



December 6, 2017

**ADDENDUM 1
TO REQUEST FOR PROPOSAL FOR
KAHEA PROGRAM – HARBOR GREETINGS**

HTA RFP NO. 18-13

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) For a previous RFP we applied for, the HTA allowed us to designate \$1,000 of expenses to use towards attendance at the Global Tourism Summit (the HTA tourism conference). Will this be allowed for RFP No. 18-13?
 - a. Global Tourism Summit (GTS) attendance is not required for this contractor. HTA will not be picking up expenses for GTS.
- 2) RFP pages 7-8, regarding Forms C & D. Storage is not listed here as an example of approved costs/expenses. We currently pay a monthly fee for a self-storage unit for equipment. Can we include this in our program budget?
 - a. Yes, you can include storage fees under programmatic costs.
- 3) Top of page 2. The introduction references the Prince Kūhiō Festival. Is this a mistake?
 - a. Yes, that is a mistake. That should read "Kahea Program – Harbor Greetings."
- 4) 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)."
- 5) 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.

- 6) 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.
- 7) 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