



State of Hawai'i

560 North Nimitz Highway
Honolulu, Hawai'i 96817

August 31, 2018

TO: Interested Parties

FROM: Miki Cachola Lene
Procurement Specialist

SUBJECT: Request for Information No. RD 2019-08
Focus Group Facilitator

The Office of Hawaiian Affairs (hereinafter "OHA") is issuing this Request for Information (hereinafter "RFI") to:

1. Understand the various facilitator functions required for focus groups;
2. Understand the associated costs; and
3. Identify all the necessary functional requirements for our planned Request for Proposals (hereinafter "RFP").

The OHA is seeking written comments regarding the requirements and specifications for a focus group facilitator to assist the OHA with facilitating its Strategic Planning efforts listed on page 2 under Scope of Work.

Written comments, suggestions, feedback on the minimum requirements and technical specifications are appreciated by Friday, September 14, 2018, noon HST via email or postal mail and may be directed to:

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Honolulu, Hawaii 96817
Phone: (808) 594-1993
Email: mikic@oha.org

Responses received will assist the OHA in developing the RFP for a focus group facilitator. The OHA reserves the right to incorporate into the planned RFP any recommendations made in response to this RFI considering the best interest of the OHA.

Responses should indicate respondent's name, title or area of expertise, and organization or company. Please state whether the tasks are clear, or if you have any suggestions to improve clarity. Also, feel free to provide any information that may bear on the feasibility of the project implementation.

SCOPE OF WORK:

The Strategic Planning facilitated discussions and focus groups process is as follows:

- Phase 1
 - OHA's Identity

- Phase 2
 - Internal & External Focus Groups
 - Electronic Survey Data Collection
 - Priority Areas Workshop 1
 - Priority Areas Workshop 2
 - Priority Areas Workshop 3

- Phase 3
 - Strategies Workshop 1
 - Strategies Workshop 2
 - Electronic Survey Data Collection

The facilitator will work with the OHA to complete the following tasks for the Strategic Planning process noted above:

- Develop and submit for review to the OHA Strategic Planning Committee (hereinafter "SPC") a protocol for the OHA Board of Trustees (hereinafter "BOT") facilitated discussions.

- Work with the SPC to determine the objectives and audience for focus groups.

- Work with the SPC to determine a set of appropriate questions and follow-up questions.
 - Develop and submit for review by the SPC a script/protocol for the focus group gatherings.

- Dependent upon the number of focus groups, if additional small group facilitators are needed, then a facilitator guide should be developed and submitted for review.

- Conduct up to 6 Board of Trustee (BOT) facilitated discussions that reaffirm OHA's identity and commitment to its' mission and vision, review and select priorities, and develop strategies for achieving the priorities.

- Provide a summary and feedback for each BOT facilitated session to the BOT prior to the start of the next session.
- Conduct up to 3 focus groups with internal and external OHA stakeholders.
 - These focus groups shall be held after the BOT facilitated discussions regarding the priorities. The intent of the focus groups is to provide feedback on the BOT priorities.
 - Provide onsite focus group management and facilitation
 - Facilitation of the focus groups shall include:
 - Discussion of ground rules for the focus group to set the tone and expectations for behavior;
 - Guidance of the session(s); and
 - Debriefing with the SPC after each focus group session to make adjustments, discuss the analysis, and discuss any implications for reporting.
 - Develop a moderator guideline with the OHA Project Manager
 - The OHA will also be collecting data from stakeholders unable to be included in the focus groups. The data will be collected via electronic survey methodology. It is estimated that approximately 200 - 300 people may respond. The facilitator will include this data as part of the analysis, including it into the status updates and final report.
- For all phases, the facilitator shall also:
 - Analyze the data from each phase;
 - Draft a comprehensive report; and
 - Present report results to the BOT Strategic Planning Ad Hoc Committee and to the Administration Strategic Planning Committee.
- Provide and present to the BOT a final comprehensive report that includes the methodology, summary of the phases, analysis, and final results, as well as recommendations.

Participation in this RFI is optional and not required in order to respond to any subsequent procurement by the OHA. Neither the OHA nor any interested party responding has any obligation under the RFI No. RD 2019-08.