



**State of Hawaii
High Technology Development Corp.**

LEGAL AD DATE: **JUN 22 2016**

**REQUEST FOR PROPOSALS
No. RFP-17-001-HTDC**

**PROPOSALS
FOR
HTDC SPONSORSHIP
STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC
DEVELOPMENT, AND TOURISM**

WILL BE RECEIVED BEGINNING 8:00 A.M. (HST) ON

JULY 25, 2016

IN THE HTDC OFFICE 2800 WOODLAWN DR. SUITE 100, HONOLULU, HAWAII 96822.

DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO SANDI KANEMORI, TELEPHONE (808)

539-3616, FAX (808) 539-3795 OR E-MAIL AT RFP@HTDC.ORG SUBJECT: RFP-17-001-HTDC

Len Higashi
Procurement Officer

RFP-17-001-HTDC

High Technology Development Corporation
Name of Company

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SECTION ONE
INTRODUCTION AND KEY DATES

1.01 TERMS AND ACRONYMS USED THROUGHOUT THE SOLICITATION

Applicant	= Any individual, partnership, firm, corporation, joint venture, or representative or agent, submitting an application in response to this solicitation.
Application/Proposal	= These terms may be used interchangeably
FY	= Fiscal Year (July 1 st of current year to end of June of next year)
GC	= General Conditions, issued by the Department of the Attorney General
GET	= General Excise Tax
HAR	= Hawaii Administrative Rules
HRS	= Hawaii Revised Statutes
HTDC	= High Technology Development Corporation
Procurement Officer	= The contracting officer for the State of Hawaii, High Technology Development Corporation
RFP	= Request for Proposals
State	= State of Hawaii, including each department and political subdivision

1.02 INTRODUCTION

The High Technology Development Corporation (HTDC), an agency of the State of Hawaii (State), is accepting applications for sponsorship of events that are closely aligned with HTDC's mission from the beginning date listed in Section 1.04 to June 30, 2017.

1.03 CANCELLATION

The RFP may be cancelled and any or all proposals rejected in whole or in part, without liability, when it is determined to be in the best interest of the State.

1.04 RFP SCHEDULE AND SIGNIFICANT DATES

The schedule set out herein represents the State's best estimate of the schedule that will be followed. 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	6/22/2016
Initial Deadline to Submit Written Questions	7/1/2016
State's Response to Written Questions & Posted Addenda	7/8/2016
Beginning Date for Submission of Applications (additional applications will be accepted through the FY17 & FY18).	7/22/2016
Sponsorship Awards	Multiple, See Section 5.04 (h)
Expiration of RFP	6/30/2018

SECTION TWO

BACKGROUND AND SCOPE OF WORK

2.01 PURPOSE OF THE REQUEST FOR PROPOSAL

HTDC is posting this open solicitation to provide public notice, promote fair competition, and to create a consistent documented procedure for evaluating and handling event sponsorships. Previous sponsorships have typically been through submission of procurement exemption requests to the State Procurement Office on a case by case basis. There are no guarantees that application requests will be funded, or funded to the amount requested.

2.02 SPONSORSHIP AMOUNTS IN PAST YEARS

In FY2015-16, HTDC sponsored 26 events totaling \$218,050.00. Previous years have varied due to availability of funds and HTDC initiatives. The sponsorships have proven to be beneficial in establishing new partnerships and increasing HTDC's impact for the tech community by leveraging our mission into ongoing programs and events.

2.03 HTDC MISSION

The mission of the High Technology Development Corporation (HTDC) is to facilitate the growth and development of high technology as a viable industry sector in Hawaii's economy. HTDC is an agency of the State of Hawaii created by the State Legislature in 1983 and is administratively attached to the Department of Business, Economic Development and Tourism (DBEDT). HTDC's duties include, but are not limited to:

- developing industrial parks as high technology innovation centers and projects within or outside of industrial parks
- providing support and services to Hawaii-based high technology companies
- collecting and analyzing information on the state of commercial high technology activity in Hawaii
- promoting and marketing Hawaii as a site for commercial high technology activity
- providing advice on policy and planning for technology-based economic development

For more information about the individual programs administered by HTDC and our initiatives, please visit our website at www.htdc.org

2.04 HTDC PRIORITIES

Specifically within the mission stated above, HTDC is seeking opportunities to attract the broader Hawaii business community to take a greater stake into the high technology and growth sector within the tech startup, innovation, and manufacturing community. The type of events/programs that may be supported may include, but are not limited to the following*:

- Networking opportunities for Hawaii's high-growth businesses to:
 - showcase their technology, products, and services
 - develop partnerships and relationships
 - interact with investors, mentors and other businesses in those sectors relevant to Hawaii

- Investor Pitch Competitions/Events
- Entrepreneur/Technology Showcases/Scouting
- Startup Events
- Entrepreneur/Venture Capital Workshops/Seminar/Conferences/Summits
- Virtual Meeting Spaces
- Events aligned with the HTDC 80/80 and TechHire Initiative

* HTDC Priorities may change during the period of this RFP.

2.05 SPONSORSHIP SCOPE AND OBJECTIVES

One of the strategies that HTDC uses to fulfill its mission is sponsorship of events that promote the growth of the high tech, innovation and manufacturing industry in Hawaii. Events include but are not limited to conferences, seminars, and workshops. Sponsorships provide an efficient way to:

- 1) Create public awareness and support on key initiatives for the high tech, innovation, and manufacturing industry
- 2) To express State support on events of relevance
- 3) Promote/Market HTDC, its various programs, initiatives, and mission
- 4) Deliver HTDC's message to a targeted audience and to hear their concerns
- 5) Form partnerships with organizations that benefit/support HTDC
- 6) Leverage funds into a broader reach
- 7) Partner with private sector entities which in turn provides in-kind match if sponsorship money is disbursed from federally funded projects
- 8) Seed programs, groups and public/private initiatives of relevance and that are aligned with HTDC's mission to cultivate the tech sector

Events must include branding opportunities and other similar concepts for HTDC its various programs and initiatives.

A completion summary report and video recording of the event (by either the organizer, HTDC, or a representative of either) may be required by HTDC.

2.06 TERM OF SOLICITATION

This solicitation shall be open from the initial advertising of the RFP through June 30, 2018. At the end of this term, it is anticipated that a similar solicitation will be issued for FY2018-2019.

SECTION THREE

APPLICATION FORMAT AND CONTENT

3.01 INTRODUCTION

One of the objectives of this RFP is to make application preparation easy and efficient, while giving Applicants ample opportunity to describe their request. When an Applicant submits an application, it must be a complete submission which includes all attachments as specified below.

Applicants must:

1. Include a transmittal/cover letter to confirm that the Applicant shall comply with the requirements, provisions, terms, and conditions specified in this RFP.
2. Include signed Applicant Form (AF-1) with the complete name and address of Applicant's firm and the name, mailing address, telephone number, and fax number of the person the State should contact regarding the application.
3. Complete the Sponsorship Application, AF-2.
4. Provide any supplemental information (Section 3.03) describing and evidencing the event and sponsorship amount requested as referenced in Pricing section 3.02.
5. Provide evidence of Compliance with all State laws as described in Section 5.02. Compliance to be verified using [Hawaii Compliance Express](#).
6. Applications to be submitted six (6) weeks prior to event for consideration.

Applicants may submit multiple applications for the same fiscal year. Each application should be for a single event or a series of related events. **Note - HTDC prefers to sponsor few, impactful events.**

3.02 PRICING

Provide pricing information on all sponsorship levels offered and the preferred amount/level requested by this application.

3.03 SUPPLEMENTAL INFORMATION

Include as attachments all other relevant material to be considered – information about the host, related events, other sponsors, speaker biographies, etc. The additional material should help the selection committee better understand the benefit of sponsoring the event. Please limit attachments to **five** pages.

SECTION FOUR

EVALUATION CRITERIA AND APPLICANT SELECTION

The Sponsorship Review Committee will score the application on the following criteria.
The total number of points used to score this application is 100.

Name of Event: _____ Sponsorship Request: \$ _____
Date of Event: _____

Lead Organization: _____
Contact Person: _____

General Criteria:

- A. Is the event relevant to high tech and/or specific to the needs of the tech, innovation, and/or the manufacturing community: Yes ____ No ____
- B. Is the primary beneficiary of the event the Hawaii public/community opposed to a group/company/individual? Yes ____ No ____

If the answer to either question above is No, the application will not be scored.

- C. Number and total \$ of sponsorships previously awarded from HTDC in current FY. HTDC prefers to sponsor few, impactful events. # _____ \$ _____

Scoring Criteria

1. Alignment with HTDC's mission:

- a. Event topics relevance to HTDC. _____(10)
- b. Event topics relevance to overall mission. _____(10)
- c. Event addresses an unfulfilled need for HTDC's initiatives. _____(10)
- d. Event assists small businesses to form, grow, or become more efficient. _____(10)

2. Impact/Quality of event:

- a. Innovation of event as relevant to HTDC (differentiation from other events). _____(5)
- b. Market appeal to HTDC affiliated companies and clients (value of event in time, cost, and relevance). _____(5)
- c. Quality of key speakers/participants from previous years or commitments for current year (World class, Local authority, Domain expert). _____(5)
- d. Event host has demonstrated previous experience facilitating events of the same magnitude and/or has a well-defined plan for the event. _____(5)

3. Alignment with HTDC's organization:

- a. Demonstrated contributor to the tech, innovation and/or manufacturing community. _____(20)

4. Promotion/Partnership opportunity for HTDC:

- a. Marketing opportunity for HTDC (1pt each – TV/Radio interview, TV mention, radio mention, website/print, banner/booth) _____(5)
- b. HTDC offered an opportunity to play a desired role (panel, presenter, coordinator, booth, etc.) in event. _____(5)
- c. Quality (brand name) of cosponsors/partners/participants for event. _____(5)
- d. Total Cost/HTDC Sponsorship for event (leverage) Max score of 5 given to events with leverage ratios greater than 5:1. _____(5)

Overall Score _____ (100)

Reviewed by: _____

Date: _____

Recommendation:

Comments/Notes/Justification:

SECTION FIVE

SPECIAL PROVISIONS

5.01 SCOPE

All resulting contracts shall be in accordance with, and may incorporate, this RFP, including the special provisions in this section, the Scope of Work specified herein, and the State General Conditions (GC), included by reference and available at the HTDC.

5.02 RESPONSIBILITY OF APPLICANT

Applicant is advised that in order to be awarded a sponsorship under this solicitation, Applicant is required to be compliant with all laws governing entities doing business in the State pursuant to HRS §103D-310(c) and verified through **Hawaii Compliance Express (HCE)**.

The selected Applicant shall at the time of award be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to HRS Chapter 103D-310(c):

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;
3. Chapter 386, workers' compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. Chapter 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

The State will verify compliance on Hawaii Compliance Express (HCE) prior to awarding a sponsorship.

Hawaii Compliance Express (HCE). The HCE is an electronic system that allows Applicants doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service; Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Applicant should register with (HCE) prior to submitting an application at <https://vendors.ehawaii.gov>. There is a nominal annual registration fee and the 'Certificate of Vendor Compliance' is accepted for the execution of the sponsorship award and final payment.

Timely Registration on HCE. If not already, Applicant is highly advised to register on HCE as soon as possible. Should Applicant be considered for a sponsorship, and not compliant with all State laws (to be verified through HCE) at the time of award, **the Applicant is at risk of not receiving the award.**

5.03 CONTRACT ADMINISTRATOR

For the purposes of any contracts awarded pursuant to this RFP, Sandi Kanemori, (808) 539-3616, rfp@htdc.org is designated the Contract Administrator.

5.04 OVERVIEW OF THE MODIFIED RFP PROCESS

- a. The RFP is issued pursuant to Subchapter 6 of HAR Chapter 3-122, implementing HRS Section 103D-303. This solicitation is a modified version of the typical RFP process via exemption PE 16-061c.
- b. The procurement process begins with the issuance of the RFP and the formal response to any written questions or inquiries regarding the RFP. Changes to the RFP will be made only by written Addendum.
- c. All proposals and other material submitted by Applicants become the property of the State and may be returned only at the State's option.
- d. The Procurement Officer, or an evaluation committee selected by the Procurement Officer, shall evaluate the applications in accordance with the evaluation and selection criteria in Section Four. Applications may be accepted on evaluation without discussion or the Procurement Officer may enter discussions with Applicant to clarify details regarding the Applicant's proposal before finalizing the evaluation.
- e. After evaluation, the Procurement Officer or the evaluation committee will make its recommendations. The Procurement Officer will award the sponsorships IF the proposal is determined to be advantageous to the State taking into consideration the evaluation factors set forth in Section Four, priority projects of HTDC, AND AVAILABLE FUNDS.
- f. Sponsorship awards are to be posted in the State's Awards reporting system (<http://hawaii.gov/spo2/source/>) based on the guidelines in place at the time of the award for procurements exempt from the requirements of HRS Chapter 103D. Once an award is made, all proposals, successful and unsuccessful, become available for public inspection.
- g. The Procurement Officer or the evaluation committee reserves the right to determine what is in the best interest of the State for purposes of reviewing and evaluating applications submitted in response to the RFP. The Procurement Officer or the evaluation committee will conduct a comprehensive, fair and impartial evaluation of applications received in response to the RFP.
- h. Notice of sponsorship award or decline will be provided by email within an estimated 3 weeks of submission of application or 6 weeks prior to event whichever is later. A delay in this process may occur if there are questions about the application, missing information, or a need to discuss the request with the Applicant.

5.05 REQUIRED REVIEW OF RFP

Applicant shall carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter **must be submitted per Section 5.06 below, and must be received by the HTDC prior to the deadline to submit written questions as stated in the RFP Schedule and Significant Dates, Section 1.04.** This will allow issuance of any necessary corrections and/or amendments should there be any to the RFP.

5.06 QUESTIONS ABOUT THE RFP

All questions must be submitted in writing and directed to the HTDC Contract Administrator. Questions may be submitted through email to RFP@htdc.org with subject line "Ref: RFP-17-001-HTDC: Sponsorship". HTDC will respond to written questions by the date indicated in Section One, 1.04 RFP Schedule and Significant Dates, or as amended by posting an addendum to the solicitation.

5.07 APPLICATION PREPARATION

- a. **APPLICANT FORM, AF-1.** See Attachment 1. Application shall be submitted using Applicant's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate spaces on Applicant Form page AF-1. Failure to do so may delay proper execution of the contract.

The authorized signature on the first page of the Application Form shall be an original signature. If unsigned, the application shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the Applicant's intent to be bound.

- b. **Offer Guaranty.** An offer guaranty is NOT required for this RFP.
- c. **Tax Liability.** Work to be performed under this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. Vendors are advised that they are liable for the Hawaii general excise tax (GET) and the applicable use tax. If, however, an Applicant is exempt by the HRS from paying the GET and not liable for the taxes on the gross receipts derived from this solicitation, Applicant shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.
- d. **Original Applications to be Submitted.** Applicant shall submit one (1) application.

Applicant is encouraged to submit typewritten offers. If handwritten, it should be clearly printed. Applicant is cautioned that illegible applications may be automatically rejected to avoid any errors in interpretation by the reviewers during the evaluation process.

- e. Costs for developing the Application are solely the responsibility of the Applicant, whether or not any award results from this solicitation. The State of Hawaii will not reimburse such costs.
- f. All applications become the property of the State of Hawaii.

5.08 PRICING

The pricing shall be the all-inclusive sponsorship amount to the State and **no other costs will be honored.**

5.09 CONFIDENTIAL INFORMATION

If an applicant believes any information, data, or other material submitted contains information that should be withheld as confidential, then the Procurement Officer named on the cover of this RFP must be so advised in writing and provided with justification to support confidentiality claim. Price is not considered confidential and will not be withheld.

An Applicant shall request in writing nondisclosure of designated trade secrets or other proprietary data considered confidential. Such data shall accompany the application, be clearly marked, and shall be readily separable from the application in order to facilitate eventual public inspection of the non-confidential portion of the application.

If a request is made to inspect the confidential or proprietary data, the head of the purchasing agency or designee shall consult with the Attorney General and make a written determination in accordance with HRS Chapter 92F. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the person appeals the denial to the Office of Information Practices in accordance with HRS Section 92F-42(1).

5.10 SUBMISSION OF APPLICATION

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 terms and conditions of the scope of services.

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 HTDC, 2800 Woodlawn Dr. Suite 100, Honolulu, HI 96822, from the beginning date for submission of applications (Section 2.04) throughout the remaining 2018 fiscal year.

5.11 APPLICATION OPENING

Applications shall not be opened publicly. After a sponsorship is awarded, the following information shall be open to the public: the award letter, the Evaluation Committee's criteria for selection, and the application, except any confidential portions.

5.12 CANCELLATION OF RFP AND APPLICATION REJECTION

The State reserves the right to cancel this RFP and to reject any and all applications in whole or in part when it is determined to be in the best interest of the State, pursuant to HAR Section 3-122-96 through 3-122-97.

The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever, incurred by the Applicant in the event this RFP is cancelled or an application is rejected.

5.13 AWARD OF SPONSORSHIP

Awards will be made to the responsible Applicants whose proposals are determined to be the most advantageous to the State based on the evaluation criteria set forth in the RFP.

5.14 ADDITIONAL TERMS AND CONDITIONS

The State reserves the right to add terms and conditions during the sponsorship negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluation.

5.15 SPONSORSHIP EXECUTION

Successful Applicants receiving an award shall enter into a written agreement.

No work pertaining to the sponsorship award shall be undertaken by an Applicant prior to the commencement date set forth in the agreement. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Applicant prior to the official commencement date.

5.16 PAYMENT

HRS Section 103-10, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory delivery of goods or performance of services to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period. Further, the State will reject any offer submitted with a condition requiring interest payments greater than that allowed by HRS §103-10, as amended.

The State will not recognize any requirement established by the Applicant and communicated to the State after award of the sponsorship, which requires payment within a shorter period or interest payment not in conformance with statute.

5.17 PROTEST

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed

award shall be submitted within five (5) working days after the posting of award of the Sponsorship or notice of decline of application.

The notice of award, if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website: <http://www.hawaii.gov/spo2/source/>.

Any protest shall be submitted in writing to the HTDC Procurement Officer, 2800 Woodlawn Dr. Ste 100. Honolulu, HI 96822. Parties who protest will be offered a consultation prior to the formal protest added to the file. Due to the limited size and scope of awards, decisions of the Procurement Officer are final. Protests will serve as feedback on the effectiveness of this RFP in evaluating sponsorship opportunities.

5.18 NON-DISCRIMINATION

The Applicant awarded pursuant to this solicitation shall comply with all applicable federal and State laws prohibiting discrimination against any person on the grounds of race, color, national origin, religion, creed, sex, age, sexual orientation, marital status, handicap, or arrest and court records in employment and any condition of employment with the Applicant or in participation in the benefits of any program or activity funded in whole or in part by the State.

5.19 CONFLICTS OF INTEREST

The Applicant represents that neither the Applicant, nor any employee or agent of the Applicant, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, that would or might conflict in any manner or degree with the Applicant's performance of this contract.

5.20 CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS

It has been determined that funds for this sponsorship have been appropriated by a legislative body.

If awarded a sponsorship in response to this solicitation, Applicant agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and county government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.

5.21 ADDITIONS, AMENDMENTS AND CLARIFICATIONS

Approvals. Any agreement arising out of this solicitation may be subject to the approval of the Department of the Attorney General as to form, and is subject to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

Records Retention. The Applicant and any subcontractors shall maintain the books and records that relate to the Agreement and any cost or pricing data for three (3) years from the date of final payment under the Agreement.

Competency of Offeror. Prospective Applicants must be capable of performing the work for which applications are being called for. Either before or after the deadline for an application, the HTDC may require Applicant to submit answers to questions regarding facilities, equipment, experience, personnel, financial status or any other factors relating to the ability of the Applicant to furnish satisfactorily the goods or services being solicited by the STATE. Any such inquiries shall be made and replied to in writing; replies shall be submitted over the signatures of the person who signs the application. Any Applicant who refuses to answer such inquiries will be considered non-responsive.

Preparation of Application. An Applicant should submit only one application for each event or series of events Applicant is seeking sponsorship for. If an Applicant submits more than one application for each event, then all such applications shall be rejected.

SECTION SIX

ATTACHMENTS

- Attachment 1: APPLICANT FORM, AF-1
- Attachment 2: SPONSORSHIP APPLICATION, AF-2