



**Addendum Date: May 13, 2022**

**ADDENDUM 1 TO RFP NO. 22-06  
FOR  
2022 Sports Program**

STATE OF HAWAII  
HAWAII TOURISM AUTHORITY  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM

**This Addendum includes:**

- Timeline revision to RFP 22-06 2022 Sports Program, Section 1.6 Procurement Timeline.
- RFP 22-06 Answers to questions submitted in writing prior the question deadline. This addendum will only answer unique questions that were not already addressed in the RFP.

*Note: A new version of the RFP is not forthcoming. All changes are documented in the Addendum(s). Applicants must refer to the Addendum(s) to know of the changes.*

<b>RFP 22-06 Sport Programs 2022</b>	
<b>ACTIVITIES</b>	<b>SCHEDULED DATE</b>
Release of Request for Proposals	April 26, 2022
Pre-Proposal Conference	April 29, 2022, 8am – 9:30am HST
Deadline to Submit Intent to Apply (Optional)	May 3, 2022 4:30 p.m. HST
Deadline to Submit Written Questions	May 9, 2022, 4:30 p.m. HST
State’s Response to Written Questions	Week of May 9, 2022
<b>Proposal Due Date/Time</b>	<b>May 26, 2022, 4:30 p.m. HST</b>
Notice of Award Selection or Non-selection	<del>Week of June 6, 2022</del> June 16, 2022
Start of Contract Period	On or About June 30, 2022
End of Contract Performance	December 31, 2022

## QUESTIONS AND ANSWERS

1. QUESTION: RFP 22-06 Section 4.11, Attachments/Client References (PDF page 17): What specific information are you looking for when you ask us to attach Client References (letters of support, and/or contacts, and/or other)?

**ANSWER:** Professional references that can, with first-hand knowledge, attest to your ability to perform the tasks outlined in your proposal. Items to be included are name of individual, organization and title, telephone number & email address and name of project completed for that individual/organization of similar size or scope in relation to the proposal submitted.

2. QUESTION: Standard Qualification Questionnaire, Experience Questionnaire, Question 3 (PDF page 3): Do you only want events listed over the last 5 years in Hawaii, or do you want them from all regions/locations? If all regions/locations, is it acceptable to attached separate sheet(s), as those will be quite numerous for us?

**ANSWER:** Events do not have to have taken place in Hawaii. List only those events or programs of comparable size and scope, their location and time of performance in the past 5 years that may be relevant to further the understanding of your capabilities when considering your submitted proposal.

3. QUESTION: **Standard Qualification Questionnaire, Financial Statement** (PDF pages 9 - 17): As a private entity, we do not disseminate the information being requested on pages 9 - 17. We have delivered projects for other governmental tourism agencies outside of Hawaii; for once such project in the domestic United States, we submitted a letter stating why we were unable to disclose financials, and that letter was accepted by that agency (and we were ultimately awarded and successfully executed the project). May we take the same approach here; and/or, is there any mechanism available to us to avoid financial disclosure?

**ANSWER:** Financial statements are statutorily required under **HRS §103D-310(b)**, in order to determine the financial ability of the offeror to perform the work. However, these documents can be identified as confidential and would only be reviewed by the Procurement Officer and/or the Vice President of Finance.

4. QUESTION: . Organization Conflicts of Interest Disclosure & Attestation, Question 4 (PDF page 1): What/Who do you consider competing markets/competitors to Hawaii?

**ANSWER:** Competing markets or competitors of Hawaii are considered locations and places with the same or similar abilities, resources, and infrastructure to host programs or events. However, an applicant proposing an event or program that they have previously executed upon in a competing market to Hawaii will not disqualify them from receiving an award.

5. QUESTION: Is there any minimum or max percentage of the total budget that HTA will fund?

**ANSWER:** There is no minimum or maximum award amount for this RFP, regardless of percentage of overall proposal budget.

6. QUESTION: Any restrictions on other sponsorship and funding acquired?

**ANSWER:** Before entering into a contract, HTA may ask for a list of additional sponsors and funding sources to ensure they do not conflict with the mission or directives of other state departments or offices.

7. QUESTION: Certificate of good standing as proof of Hawai'i business?

**ANSWER:**

The State of Hawaii requires that the vendor provide a compliant Certificate of Vendor Compliance (CVC) in accordance with Hawaii Revised Statutes §103D-310. Vendors may complete this process by going to Hawaii Compliance Express at <https://vendors.ehawaii.gov/hce/>