



December 6, 2017

**ADDENDUM 1
TO REQUEST FOR PROPOSAL FOR
PLANNING, MARKETING AND IMPLEMENTATION OF
PRINCE KŪHIŌ FESTIVAL 2018**

HTA RFP NO. 18-11

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

- 1) Forms B and D. How can I tell if I've hit the character limit?
 - a. The form will stop allowing you to type any more. To check your character count, we recommend copying and pasting into <https://charactercounttool.com/> Check the number for "Characters (including spaces)."
- 2) I'm having trouble with Form B. When I try to fill it in, the text jumps to the next page. Is the text box large enough to hold the number of characters allowed?
 - a. The text box will expand as necessary to meet the character count. However, the text box might jump to the next page as it gets larger. This should not affect the content so long as you are within the character count. If you continue to have challenges (like if your text disappears or jumps outside of the box), please send us the form you have filled out so that we can diagnose the problem. contracting@gohta.net.
- 3) Do I need to send the Excel spreadsheet as a JPEG?
 - a. The spreadsheet will need to be either PDF'd or printed and scanned so that it can be attached to the rest of the document.
- 4) Are all documents that we print okay to scan individually or must they be scanned as one receiving package and emailed?
 - a. We are asking you to deliver your proposal and all attachments as a single document. This might mean merging them as a pdf, or it might mean printing all of the pages and scanning them into one document. Your technology may vary.

END OF ADDENDUM