

Addendum No. 2

Department of Business, Economic Development and Tourism
Business Development and Support Division

**HAWAII STATE TRADE AND EXPORT PROMOTION
ASSISTANCE PROGRAM (HiSTEP-AP)
Solicitation No. RFP-16-02-BDSD**

March 8, 2016

This Addendum No. 2 includes changes, omissions and clarifications to Solicitation No. RFP-16-02-BDSD, as amended (hereinafter referred to as the "Solicitation"). All other terms, provisions, and conditions of the Solicitation published on December 2, 2015, and Addendum No. 1 published on December 30, 2015, shall remain in full force and effect.

The following text **amends** (in Ramseyer format) the above-mentioned Solicitation:

PROGRAM TITLE

In accordance with the Trade Facilitation and Trade Enforcement Act of 2015 (HR 644) which took effect on February 25, 2015, the "State Trade and Export Promotion (STEP)" Program is now known as the "State Trade Expansion Program."

Accordingly, the title of this Solicitation and all references to "HiSTEP-AP" throughout the Solicitation are changed to the HAWAII STATE TRADE EXPANSION PROGRAM-ASSISTANCE PROGRAM (HiSTEP-AP).

Section 1.04 RFP SCHEDULE AND SIGNIFICANT DATES (page 3)

The schedule set out herein represents the State's best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (HST). If a component of this schedule, such as "Advertising of Request for Proposals" date is delayed, the rest of the schedule will likely be shifted by the same number of days. The approximate schedule is as follows:

Advertising of Request for Proposals	December 2, 2015
Deadline to Submit Written Questions	December 16, 2015
State's Response to Written Questions Through Posted Written Addenda	December 30, 2015
Beginning Date for Submission of Applications (additional applications will be accepted on a continual basis through July 30, 2016)	January 4, 2016, 12:00PM
Program Awards	Notice provided within 4 weeks of application submission.
Expiration of RFP	July 20, 2016, 4:00PM July 30, 2016, 4:00PM

Section 2.07 ALLOWABLE USE OF AWARD FUNDS (page 6)

Award funds will be limited to the following uses:

1. Trade Show/Trade Mission costs (eligible costs include space rental and other exhibit-related expenses; airfare; accommodations for period of show/mission only; shipping of products for show);
2. Travel for multiple buyer meetings (minimum 6 meetings);
3. Gold Key Service (a program offered by U.S. Department of Commerce's U.S. Commercial Service that matches pre-qualified foreign buyers with American companies in markets around the world), or other federal export development programs;
4. Localization services for collateral materials and website (\$3,000 maximum).
5. Fees for shipping sample products (\$2,000 maximum).
6. Cost of compliance testing an existing product for entry into an export market (\$2,000 maximum).

Allowable travel and accommodation costs are for one or two people per company. Companies already participating in any of the ~~DBEDT-sponsored~~ **HiSTEP** trade shows (Hawaii pavilions) or trade missions are ~~only~~ eligible to submit application proposals ~~if this is their first time participation in the DBEDT-sponsored event.~~ **All activities funded by this award must be completed by September 29, 2016.**