

NOTICE TO BIDDERS

Pursuant to Chapter 103D, Hawaii Revised Statutes

The Hawaii Department of Agriculture (HDOA), Market Development Branch (MDB), is seeking proposals in response to a Request for Proposals RFP-17-03-MDB (RFP).

The State Trade and Export Promotion (STEP) Program is a pilot export development program authorized by the Small Business Jobs Act of 2010. Funded by federal cooperative agreement awards and matching funds from the states, the purpose of the STEP Program is to increase the number of U.S. small businesses that are exporting and increase the dollar value of exports by those small businesses that are currently exporting. The STEP Program is executed by the Office of International Trade (OIT), U.S. Small Business Administration (SBA).

With this STEP Program fund, the HDOA requests proposals for a project that coordinates a Hawaii Pavilion at the International Food Ingredients and Additives Exhibition 2017 in Japan (May 24-26, 2017) to promote/showcase Hawaii agricultural products. The purpose of this project is to develop export market for Hawaii agricultural products and increase market share of Hawaii products that are currently in the Japan market that could include, but are not limited to functional food ingredients and finished products made from agricultural products grown in the state.

To achieve this goal, the HDOA announces the availability of **\$37,000** in program funds for one project to coordinate a Hawaii Pavilion at the International Food Ingredients and Additives Exhibition 2017 tradeshow in Japan. Award under this RFP is subject to the availability and receipt of funds for the project.

All proposals must be submitted electronically in MS word format with all attachments via email to hdoa.addrfp@hawaii.gov. In addition to submitting proposals in electronic form, offerors may also, but not in lieu of, send a completed proposal with all attachments in hard copy to the Department of Agriculture, Agricultural Development Division, 1428 South King Street, Honolulu, Hawaii 96814-2512. All proposals must be received no later than **12:00 pm noon Hawaii Standard Time on Friday, January 6, 2017**. Timely receipt of proposals shall be evidenced by the date and time registered by the HDOA time stamp. Proposals received after the deadline of 12:00 pm noon Hawaii Standard Time on Friday, January 6, 2017, shall not be processed by staff or reviewed by the evaluation committee.

A copy of the RFP is available online at <http://spo3.hawaii.gov/notices/notices>. In addition to request or inspect a copy, or for further information, interested parties may contact the Agricultural Development Division, Attention: Hideki Yamane, Telephone: (808) 973-9593, Facsimile: (808) 973-9590; email hideki.yamane@hawaii.gov.

Procurement Notice posted on October 31, 2016