



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817**

June 9, 2017

REQUEST FOR PROPOSAL No. CEO 2017-27

QUESTIONS AND ANSWERS

The Pre-Bid Conference for the design, production and printing of findings for the Kūkulu Hou Assessment questions and answers are as follows:

1. Q: Who is the target audience? And who will be receiving the books?
A: Those that participated in the project, Native Hawaiian organizations, leaders, and decision-makers in Hawai'i. The book is meant to be a gift back to our community from the voices of our experts.
2. Q: Is the RFP to include printing costs.
A: Yes.
3. Q: Will the OHA pay for printing costs directly to the printer or to the Offeror?
A: The Offeror, therefore, your proposal should include this cost.
4. Q: What is the anticipated page amount?
A: Up to 300 pages, including the index.
5. Q: Will the book have a hard or soft cover?
A: Whatever is most cost-efficient. You may include the cost for both in your proposal.
6. Q: Will the text pages in the book be full-color or black and white?
A: The interior will be black and white and the cover should be color.
7. Q: What is the preferred size of the book?
A: The standard book size, 6"x9".
8. Q: Will the book be printed on uncoated sheets?
A: Yes.

9. Q: Will there be any charts/graphs and tables? If so, how many of each?
A: Yes, there are a few charts and tables, some of which are multi-page. The final count is unavailable at this time.
10. Q: How many cover design layouts need to be presented?
A: At least two but not more than three.
11. Q: How many interior page/spread design layouts need to be presented?
A: The Offeror should make a recommendation, but possibly two.
12. Q: How many rounds/drafts of the book design will be needed?
A: Two, unless more are recommended.
13. Q: Why are 350 books needed?
A: We only need a limited amount, as they will not be for sale.
14. Q: Are higher quantities an option?
A: Possibly, depending on our budget. Please note the different options in your proposal.
15. Q: How will book recipients receive their books?
A: At a launch event in person.
16. Q: Is the delivery deadline of September 8, 2017 negotiable?
A: Currently, a two-day launch event is scheduled for around this date. Please provide us a timeframe based on this date, and also include an amended timeframe that you believe is appropriate and manageable. The electronic version should be made available at least two weeks prior to the final launch date.
17. Q: Is there an event that this book is needed for?
A: Yes, currently, a two-day launch event is scheduled around September 8, 2017.
18. Q: When will the final, approved manuscript/text be provided?
A: The final manuscript should be available by the start date of the contract.
19. Q: Who is writing and editing the content to be provided?
A: There are numerous people involved, but Meredith Enos is the editor and point of contact.
20. Q: Does the final edited manuscript need to be copyedited?
A: The final manuscript should be clean by the time it is delivered to the designer.
21. Q: Will the terms and corresponding page numbers of the bilingual index be provided by the OHA?
A: No, the indexing is a large part of the work for the awardee.

22. Q: Will the negotiated terms between the art broker and artists be completed prior to the contract start date?
A: Yes, it should be.
23. Q: Will the successful Offeror have the opportunity to work with the art broker to select artwork?
A: Yes, we are anticipating so.
24. Q: Will the rights for the OHA to use each selected piece be obtained by the art broker to select artwork?
A: Yes.
25. Q: How many artworks are anticipated?
A: Eight pieces (one cover piece and seven section pieces), at the minimum.
26. Q: Will there be a need for professional photography (custom photos that directly correlate with text)?
A: There could possibly be a need for professional photography.
27. Q: When will selected artwork be provided for scanning/photographing?
A: As soon as possible.
28. Q: Who will be proofing the designed drafts?
A: Meredith Enos and Kealoha Fox.
29. Q: What is the OHA internal proofing process?
A: The process is currently being set up by Meredith Enos.
30. Q: What is the anticipated amount of expanded content?
A: The total amount of pages for the electronic version will be around 500-600 pages.
31. Q: When will the successful Offeror be provided the expanded content?
A: The expanded content will be available with the final manuscript.
32. Q: What is this expanded content?
A: It is the appendices, which include concept mapping documents, the invitation to participate, the participant consensus form, the facilitator's guide, and other related materials.
33. Q: Why will this content not be included in the printed version?
A: It is not necessary for all the content in the appendices to be printed.
34. Q: Will a web-ready PDF be sufficient?
A: Yes.