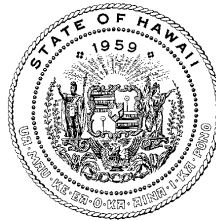




**INVITATION FOR BIDS
FOR
HTA BOARD OF DIRECTORS AND STANDING COMMITTEE
MEETING MINUTES**

HTA IFB NO. 21-12



Hawaii Tourism Authority
State of Hawaii
1801 Kalākaua Avenue
Hawaii Convention Center, First Level
Honolulu, Hawaii 96815

Date of Issuance: Monday, November 30, 2020

Procurement Officer/Contract Specialist:
Ronald D. Rodriguez

**DEADLINE FOR RECEIPT OF SUBMISSION IS
Wednesday, December 9, 2020 no later than 4:30 P.M. HST**
We will be accepting electronic submissions only.

SECTION 1 – OVERVIEW AND TIMELINE

1.01

Introduction

The HAWAI'I TOURISM AUTHORITY ("Authority" or "HTA" or "STATE") seeks a contractor to provide minutes for HTA Board of Directors Meetings and for Standing Committee Meetings. There is typically one Board Meeting and one Committee Meeting per month. Recent Board Minutes can be found on the HTA website at <https://www.hawaiitourismauthority.org/who-we-are/board-of-directors/meetings-minutes/>. Written minutes are required under Hawai'i's Sunshine Law, Chapter 92, Hawai'i Revised Statutes, Public Agency Meetings and Records.

1.02

Hawai'i Tourism Authority

Hawai'i Tourism Authority (HTA) is a government agency established by the State of Hawai'i in 1998, pursuant to Chapter 201B of the Hawai'i Revised Statutes, to manage tourism for the State of Hawai'i. HTA is the lead agency and advocate for Hawai'i's tourism industry. Its mission is to strategically manage Hawai'i tourism in a sustainable manner consistent with economic goals, cultural values, preservation of natural resources, community desires and visitor industry needs.

1.03

Procurement Timeline

The Procurement Timeline represents the HTA's best estimates. Dates may be subject to change.

IFB 21-12 HTA Board of Directors and Standing Committee Meeting Minutes	
ACTIVITIES	SCHEDULED DATE
Distribution of IFB	Monday, November 30, 2020
Deadline for questions	Friday, December 4, 2020
Deadline for written proposal submissions (by 4:30 pm HST)	Wednesday, December 9, 2020
Notice of Selection or Non-selection	Friday, December 11, 2020
Start of Initial Contract Period	January 1, 2021
End of initial Contract Period	December 31, 2021

1.04

IFB Point-of-Contact

Ronald D. Rodriguez, Contract Specialist/Procurement Officer
Tracey Fermahin, Administrative Assistant

Hawai'i Tourism Authority
1801 Kalākaua Avenue
Hawai'i Convention Center, First Level
Honolulu, Hawai'i 96815

Email: contracting@gohta.net
Please include IFB# in subject line

1.05

IFB Disclaimer

HTA reserves the right to cancel any component of this IFB, or the whole IFB, at any time. HTA assumes no responsibility and bears no liability for costs incurred by an applicant in the preparation and submittal of responses to this IFB.

SECTION 2 – SCOPE OF SERVICES & SUBMISSION REQUIREMENTS

2.01

Applicant Qualifications

1. Past experience creating minutes for professional or government organizations is required.
2. Past experience in creating minutes for Hawai'i State government agencies is preferred.
3. Understanding of Roberts Rules of Order is strongly preferred.

2.02

Scope of Work

1. CONTRACTOR shall provide administrative services to the State related to the drafting of regular and executive session minutes from Board Meetings and Committee Meetings conducted by the State's Board of Directors ("Board"). Typically, there is one Board Meeting and one Committee Meeting per month with each meeting running between three and five hours long.
2. Meetings may be held remotely or may be held at the Hawai'i Convention Center, depending on the status of COVID-19 and at the HTA's discretion. CONTRACTOR must be prepared to meet on-site as necessary.
3. Past Board minutes can be found at <https://www.hawaiitourismauthority.org/who-we-are/board-of-directors/meetings-minutes/> The minutes shall not be presented as a full transcript, but, rather, as a written narrative that is a true reflection of the matters discussed at the meeting as described in 92-9 Hawai'i Revised Statutes. The minutes shall include:
 - a. The date, time, and place of the meeting;
 - b. The members of the board recorded as either present or absent;
 - c. The substance of all matters proposed, discussed, or decided; and a record, by individual member, of any votes taken; and
 - d. Any other information that any member of the board requests be included or reflected in the minutes.
4. Complete and deliver the minutes to the State - in final form, fully edited and proofread, in Microsoft Word electronic format - within 14 days after each meeting, not including the day of the meeting.

2.03

Applicant submission

Applicant shall submit the following:

- Confirmation and itemization of qualifications as listed in paragraph 2.01.
- Provide quote in the form of the price per meeting. Price must be tax inclusive. The contract will be a flat fee per meeting regardless of the length or brevity of the meeting. (A review of the past Board meeting minutes should help you in determining a basis for your quotation.) No additional charges or expenses will be allowed.

SECTION 3 – CONTRACTING PROCESS

3.01

Award Letter

Awardee will receive a letter informing them of the next steps in the contract process and advising them of any documents that may be due. The letter will include deadlines for receipt of these materials.

3.02

Contract Execution

The contract execution process consists of the following steps:

1. A PDF of the contract is emailed to the Contractor along with instructions. If contractor agrees with the terms, Contractor prints, signs, fills out, and notarizes the contract as instructed and mails the original back to HTA's Contracts Specialist.
2. HTA signs the contract. Contract is sent to the attorney general's office.
3. Deputy attorney general approves the contract for form and signs. Contract is returned to HTA.
4. HTA makes copies of the contract and distributes as follows: HTA program manager, Contractor, Department of Accounting and General Services (DAGS).
5. DAGS approves the contract. Once it is approved by DAGS, the contractor can start submitting invoices and deliverables as outlined in the contract's Payment Schedule.

The State of Hawai'i's fiscal year ends June 30, 2020. Any contracts not executed by that date will be voided.

3.04

Payments and Deliverables

A "deliverable" is what the contractor must deliver to the HTA in order to get paid. We will create a checklist of deliverables for each payment. All deliverables must be received before a check will be cut. If we do not receive a deliverable on the list, you will not get paid. Deliverables, and payment schedule, will be determined during contract negotiations.

Official invoice date is the date that the invoice and all deliverables are received and accepted by the HTA. Invoice must include the name of the CONTRACTOR exactly as it appears on the contract and on the certificate of vendor compliance, including any punctuations, entity type, and dba's. Invoice must also include a contractor-generated invoice number as well as the HTA contract number. All required deliverables must be received along with, or prior to, receipt of invoice. Invoices must be either unsigned, or signed by Contractor in blue ink.