the festival.
 - c. Section 4.c. “Provide online festival registration, including the acceptance of registration fees. Festival registration site must be timely, accurate and up to date.” Will the cost of the registration system and software be included in the fixed price or can it be billed on a per use basis? Our registration system bills on a per use and/or percentage of revenue basis. It would be difficult to price in bulk without details regarding each event.
 - You should bill as appropriate. We do not have attendance estimates. We will only know the count of delegates in advance. At last count, it was roughly 1,400 delegates.

- d. Section 5.b. "Use sponsorship and other revenue as pass-through funds to pay for approved expenditures for event providers, which may include but not be limited to, entertainment, event venues, vendors providing services for the events, festival hotel(s), transportation companies, etc." Will the revenues referenced here be the only funds available to pay for the referenced approved expenditures and will the contractor be responsible for any shortfall? Will the contractor be at risk for such budget shortfalls if they arise?
- No, there are funds appropriated by the state and the HTA, in addition to the fundraising that has been done and will be done leading up to the festival. The contractor should never spend above what funds have been raised and approved by the host commission.
3. Is there a budget you can share?
- Not currently. There are individual budgets in development now for various aspects of the festival but no aggregated budget.
4. Is the awardee responsible for staffing all venues, including security, food service, medical/first aid etc.?
- No, security is being coordinated by the Honolulu Police Department, food service we anticipate to be a contractor and we have already made arrangements for medical/first aid with the City & County of Honolulu's Emergency Medical Services and Papa Ola Lōkahi as well as other partners.
5. Can you clarify venue needs? Coordination mentions needing to book venues, but schedule looks like venues are selected.
- Prior to the postponement, most venues had been selected (Listed in the answer to #6) but still needed coordination in terms of follow through and execution. For example, the completing of permit applications, and meeting requirements of the venue in order to host, etc.
6. Does implementation of sponsorship recognition at the venues include production costs (e.g., banners) and if so, have sponsorship packages been decided yet and can those be shared?
- Yes, it would include those production costs. Please find attached the sponsorship deck.
7. Do delegate meals include all meals for the duration of the festival only? Or, as long as delegates are in Hawai'i?
- Meals need to be provided from the time the delegate lands to the time they depart. In some cases, this means several days in advance of the official opening of the festival.

- 8.** Is there an estimate of how many venues will be needed?
- No. Prior to the postponement, the venues included the following. We expect that these venues will continue to be available:
 - i. 'Iolani Palace – Opening Ceremony
 - ii. Ala Wai Promenade - Festival Village
 - iii. Ali'iolani Hale – Lei Draping Ceremony
 - iv. Ke'ehi Lagoon – Canoe Welcome
 - v. Kapi'olani Park – Closing Ceremony
 - vi. Hawai'i Convention Center – Satellite Venue
 - vii. Bishop Museum – Carving Demonstrations
 - viii. Hawai'i State Art Museum – Satellite Venue
 - ix. Honolulu Museum of Art – Satellite Venue
 - x. Royal Hawaiian Center – Satellite Venue
- 9.** How much has been allocated thus far for the festival (including state, county, and sponsorship)?
- This is according to DBEDT who is the administrative and fiscal agency in charge of the festival:
 - i. \$2,950,00.00 - State
 - a. \$500,000.00 - 2017 Appropriation
 - b. \$950,000.00 - 2018 Appropriation
 - c. \$1,000,000.00 - 2019 Appropriation
 - d. \$500,000.00 - 2020 HTA
 - ii. \$4,000,000.00 - City & County of Honolulu (In-kind)
 - iii. \$100,000.00 - Smith's Boat Tours
 - iv. \$40,000.00 - Royal Hawaiian Center
 - v. \$10,000.00 - Stanford Carr Development
- 10.** Should proposals include anticipated reimbursable expenses such as venue fees, food, production, and subcontractor costs?
- Yes, we would like you to estimate anticipated reimbursables expenses. However, food will be handled separately and does not need to be included. In your proposal, please make it clear what your fees are and separate out the costs you are estimating for the reimbursable expenses.

11. According to the Host Festival Manual, it looks like much of the design and planning of the festival including venues, should have already occurred. The last 6 months is “Festival Operations.” Is there anything to share regarding what has already been planned?

- The manual was provided as a guide and to give context to the totality of what needs to be accomplished. The host commission is playing “catch up” and there are elements of designing the festival that are still in process.