



## State of Hawai‘i

560 North Nimitz Highway  
Honolulu, Hawai‘i 96817

April 6, 2020

### **Request for Quotes (hereinafter “RFQ”) No. DPM 2020-28 Website Support for the Office of Hawaiian Affairs**

#### **To All Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that will work with the OHA Digital and Print Media Program to load and optimize web content written in English and Hawaiian provide counsel on maximizing reach of web content, maintain WordPress security and maintenance updates for the OHA web properties to include, but may not be limited to: oha.org, kawaiola.news, kamakakoi.com, mooaupuna.com, and Native Hawaiian Service Directory.

The initial term of this Contract shall be up to twelve (12) months, with the option to extend for an additional twelve (12) months; may be less than twelve (12) months when it is in the best interest of the OHA for a maximum of sixty (60) months.

**Quotes must be received through the SPO HlePRO website (spo.hawaii.gov) by Monday, April 20, 2020, 2:00 p.m. Hawai‘i Standard Time (hereinafter “HST”).**

Pursuant to HAR §3-122-75, the awarded quote shall meet the minimum quotation requirements and considering the criteria, including but not limited to quality, warranty, and delivery; award shall be made to the lowest responsive, responsible offeror. The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

#### **Please note:**

*There is no fee to register in HlePRO or submit an offer. There is a fee to the awarded vendor. The fee is .75% of the award or estimated award amount, capped at \$5,000 within 30 days. It is payable to Hawaii Information Consortium, LLC (HIC) the vendor powering the HlePRO application.*

## **BACKGROUND:**

The OHA Digital and Print Media (hereinafter “DPM”) works to create effective communication products that maximize opportunities to share what the OHA is doing to empower Hawaiians and strengthen all of Hawai‘i. The DPM oversees the release and cross promotion of communication product on the OHA’s digital and print media platforms which include but not limited to: oha.org, kawaiola.news, kamakakoi.com, mooaupuna.com, social media accounts , a direct e-mail program, short and long format video and the monthly Ka Wai Ola newspaper

## **QUALIFICATIONS AND EXPERIENCE:**

All interested Offerors shall have the following qualifications and experience in order to be considered that shall include, but may not be limited to, the following:

1. The interested offeror shall have a minimal two (2) years’ experience creating digital publications (i.e., online newspaper) for the Native Hawaiian community utilizing ‘ōlelo Hawai‘i.
2. The interested offeror shall have a minimal two (2) years’ experience creating digital publications (i.e., online newspaper) for the Hawaiian community based on print publications that utilize ‘ōlelo Hawai‘i.
3. The interested offeror shall have a minimal five (5) years knowledge, experience and expertise maintaining compliance with the World Wide Web Consortium’s Web Content Accessibility Guidelines (WCAG 2.0)
4. The interested offeror shall have a minimal five (5) years knowledge, experience and expertise maintaining compliance with accessibility laws and regulations for government agencies (Section 508 of the Rehabilitation Act).
5. The interested offeror shall have a minimal five (5) years knowledge, experience and expertise working with WordPress CMS – including SEO, security and performance.
6. The interested offeror shall have a minimal five (5) years knowledge, experience and expertise working with front-end technologies including PHP, CSS3, JavaScript, HTML 5 and jQuery.

The OHA may require the successful Offeror to provide references to demonstrate years of experience as required above.

## **SCOPE OF WORK**

All interested Offerors shall be able to provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include but not limited to:

1. Load and format monthly content from the printed Ka Wai Ola newspaper to kawaiola.news;
2. Oversee WordPress security and maintenance updates for OHA web properties (e.g., oha.org, kawaiola.news, kamakakoi.com, mooaupuni.com, Native Hawaiian Service Directory, etc.);
3. Update widgets and plugins as needed;
4. Create new posts as requested, e.g., press releases, event calendar listings, etc.;
5. Create new Pages as requested, e.g., BOT meeting schedules, OHA Loans, etc.;
6. Manage Google Analytics for each web property. Provide monthly reports and reports as needed;
7. Assist with web coding needs;
8. Help identify, purchase and install appropriate widgets, plugins and software that can execute desired functions;
9. Help optimize website performance, e.g., speed, location of submenus, etc.;
10. Ensure websites meet web accessibility standards for disabled users, but not limited to video captioning services of media in English and Hawaiian;
11. Ensure web design is compliant with 508 Disability Compliance Web Standards;
12. Provide Digital and Print Media staff with training as needed on important web updating procedures;
13. Coordinate communication between web host and domain;
14. Trouble shoot web outages with OHA IT Department.

The successful Offeror must be registered as a business in the State of Hawai'i and be compliant with Hawaii Compliance Express, submit a current copy of your Certificate of Liability Insurance, and complete the OHA W-9 form.

If you have any questions, please contact Charmaine Matsuura, Procurement Specialist at [charmainem@oha.org](mailto:charmainem@oha.org).