



Addendum Date: November 24, 2021

**ADDENDUM 2 TO RFP NO. 22-02
for
GLOBAL MEETINGS, CONVENTIONS, AND INCENTIVES MARKETING AND
MANAGEMENT SERVICES FOR THE HAWAIIAN ISLANDS**

STATE OF HAWAII
HAWAII TOURISM AUTHORITY
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM

This Addendum includes:

- RFP 22-02 Global MCI Marketing Management Services Pre-Proposal Conference PowerPoint
- Answers to questions submitted during the Pre-Proposal Conference Webinar and in writing prior the question deadline

This addendum will only answer unique questions that were not already addressed in the RFP.

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. Regarding the MFF for 2022. Is it fully allocated, or is there a portion for any short term opportunities for 2022 business?
 - a. To date, a large portion of the MFF has been committed. There may be some funds available for short term opportunities for calendar year 2022 business.
2. Based on potential Covid-19 related restrictions, is it assumed that the Oral Presentations will be in person and if so, is there a limit to the number of participants?
 - a. Yes, if oral presentations conducted, they will be in person. The evaluation committee will determine the number of presentation participants.
3. Are the NI Chapter MCI staff to be covered in this RFP award?

- a.** Island Chapter staffing for leisure is covered by a separate contract. All global MCI staffing will need to be covered by this RFP award.

- 4.** A simple question of why, in the deck presented during the Pre-Proposal Conference, there was not a DMAP Anchor Action slide for this island, but one for all others?
 - a.** O'ahu was the last of the four counties to complete its DMAP, therefore, the progress of the Anchor Actions is still being assessed.

- 5.** Can two agencies partner on this submission?
 - a.** Yes. You are welcome to enter together as a joint venture, a legal partnership with a unique company name, or as a contractor/subcontractor team.

- 6.** Does the contact person listed on cover page of proposal need to match the contact person listed on our Intent to Apply form? (Page 5/Section 1/Paragraph 1.07 and Page 18-19/Section 3/Paragraph 3.10)
 - a.** No. The company should match, but the contact person can be different. An exception regarding company name would be made for those who are entering as a new partnership, so long as at least one of the entities had registered an intent to apply.

- 7.** May offerors submit additional attachments or only those listed in the RFP? (Page 18/Section 3/Paragraph 3.09)
 - a.** No, please only submit what is required according to the RFP. Additional information or collateral may be requested of those who advance to the oral presentation round.