

**Addendum No. 4**

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

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

August 10, 2016

This Addendum No. 4 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, Addendum No. 1 published on December 30, 2015, Addendum No. 2 published on March 8, 2016, and Addendum No. 3 published on July 28, 2016, shall remain in full force and effect.

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

**Section 1.02 INTRODUCTION** (page 3)

The Business Development & Support Division (BDSD), a division of the State of Hawaii (State) Department of Business, Economic Development & Tourism (DBEDT), is accepting applications for the Hawaii State Trade and Export Promotion Assistance Program (HiSTEP-AP), which is closely aligned with BDSD's mission to increase and expand the range of exports from the State. This solicitation begins on the date listed in Section 1.04 and finishes at 4:00PM (HST) on ~~July 30, 2016~~ **August 15, 2016** or when funds expire or are depleted.

**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 <del>July 30, 2016</del> <b>August 15, 2016</b> )	January 4, 2016, 12:00PM
Program Awards	Notice provided within 4 weeks of application submission.
Expiration of RFP	<del>July 20, 2016, 4:00PM</del> <del>July 30, 2016, 4:00PM</del> <b>August 15, 2016, 4:00PM</b>

**Section 2.09 TERM OF SOLICITATION** (page 6)

This solicitation shall be open from the initial advertising of Request for Proposals until ~~July 30, 2016~~ **August 15, 2016**, or until funds expire or are depleted. Application proposals will be accepted and evaluated on a continual basis.

**Section 5.10 SUBMISSION OF APPLICATION** (page 15)

The submission of an application shall constitute an incontrovertible representation by the Applicant of compliance with every requirement of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all of its terms and conditions.

Before submitting an application, each Applicant must:

- (1) Examine the solicitation documents thoroughly. Solicitation documents include this RFP, any attachments, plans referred to herein, and any other relevant documents;
- (2) Become familiar with State, local, and federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.

Applications shall be received at the BDS/DBEDT, 250 South Hotel Street, Suite 503, Honolulu, HI 96813, from the date of the posting until **4:00 pm HST, ~~July 30, 2016~~ August 15, 2016**.