



May 15, 2020

**ADDENDUM 2 TO RFP 21-05
FOR
HAWAII TOURISM INBOUND DESTINATION MARKETING MANAGEMENT
SERVICES IN THE OCEANIA MAJOR MARKET AREA**

RFP 21-05 and all the associated forms are available at <https://www.hawaiitourismauthority.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. Deadline to submit written proposal has changed. The deadline of Friday, May 29, 2020, and has been changed to **Tuesday, June 30, 2020 by 4:30 pm HST.**
2. 3.03 Submission Method has been changed.
 - Deadline for Receipt of Proposals: **Tuesday, June 30, 2020 by 4:30 pm HST.**
 - You must use the provided application form which must be submitted with proposal and required attachments.
 - We will no longer be using the eCivis portal. Complete proposal must be emailed to contracting@gohta.net
 - i. Subject line of email and attached electronic file should be labeled to read: **HTA RFP 21-05 Oceania MMA – 'Your Organization Name'**
 - ii. The official time for receipt of the email shall be the date and time stamp automatically recorded on the email. Large files sometimes take longer to upload so please do not wait until the last minute to send.
3. 3.03 and 3.06. Confirmation of receipt method has changed.
 - All applicants will receive an email confirming receipt of submission, sent from contracting@gohta.net, no later than Wednesday, July 1, 2020.
 - If you do not receive confirmation of your submission by the Wednesday after the deadline, please email the point-of-contact identified in Section 2.07 of this RFP. Please do not ask for confirmation prior to the Wednesday after the deadline.
 - If you have submitted your proposal prior to the deadline and are unsure that your submission has gone through, please feel free to submit a second time. If you are resubmitting, please indicate in your email that this is a resubmission.
 - i. Again, those who submit proposals the day before the deadline will receive confirmation prior to the actual deadline.

4. 4.03. Submission Content format has not changed. The 75-page base proposal must be one (1) electronic document only. Attachments may be submitted separately. ALL documents and attachments must be received prior to deadline.