



October 25, 2016

**ADDENDUM 2 TO
REQUEST FOR PROPOSAL 17-05
FOR THE 2017
HAWAII TOURISM AUTHORITY
COMMUNITY ENRICHMENT PROGRAM (CEP)**

RFP 17-05 and all the associated forms are available at <http://bit.ly/2d2YgDb> .

This Addendum includes changes and clarifications to the RFP.

- 1) Page 2 of the RFP has been changed:
 - Delete: "All proposals are to be delivered as no more than two electronic documents (including the four (4) forms and their respective attachments). Do not deliver multiple pdfs."
 - Replace with: "All proposals are to be delivered as no more than five (5) electronic documents (including the four forms and their respective attachments)."
- 2) Page 9 of the RFP states that contractors shall attend the annual Hawai'i Tourism Conference. Attendance is now optional. The HTA will be comping admission for one (1) attendee. The HTA will not be reimbursing for travel expenses to this Conference. We do strongly encourage you to attend.
- 3) FORM A, attachment request: The form requests that you attach your most recent "financial statement."
 - A financial statement typically includes a) a certified balance sheet for the prior three (3) years where available, b) a credit history letter(s) from your financial institution(s), and c) a credit report.

- If you can include all three it will help your application. However, for the purposes of this RFP we will accept the certified balance sheet only. The HTA reserves the right to request further documentation at a later date if necessary.
- 4) FORM B, question A.5.b.: The maximum character count should read 4500, not 6500.
 - 5) FORM D: For those who have been unable to locate it, the Confidentiality Form can be found in the RFP as Form D on page 37. It was not offered as a separate form, and it is not a fillable PDF. Please print out the pages, fill out, sign, and scan with your other documents.