



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

September 30, 2020

**REQUEST FOR PROPOSALS (RFP) NO. DPM 2020-39**

**VIDEO PRODUCTION SERVICES**

**ADDENDUM 1**

1. Whether companies from Outside USA can apply for this?

No.

2. Whether we need to come over there for meetings?

Meetings may be coordinated via Zoom

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

No.

4. Can we submit the proposals via email?

Yes.

5. Do we understand your requirement for 6 to 10 short format films into one long film will result in a film of 90 to 120 minutes, consisting of 12 to 20-minute films (segments) and a one to two-year production process?

This is a draft outline of video needs:

Strat Plan Foundations: Aina, Moomeheu and Ohana (Land & Water, Culture & Family), 3 – 5 minute video

Educational Pathways Strategic Direction: 3 – 5 minute video

Economic Stability: 3 – 5 minute video

Quality Housing: 3 – 5 minute video

Health Outcomes: 3 – 5-minute video  
Total minutes when all put together under 30 mins.  
Also, two 30 to 60 second TV ads are needed to help promote the new Strategic Plan.

The turnaround time for these videos are not lengthy. The video producers will hit the ground running and have 2 months to produce the video package, for use in the new strategic plan launch on Jan. 11.

6. Can you share your first-year budget?

Up to \$60,000 max. Only one year is authorized.

7. Is the below a correct understanding of what is to be filmed; the story(ies) to be told? Yes, with revision below.

“the creation of inspirational informational videos to help communicate to the lāhui and larger community the direction the organization will take under its new Strategic Plan.”

~~Āina...The very essence of Hawaiian culture~~ Native Hawaiians are connected to our aina, our land and water.

Mo’omeheu (Culture): To strengthen identity, Native Hawaiians will preserve, practice and perpetuate their culture. Mo’Omeheu...Cultural Identity...Self identity.

Ohana... represents the idea that families — blood-related, adopted, or intentional are bound together, and that family members are responsible for one another.

8. Do you wish intertwined story lines to achieve the below:

Educational Pathways  
Economic Stability  
Quality Housing  
Health Outcomes

We want to have video modules that can be used separately when talking just about, for example Quality Housing. The videos also need to make sense as a package that flows from one to another when watching all videos in a continuous TV broadcast for example.

9. Will there be scripted, interviews, animation, live B-roll?

Yes. The video producer will be responsible for writing the script, coordinating interviews and doing animation. OHA can supply some b-roll.

10. Will the segment be shot on location sets and/or in studio?

Combination.

11. How much narration and V.O?

The producer and OHA will decide that once the contract is secured.

12. Are the segments action, drama, comedic, documentary (are Moana, Lilo and Stitch, Hawaiian Voices: Bridging Past to Present, etc. suitable examples?)

Documentary. Please visit the OHA Vimeo channel for examples of OHA video productions.

13. How many and what length for samples of videography and photography work from previous campaigns do you require?

Examples of testimonial interviews, video news pieces, documentaries, and short advertisements are all acceptable. We want to get a feel for the work you do. We would like to see at least 5 video samples and 10 compelling photo samples.

14. Can our experience in working with indigenous entities or organizations or entities that serve indigenous people be of equal weight than at least three (3) years of experience in working with Native Hawaiian organizations/entities or organizations/entities that serve Native Hawaiians, and at least three (3) years of experience creating video products that are targeted specifically to Native Hawaiians. See Pg 25, IV. Scope of Services, Para B. Qualifications and Requirements.

The video pieces have to speak specifically to the Native Hawaiian target audience. Experience working with other Indigenous people is helpful but will not be counted as equivalent to working with Native Hawaiians. Native Hawaiians living in Hawaii have a unique experience that the videographer needs to understand and be able to appeal to.

15. If not, can these requirements be waived?

No. This is an important criterion that will help develop video products that specifically appeal to Native Hawaiians.

16. Where are and how many filming locations?

This has not been determined. You may provide proposals with differing prices dependent on number of shoot locations, with no more than 8 shoot locations. For example, you can provide pricing for 1-3, 1-6, and 1-8 shoot locations, or you may opt to provide a per shoot location price in your proposal.

17. How many interviews?

This has not been determined yet.

18. Do you have preferred studio that we would use?

No. However, arrangements can be made to use the OHA office for shooting at no cost. Outdoor shoot locations are also acceptable.

19. What is the anticipated filming period in terms of number of shooting days?

5 days max.

20. Will OHA reimburse travel costs associated with the project? If so, are U.S. GSA rates acceptable?

Travel costs can be billed and should be built into the bidder's project estimate.

21. As there are no wage rates applicable to the film industry (Producer, Director, Cinematographer, Production Assistant, Script Writer, Film Editor, etc. at the Department of Human Resources Development, will you accept IATSE rates for Hawaii? If so, which scale of production (dollar value) do we use.?

OHA does not have requirements regarding crew payrates. Bidders are free to choose the pay rate they feel is appropriate. Total project cost is one of the factors that will be weighed when choosing the vendor for the job.

22. Are we required to have Certified COVID Coordinator on location?

A Certified COVID Coordinator is not required. However, all shoots must follow COVID safety precautions, e.g, wear masks, social distancing, availability of hand sanitizer, wiping down audio equipment (mics), etc. At a minimum, safety requirements need to be communicated to all crew and talent before shoots and on the day of the shoots.

23. As Hawaii has no 'Right to Work' provisions, am I required to hire/use union (IATSE) crew?

OHA does not has specific requirements for hiring a video production crew.

24. Is a proposal sent via email considered sealed?

Yes.

25. What form do we use to comply with “Offerors will ensure that the OHA is provided with the written authorization(s) necessary to verify information provided in the Offeror’s proposal.” See Pg 11, section XVI. Costs for Proposal Preparation and Verification of RFP DPM 2020-39.

In order for the OHA to verify information provided by the Offeror, please provide contact name and email addresses from your firm or your references. There is no form to complete.

26. When e-mailing, how do I meet this requirement? “Offerors’ authorized signature will be an original signature in ink. If the proposal is unsigned or the affixed signature is a facsimile or a photocopy, the proposal will be automatically rejected.” See Pg 30, Section II Proposal Forms, Para C.

Prior to COVID all proposals were required to be submitted via mail but since we are not in the office, we are accepting proposals via email. Please verify the signature of the person signing the proposal is an authorized signatory.

27. Do you require a copy my firm’s certificate of incorporation to verify, “If the proposal is not signed by an authorized signatory as shown on the corporate resolution, the proposal will be automatically rejected.” See Pg 30, Section II Proposal Forms, Para C.

Yes. Please provide either from the corporate by-laws or resolution stating the person signing the proposal is an authorized signatory.