



September 22, 2016

**ADDENDUM 1 TO  
REQUEST FOR QUALIFICATIONS 17-04  
FOR ADMINISTRATIVE SUPPORT SERVICES  
FOR HAWAII TOURISM AUTHORITY'S  
KŪKULU OLA  
ALOHA 'ĀINA  
AND COMMUNITY ENRICHMENT  
PROGRAMS**

RFP 17-04 and any associated forms are available at <http://bit.ly/2d5L4jG>.

The questions below may represent a combination or rephrasing of questions. The answers provided reflect HTA's good faith effort to provide information necessary to allow for fair and open competition.

- 1) Page 6, Proposal, Section B, Scope of Work, (2) Contract Management: Would you please define the role of HTA's current representatives on each of the islands in regard to this RFQ? My understanding is that you are combining the administrative services for all of HTA's product development programs under this RFQ, but also retaining the services of the current staff at the county level as liaisons (for example, Nalani Brun, Frecia Cevallos, etc.). For specific tasks, such as the convening of contracting workshops on each island, it appears that some of the work product required by those contractors may be duplicative.
  - The role of the counties has changed. The counties are no longer providing administrative services. They are primarily a) providing technical assistance to applicants (via Nalani, Frecia, etc.), b) providing evaluators for the evaluation committees, and c) will conduct site visits and evaluations of all projects for CEP, Kūkulu Ola, and Aloha 'Āina.

- 2) Page 7, Proposal, Section B: Scope of Work, (2) Contract Management: You state that the costs associated with hosting the workshops on all of the islands are to be paid by HTA. Should they be included in the budget for this RFQ, or are they to be handled independently, since the number of awarded projects per island (and thus the size of the room, number of meals, etc.) will not be completed until after the deadline? Should the applicant's fees for hosting the workshops be included in the budget for this RFQ?
  - HTA will pay for the expenses associated with the workshops (room rental, AV, food, supplies, promotion, etc.).
- 3) Page 7, Proposal, Section B, Scope of Work, (2) Contract Management: Would you please clarify your definition of bi-weekly? Do you mean two times per week, or do you mean every 2 weeks? Webster's dictionary has either as an acceptable definition of bi-weekly.
  - Every two weeks.
- 4) Page 7, Proposal Sections A, B and C: will HTA be providing templates for the proposal review, interim and final reports from the awarded projects, evaluation of projects by the administrative contractor, and required information for invoice submission, or are all of these to be created by the awarded administrative contractor?
  - HTA will provide templates.
  - The administrative contractor is not responsible for evaluating the projects. That will be the responsibility of the County Tourism Specialist and HTA staff.
- 5) In past RFPs for these programs, HTA has had a designated format that it wanted to maintain statewide. Will the contractor have discretion to create a different set of reporting requirements and deliverables for each awarded project, based on the content and scope of that project? Are there to be any consistencies between all awarded projects under a particular type (CEP, Aloha Aina, Kukula Ola)?
  - We will listen to recommendations from the contractor regarding the format, but a final template will be provided by the HTA.
- 6) Page 7, Proposal, Section B, Scope of Work (3) Invoice Payments: Are there specific cloud-based systems that HTA is requiring the awarded contractor to use for the storage of all of these documents (Google Drive, I-Cloud, etc.) similar to the requirement that the invoices be submitted through the Microix system? If so, is the work product covered by this RFQ truly within the "independent contractor" relationship as defined by the IRS? My understanding is that an independent contractor is to have complete and independent control over the means and methods of providing the scope of work, and I don't think this requirement to cause any red flags for either of us from the IRS.
  - The hiring party must be careful not to intrude into the internal operations of the contractor. (For more details on this see <https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>.) However, the hiring party still does have clear control over the results of the work. This may include defining what the deliverables are, where they are to be delivered, and what format they are to be delivered in. Storage requirements,

including the use of particular cloud-based systems, fall within the discretion of the party paying for the work.

- 7) Page 7, Proposal, Section B, Scope of Work (3) Invoice Payments: The last sentence in this section states: "Contractor shall close all contracts and ensure that all electronic files, including final reports, pictures, videos, evaluations and financial records are properly maintained by HTA." As an independent contractor, how can I ensure that HTA properly maintains the files after the term of my contract has ended and all of the deliverables have been provided?
  - You are correct. That should read "are properly transferred to HTA."
- 8) Page 8, Evaluation Process: Please provide a list of the Evaluation Committee members for this RFQ, so that I don't inadvertently contact someone who is a member, thereby disqualifying my application from consideration.
  - Applicants will not be penalized for inadvertent or unknowingly communicating with committee members. Applicants will, however, be disqualified if they seek out the identities of the committee members, or knowingly seek out committee members for advice or favor.
- 9) Page 17, Section 23, Terms and Conditions: Does HTA have a specific template it would require for the submission of the budget for this project? Or is the framework and percentages due at the time of invoicing for the retainer, and upon the delivery of specific deliverables, all at the sole discretion of the applicant?
  - We are not providing a template. We trust that the applicant will provide enough detail for the evaluation committee to make an informed judgment.