



State of Hawai'i

560 North Nimitz Highway
Honolulu, Hawai'i 96817

April 13, 2017

Request for Quotes (“RFQ”) No. PP 2017-25

COMPREHENSIVE STRATEGIC PLAN TO ENCOURAGE AND ENGAGE NATIVE HAWAIIANS TO PARTICIPATE IN THE 2018 FEDERAL, STATE AND COUNTY ELECTIONS

To All Interested Parties:

In 2012, the OHA initiated the Hawaiian Voice, Hawaiian Vote; I Mana Ka Leo campaign to increase Native Hawaiian voter registration, education, and engagement. The OHA has also prioritized increasing the number of Native Hawaiians that vote and that stay civically engaged after the election. Since that time, the OHA has renewed this effort in each election year coordinating voter registration events, voter educational information dissemination, data collection, and “Get Out the Vote” volunteer efforts, phone-banking, media pieces, and canvassing events.

In anticipation of the 2018 election year and to maximize effectiveness, the OHA seeks a vendor to develop a comprehensive and strategic plan to encourage and engage Native Hawaiians to participate in the 2018 federal, state, and county election processes.

Scope of Services:

All interested parties must submit an *outline* of their proposed plan to engage Native Hawaiians to participate in the 2018 federal, state, and county election process. Specifically, the desired submission shall include, but may not be limited to, the following:

1. Summary of previous experience with federal, state and county elections, election campaigns, civic engagement campaigns, and any other community engagement campaigns;

2. Situational assessment (of current voting and civic-engagement behavior) and proposed steps for pursuing additional necessary data collection and analysis;
3. Goals of plan;
4. Action plan;
5. Outline of schedule of actions/activities; and
6. Budget estimating expected costs and proposed payment/fee structure.

**To be clear, this is an outline of a plan and not an actual plan. Contract will include development, and may, but not necessarily, include implementation, of a comprehensive and strategic plan in coordination with the OHA staff.*

The OHA will negotiate terms of contract including award amount with selected applicant.

The OHA reserves the right to unlimited, irrevocable, worldwide, perpetual royalty-free, non-exclusive licenses to use, modify, reproduce, perform, release, display, created derivative works from, and disclose the work product, and to transfer the intellectual property to third parties of the OHA's purpose.

The interested Offeror understands that the information obtained from these efforts is the sole property of the OHA and any use of the information must be pre-approved by the OHA.

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.

The Contract term is for twelve (12) months subject to the available of funds.

Offers must be received at the OHA-Headquarters, 560 N. Nimitz Hwy, Suite 200, Honolulu, Hawai'i 96817 by 12:00 Noon HST on Friday, May 5, 2017. Electronic mail and facsimile transmission of the offer shall not be accepted and shall automatically be rejected.

All offers should be addressed to:

Office of Hawaiian Affairs
560 North Nimitz Highway, Suite 200
Reception Desk/Procurement Unit
Honolulu, Hawai'i 96817
Attn: Ms. Charmaine Matsuura, RFQ Coordinator

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. If you have any questions, please contact: Charmaine Matsuura, Procurement Specialist at (808) 594-0273, email: charmainem@oha.org.