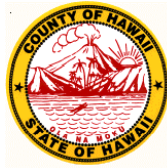




IN PARTNERSHIP WITH THE
COUNTY OF HAWAII



**REQUEST FOR PROPOSALS
FOR THE 2010
COUNTY PRODUCT ENRICHMENT
PROGRAM (CPEP)**

Solicitation No. RFP CPEP 2010

**DEADLINE TO APPLY:
Monday, October 5, 2009, 4:30 p.m. HST**

No proposal in response to this Packet shall be considered if postmarked or delivered after October 5, 2009. Applicants are cautioned to make and confirm their own arrangements to ensure timely delivery of their proposal to the County of Hawai'i, Department of Research and Development. The Department's time clock shall serve as the official time received. No exceptions will be considered for any proposal postmarked or delivered after that date.

Issued by:

**County of Hawai'i, Department of Research and Development
Stephanie Donoho, Tourism Specialist
Mailing Address: 25 Aupuni Street, Room 109, Hilo, HI 96720
Physical Address: 101 Aupuni Street, Suite 1014-C, Hilo, HI 96720
Phone: (808) 961-8505 / (808) 961-8366 • Fax: (808) 935-1205
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Website: <http://co.hawaii.hi.us/rd/cpep2010.html>**

August 26, 2009 / Addendum 1 Issued September 8, 2009

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APPENDIX

Applicant Instructions
Applicant Checklist

APPLICATION PACKET

- 2010 Application Form – Required – 3 pages
- Attachment A. Proposal Outline
- Attachment B. Itemized Budget Form
- 2010 Abstract Form – Required – 1 page

SAMPLE FORMS

- Corporate Resolution
- Progress Report Form
- Final Written Report Form
- Final Financial Report of Actual Expenses and Income with Certification Statement
- Economic Evaluation Forms

**REQUEST FOR PROPOSALS
FOR THE
2010 COUNTY PRODUCT ENRICHMENT PROGRAM
(RFP No. CPEP 2010)**

INFORMATION PACKET

I. PURPOSE

The purpose of the County Product Enrichment Program (“CPEP”) Request for Proposals (“RFP”) is to seek projects in line with Chapter 201B of the Hawai‘i Revised Statutes which articulates the mandates for the Hawai‘i Tourism Authority (“HTA”) including the following: “Coordinate the development of new products with the counties and other persons in the public sector and private sector, including the development of sports, culture, health and wellness, education, technology, agriculture, and nature tourism.” The HTA has another program specifically dedicated to the development of sports tourism. The CPEP, therefore, focuses on the other six (6) niche areas identified in the law governing the HTA and works in partnership with the counties.

II. BACKGROUND

A. **Hawai‘i Tourism Authority.** HTA is a government agency established by the State of Hawai‘i in 1998, pursuant to Chapter 201B of the Hawai‘i Revised Statutes, to promote and market the State as a visitor destination. HTA is the lead agency and advocate for Hawai‘i’s tourism industry. Its mission is to strategically manage Hawai‘i tourism in a sustainable manner consistent with economic goals, cultural values, preservation of natural resources, community desires and visitor industry needs.

Pursuant to its statutory authority, the HTA developed the “Hawai‘i Tourism Strategic Plan: 2005-2015” (“TSP”) (incorporated herein by reference and available for inspection at www.hawaiitourismauthority.org/pdf/tsp2005_2015_final.pdf). The TSP identifies nine (9) strategic initiatives to achieve a stated vision: that by the year 2015, tourism in Hawai‘i will, “honor Hawai‘i’s people and heritage; value and perpetuate Hawai‘i’s natural and cultural resources; engender mutual respect among all stakeholders; support a vital and sustainable economy; and, provide a unique, memorable and enriching visitor experience.”

B. **Tourism Product Development.** “Tourism Product Development” is one of the nine (9) tourism strategic initiatives identified as necessary for achieving the vision of the TSP. Among the critical issues affecting Hawai‘i’s tourism product noted in the TSP were the following:

- *Visitors, especially repeat visitors, want unique, diverse and quality experiences.*
- *Visitors seek cultural and authentic experiences as well as interaction with community-based events.*
- *Visitors are focusing on specific interests and products in their destination planning decisions.*

The goal for this initiative is: “To provide a diverse and quality tourism product unique to Hawai‘i that enhances the Hawai‘i visitor experience and enriches residents' quality of life.” One of the objectives is to: “Support the development of new, and strengthen existing experiential visitor activities and products.” And, one of the strategies specified for this initiative is the continuation of the Product Enrichment Program (“PEP”).

- C. **Budget.** The HTA has allocated up to \$425,000 to the County of Hawai‘i (“County”) in support of the CPEP. A portion of these funds is available to the County to support administrative oversight of this program. It should also be expressly understood that the actual amount allocated for this RFP may be dependent on the quality of the proposals received. The HTA and the County reserve the right to not utilize the entire amount of funds allocated.

Additionally, should Transient Accommodations Tax (“TAT”) revenues not match budgeted projections, the HTA reserves the right to re-allocate this budgeted amount. As this RFP and any subsequent contract executed pursuant to this RFP are subject to the availability of public funds and approval from required entities to enter into such contracts, the HTA and the County also reserve the right to terminate this RFP and any subsequent contract that may arise pursuant to this RFP upon prior notice that the HTA lacks public funding affecting its ability to implement the funding priorities established by the HTA Board of Directors.

III. **PROPOSAL GUIDELINES**

The following proposal guidelines and program specifications, as explained in *Section III. Proposal Guidelines* and *Section IV. Program Specifications* of this solicitation, stipulate the intent of the CPEP. Proposals submitted for funding consideration under the CPEP will be evaluated in line with these guidelines and specifications.

- A. **County Product Enrichment Program (“CPEP”).** The CPEP supports those community-based programs which provide unique, authentic and desired visitor experiences to improve and enrich Hawai‘i’s product offerings; and represents activities that are developed by our community, for our community, and are things the community is willing to and wants to share with our visitors.

The objectives of the CPEP are to:

- *Provide a year-round calendar of events, activities and experiences; with special attention given to the “shoulder” periods of April and May, and September through the first half of December.*
- *Distribute events, activities and experiences throughout the County.*
- *Support the development of tourism activities in the six (6) targeted niche areas of agriculture, culture, education, health and wellness, nature and technology (see following definitions).*
- *Provide a diverse range of “value-added” experiences.*
- *Provide venues for increased resident-visitor interaction.*
- *Support community-based tourism initiatives.*

- *Foster public-private sector partnerships.*
- *Support HTA's goal of increasing visitor expenditures and length of stay.*

Hawai'i's visitor mix reflects an increasing number of return visitors, and visitors worldwide have become more sophisticated and experienced making it more difficult to retain visitor satisfaction with the destination experience. The CPEP focuses on ensuring a quality tourism product and experience for our visitors, particularly in those areas which are not under the direct control of the private sector. In the past, the CPEP has supported a wide range of events and programs including, but not limited to, ethnic festivals, agricultural fairs and farmers' markets, rodeo celebrations, weekly programs, film festivals, health and wellness fairs, theatre and musical productions, arts and culture festivals and exhibits, and community tours. For a list of prior CPEP-funded projects, visit HTA's website at www.hawaiitourismauthority.org (go to "What We Do – Product Development – PEP").

B. **Definitions.** The following describes the six (6) niche areas supported under CPEP.

Agri Tourism: Tourism related to experiencing and appreciating agricultural products, settings, and lifestyles.

Cultural Tourism: Tourism related to Hawai'i's host and multi-ethnic cultures that provide residents and visitors with enriching experiences and insights into the history, customs, art and traditions of our islands.

Eco Tourism: Tourism related to experiencing Hawai'i's natural attractions, unique flora, fauna, and culture in a manner which is ecologically responsible, economically sustainable, encourages the well-being of the community, and is infused with the spirit of *aloha 'āina*.

Edu Tourism: Tourism related to formal and informal education and training in life-long learning experiences in Hawai'i's unique natural and multi-cultural environment.

Health and Wellness Tourism: Tourism focusing on travel to enhance the wellness of the mind, body, and spirit of individuals, families and groups.

Technology Tourism: Tourism related to educating/informing visitors about Hawai'i's science and technology assets.

C. **Ineligible Programs.** The following activities will *not* be considered:

1. Business or organizational start-up plans;
2. Fundraising events;
3. Litigation efforts;
4. Projects receiving funding from other HTA programs for the year 2010, including, but not limited to, the Living Hawaiian Culture Program, Natural Resources Program, Festivals and Events Program, and Native Hawaiian Signature Events Program;

5. Projects receiving funding from the County’s Research and Development Supplemental Awards for the same year;
 6. Projects relating to other areas than those specifically addressed by CPEP; and/or,
 7. Reimbursement for pre-award expenditures or costs.
- D. **Preferred Practices.** Many efforts tied to Hawai‘i’s visitor industry future call for encouraging sustainable practices that affect the “triple bottom line” – the economy, the community and the environment. These practices are strongly encouraged and recommended.
1. **Environmental Sustainability.** The HTA and the County would like to encourage applicants to consider incorporating and implementing “green” practices into your program and/or project. These practices could include, but are not limited to, efforts such as:
 - a. Increasing recycling efforts;
 - b. Minimizing waste production;
 - c. Buying local;
 - d. Minimizing printing and limiting number of handouts;
 - e. Using recycled products such as paper for printing;
 - f. Using more environmentally friendly products biodegradable products;
 - g. Providing transportation alternatives such as car sharing, park and rides;
 - h. Conserving water;
 - i. Ensuring your venue has an environmental sustainability policy; and/or
 - j. Incorporating energy efficient practices.
 2. **Hawaiian Cultural Support.** The HTA supports efforts that “honor and perpetuate the Hawaiian culture and community” in line with the goal and objectives of the Hawaiian Culture initiative of the *TSP*. As such, the HTA would like to encourage applicants to use your best efforts to spell Hawaiian terms correctly, including proper use of Hawaiian diacritical markings following the standard established in the Pūku‘i and Elbert “Hawaiian Dictionary,” as well as “Māmaka Kaiāo – A Modern Hawaiian Dictionary.” In addition, the HTA has available a “Style & Resource Guide,” developed as a handy reference clarifying facts about the islands, providing guidance for the depiction of sites and culture, and sharing insights into promoting Hawai‘i sensitively and safely. This guide is available through the HTA website at: http://www.hawaiiourismauthority.org/pdf/marketing/HTA_Style_Sheet_with_cover.pdf.

IV. **PROGRAM SPECIFICATIONS**

The County, through this RFP, is seeking programs or projects that meet the proposal guidelines as articulated above in *Section III. Proposal Guidelines* of this solicitation and the following program specifications:

- A. **Eligible Applicants.** Applicant must be a legal, non-profit organization registered with the State of Hawai‘i or the Federal Internal Revenue Service and in good standing with these agencies.

Organizations currently receiving funds from the HTA or the County, through any HTA or County program, must also be in good standing and up to date on all required reporting requirements and contract deliverables, in order to apply.

- B. **Project Impact(s).** The proposed program or project must identify a targeted goal and a process for measuring the following two (2) items:

1. *Number of residents and Kama‘aina from neighboring islands attending or benefiting from the proposed project.*
2. *Number of out-of-state visitors attending or benefiting from the proposed project.*

In addition, the proposed program or project must specify targeted and measurable goals for at least two (2) of the following outcomes. Additional goals defined by the applicant for their project are encouraged and should relate to one (1) or more of the objectives for the CPEP as described above in *Section III.A. County Product Enrichment Program* of this solicitation.

1. Total number of participants (versus attendees - which includes volunteers, staff, vendors and organizers of the event) in the project;
2. Total sales receipts of vendors/participants in the event;
3. Satisfaction levels of attendees; and/or
4. Estimated dollar value of media coverage.

- C. **Project Term.** This program is intended to support projects occurring during calendar year 2010.

- D. **Award Limits.** To ensure support for multiple programs throughout the State, applicants may request an award of no more than \$40,000.

- E. **Multiple Applications to the CPEP.** Multiple proposals from an organization for *different and separate projects* will be accepted and considered independently of each other. If multiple proposals meet the established criteria and adequate funds are available, they may be funded.

- F. **Applications to Other HTA Programs.** The HTA also solicits proposals for a Living Hawaiian Culture Program and a Natural Resources Program, in addition to the CPEP. The objectives and criteria of each program differ. (A document entitled “Product Development Program – 2010 Requests for Proposals” explaining each program is available on the HTA website at www.hawaii-tourism-authority.org.)

Organizations may apply for different and separate projects to all of these programs; however, organizations may *not* apply for funding from more than one (1) HTA program for the *same* project. A project may not receive funding from more than one (1) HTA program in the same year. A project may not receive funding from both the County Department of Research and Development's Supplemental Awards in any program area, and the HTA CPEP program for the same project in the same year. The HTA reserves the right to disqualify an application from consideration under an HTA program if that project has been awarded funds under another HTA or County program.

- G. **Multiple Locations.** If the same, or very similar, project is scheduled for multiple islands, the applicant must submit a separate application to each appropriate County which will be evaluated based on each County's individual criteria. A proposal may only reflect work to be done in the County to which the application is submitted. For 2010, no funding is available for the Statewide Product Enrichment Program (SPEP).
- H. **Matching Funds Requirement.** A minimum of one to one (1:1) in matching funds to the amount of funds requested has been set. Matching funds can be in the form of cash or a combination of cash and in-kind contributions. If the match includes in-kind contributions, a **minimum of 20%** of the match must be in the form of cash.

Matching funds shall *not* come from other state government sources including other HTA programs or the HTA's major contractors such as, but not limited to, the Hawai'i Visitors and Convention Bureau or its chapters, including the Big Island Visitors Bureau. The project may be supported by other state government funds, but these funds may not be used as part of the required match to the HTA funds.

Demonstration of support from other organizations or individuals also serves to confirm broad based community support and a reasonable budget – two (2) of the judging criteria - and would significantly strengthen the proposal. Any contribution to the project other than cash is considered "in-kind" and will be considered as matching funds, if included. This would include, but not be limited to: volunteer hours, supplies, or services contributed to the project. A reasonable dollar value must be attached to the in-kind contribution. Please refer to the Research and Statistics Office of the Hawai'i State Department of Labor and Industrial Relations for wage estimates by occupation. Their "Occupational Wages" report may be found at: <http://www.hiwi.org/cgi/dataanalysis/AreaSelection.asp?tableName=Oeswage>.

Acceptable proof of matching funds includes, but is not limited to: a letter of commitment, a copy of a check, receipts of deposit, bank statement, or a copy of an agreement between the applicant and another sponsor. A list of sponsors and/or in-kind contributions is *not* acceptable proof. **Applicants awarded funding will need to provide the County with proof of matching funds prior to contract execution.**

- I. **Project Income.** If the proposed project generates revenue, project income may be used for one or more of the following: 1) unanticipated costs directly related to implementing the proposed project during the approved project period; 2) costs

related to enhancing or expanding the effectiveness or reach of the project; or 3) ensuring the sustainability of the project.

- J. **Evaluation Committee and Review Process.** Proposals will be evaluated by the CPEP Committee whose members are selected by the County and includes representatives of the County and the HTA as well as community representatives from throughout the County. All committee members may participate in decision-making on award recommendations provided they have no direct personal interest in the proposal in question.
- K. **Future RFP Schedules.** Another RFP for the 2010 CPEP is not planned at this time. However, the County may reserve a portion of the funds for use as new opportunities arise throughout the year. Funding for projects may be contingent on the ability of the applicant to meet the criteria and objectives of the CPEP, and on the availability of funding from the HTA.
- L. **Technical Assistance Programs.** Applicants awarded funds through this RFP must agree to attend, at their own expense, HTA mandated training seminars such as the “HTA Festivals and Events Seminar.” No more than one (1) such seminar will be required for the year. Applicants awarded funds through this RFP must also agree to attend County mandated training seminars on the contracting process.
- M. **Deadline for Submissions.** No proposal in response to this RFP shall be considered if received after the stated due date and time.

PROPOSALS ARE DUE BY 4:30 P.M. HST, ON MONDAY, OCTOBER 5, 2009 (IF HAND DELIVERED) OR POSTMARKED BY THAT DATE (IF MAILED) AND SHALL BE DELIVERED OR MAILED TO:

**County of Hawai‘i, Department of Research and Development
Mailing: 25 Aupuni Street, Room 109, Hilo, HI 96720
Physical: 101 Aupuni Street, Suite 1014-C, Hilo, HI 96720**

Proposals must include the reference number (RFP No. CPEP 2010) and the organization’s name and address on the outside of the envelope. Applicants are advised to make and confirm prior arrangements to ensure timely delivery. For purposes of this RFP, the Department’s time clock shall serve as the official time for hand delivered applications, and the postal service’s postmark for mailed applications.

- N. **Points of Contact.** The Points of Contact for questions related to this RFP are: **STEPHANIE DONOHO**, CFEE, Tourism Specialist, County of Hawai‘i, Department of Research and Development; Telephone: (808) 961-8505 or (808) 961-8366; Email: sdonoho@co.hawaiihi.us

ROBBIE KANE, Product Development Manager, Hawai‘i Tourism Authority
Telephone: (808) 973-2262; Email: rkane@hawaiiitourismauthority.org

V. PROJECT CRITERIA

Proposals will be assessed in relation to the state’s *TSP* vision, each County’s goals and objectives, the goals and objectives of the CPEP and the Tourism Product Development strategic initiatives, and the overall proposal guidelines and specifications as articulated in *Section III. Proposal Guidelines* and *Section IV. Program Specifications* of this solicitation. The following criteria will be used to evaluate and / or score an applicant’s proposal in response to this RFP:

Past Performance and Capabilities 10 points

- Evaluated via written proposal in accordance with *Attachment A. Proposal Outline, Section A. Past Performance and Capabilities*, as described in the *Appendix* of this solicitation including performance on other HTA or County contracts or agreements, if applicable.

Project Description (See *Attachment A. Proposal Outline, Section B. Project Description*, as described in the *Appendix* of this solicitation, for information.)

- Overview of Proposed Project 25 points
 - Detailed description including, but not limited to, major tasks, target audience, major elements of program, and expected outcomes
 - Ability to meet HTA’s and the County’s PEP strategy and objectives
 - Supports objectives relative to, but not limited to, timing, location, niche area, visitor impact, and resident-visitor interaction
- Work Plan and Timeline 10 points
 - Detailed and well planned work plan and timeline
- Community Support and Involvement 10 points
 - Demonstrates need and broad based community support
- Project Sustainability 5 points
 - Demonstrates an adequate plan or strategy for future project sustainability (i.e., ongoing funding, community impacts, etc.)

Project Impact (See *Attachment A. Proposal Outline, Section C. Project Impact*, as described in the *Appendix* of this solicitation, for more information.)

- Required Measures 10 points
 - Reasonable, significant impact for both measures
 - Number of residents and Kama’aina from neighboring islands attending or benefiting from the proposed project.
 - Number of out-of-state visitors attending or benefiting from the proposed project.
- Additional Measures 10 points
 - Reasonable and significant measures identified demonstrating positive impact on Hawai‘i’s community and visitor industry future.
 - Minimum of two (2) additional measures.

Project Budget 20 points

- Evaluated via itemized budget and detailed budget narrative in accordance with *Attachment B. Itemized Budget Form*, as described in the *Appendix* of this solicitation.
- Shows all sources of revenues and estimates all expenses on a reasonable, accurate, and complete basis with a minimum of 1:1 match or better on requested funds, with at least 20% of the match in other cash.

VI. TIMELINE

Subject to the terms and conditions previously described herein, including any amendment to this RFP, the following is the timeline for this RFP process:

- | | |
|-----------------|---|
| August 26: | RFP Application Period Opens |
| September 9: | Deadline to submit questions or concerns (4:30 p.m., HST) |
| September 10: | Responses to submitted questions to be distributed via email and/or posted on the County website http://co.hawaii.hi.us/rd/cpep2010.html and the HTA website www.hawaiiitourismauthority.org |
| October 5: | Deadline to submit proposals to the County |
| October 30: | Scheduled date for review and discussion of proposals by the CPEP Committee to select awardees |
| Early November: | Scheduled date for award letters to be issued and contracting process to begin |

VII. GENERAL PROVISIONS AND CONDITIONS

- A. **Applicant Contact Information.** All interested parties desiring to receive amendments or revisions to this RFP shall immediately inform the County of its mailing and email address. The email address shall be used for correspondence with interested parties during the RFP application period.
- B. **Information Requests.** Requests for information should be addressed to the County’s Point of Contact, by letter or email. Answers to questions concerning information not found within the RFP will be transmitted as an addendum via email to interested parties who have provided the County with a current email address.
- C. **Clarification of the RFP.** An applicant shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter shall be promptly submitted to the County prior to the deadline for submitting questions. This shall allow issuance of any necessary amendments to the RFP. The applicant hereby acknowledges, agrees, and waives any claim arising from any knowledge of any defect in this RFP acquired prior to the deadline for submitting questions and failing to inform the County prior to said

deadline. The applicant further acknowledges and agrees that the County and the HTA reserve the right to waive any technical irregularity not affecting an unbiased and objective evaluation of all proposals; that such waiver will be in the best interest of the State; and, that the applicant hereby waives any claim against the County or the HTA arising from such technical irregularity.

All questions must be submitted in writing to the County no later than 4:30 p.m., HST on Wednesday, September 9, 2009. All responses to questions, if applicable, shall be transmitted to respondents via email and/or posted on the County and HTA's websites at <http://co.hawaii.hi.us/rd/cpep2010.html> and www.hawaii-tourism-authority.org no later than Thursday, September 10, 2009. Respondents shall be responsible for providing the County with a current email address. (See *Section VII.A. Applicant Contact Information* of this solicitation as described above.)

- D. **Proposal Preparation and Presentation.** Proposal submissions in response to this RFP should be prepared simply and economically, providing a straightforward, concise description of the applicant's qualifications, proposed project, and project benefits and outcomes. Emphasis should be on completeness and clarity of content. Colorful bindings, displays, or special packaging or presentation media are not encouraged. Applications should be typed in Times New Roman font, 12-point font size, single-spaced, double-sided, with no less than a one-half inch margin on all sides of the paper. Paper size should be 8 ½ x 11 and plain white. All pages should be numbered and documents should be provided in the order as listed in the *Applicant Instructions* and *Checklist* of the *Appendix* of this solicitation.
- E. **Proposal Preparation Expenses.** The County and the HTA are *not* responsible for any expenses that an applicant may incur in preparing and submitting a proposal.
- F. **Electronic Submissions.** All applications must be submitted in hard copy. Electronic files or submissions will not be accepted. Proposals submitted in response to this RFP that are transmitted electronically, in whole or in part, via the internet, email, or facsimile transmission, will *not* be accepted for evaluation by the County.
- G. **Certification of Proposal.** By submitting a proposal, the applicant certifies that the proposal submitted to the County is in accordance with any required authorization by the governing body of the applicant's organization. The applicant further certifies that the information and responses contained in the proposal are true, accurate, and complete, and that the County may justifiably rely upon said information for purposes of evaluation and contracting with the applicant. If it is later discovered that any information provided in the applicant's proposal is false, it will result in the applicant's elimination from consideration.
- H. **Ownership of Proposal.** By submitting a proposal, the applicant acknowledges and agrees that the County's and the HTA's consideration, discussion, or disclosure of nonproprietary material for evaluation purposes by the County and the HTA shall not result in any liability on the part of the County or the HTA, including its board, staff,

and/or agents, to the applicant or any third party or person. All responses prepared by an applicant under this RFP will be for the exclusive and deliberative use by the County and the HTA. Any submission received will become the property of the County and will not be returned to the applicant.

- I. **Availability of Funds.** This RFP, and any subsequent contract executed pursuant to this RFP, are subject to the availability of public funds and approval from required entities to enter into such contracts. The applicant acknowledges and agrees that the HTA and the County reserve the right to terminate this RFP and any subsequent contract upon prior notice that the HTA lacks public funding affecting its ability to implement the funding priorities established by the HTA board of directors, and that the contractor waives any claim for consequential and liquidated damages, if any, arising from said termination.
- J. **Proposal Withdrawal.** An applicant may withdraw their proposal by submitting a written request to the County any time prior to the proposal's review and evaluation.
- K. **Revisions to the RFP.** The County and the HTA reserve the right to accept or reject any or all proposals and to waive any defects in said RFP if deemed to be in the best interest of the County, State, and program. The County and the HTA further reserve the right to shorten or extend posted schedule dates when doing so is reasonably in the best interest of the County or State.
- L. **Initial Proposal Screening.** An initial screening will take place immediately after the proposals are opened by a representative of the County to determine whether the proposal is responsive to the RFP. The initial screening process involves reviewing all submitted proposals for completeness, conformity, and clarity and to see if all significant requirements of the RFP have been addressed. Proposals not meeting these minimum requirements will be rejected and dropped from further consideration.
- M. **Non-Responsive Applications.** Applications considered non-responsive will *not* be considered for funding under this announcement. Non-responsive applications include, but are not limited to, those which:
 - 1. Are not considered an eligible program, as defined in *Section III. Proposal Guidelines* of this solicitation as described above;
 - 2. Do not originate from an eligible applicant, as defined in *Section IV.A. Eligible Applicants* of this solicitation as described above;
 - 3. Request a level of funding above the threshold identified in *Section IV.D. Award Limits* of this solicitation as described above;
 - 4. Fail to satisfy the deadline requirements referenced in *Section IV.M. Deadline for Submission* of this solicitation as described above;
 - 5. Do not provide all of the required documentation listed in the *Applicant Checklist* and described in the *Applicant Instructions* available in the *Appendix* of this solicitation as described below; and/or,
 - 6. Are marked confidential in all aspects of the proposal.

- N. **Waiver of Claims.** By submitting a proposal, the applicant hereby acknowledges and agrees to the specifications and conditions stated herein, and hereby waives any claim against the County or the HTA arising from said specifications and conditions.
- O. **Negotiation Rights.** The County and the HTA reserve the right to make an award based only upon proposals as submitted or may require submittal of additional information and/or oral presentation. The County also reserves the right to negotiate with one (1) or more applicants and request best and final offers, provided that no applicant's proposal or information regarding his or her negotiation with the County shall be public information or shared with any other applicant until after an award is made.
- P. **Proposal Rights.** The County and the HTA further reserve the right to use any ideas presented in any proposal or as a result of any negotiation, unless marked "PROPRIETARY," whether from a successful or rejected proposal.
- Q. **Selection Rights.** The County together with the HTA shall be the final judge in the selection of the proposals on which shall best accomplish the goal of the CPEP and in accordance with the availability of funds.

VIII. CONTRACTING PROCESS

- A. **Notice of Award.** Upon final selection of the proposal by the County, a notice of award will be issued to the applicant, who shall immediately work with the County to promptly execute a written contract reflecting the relevant specifications and requirements of this RFP, the applicant's proposal, the State of Hawai'i's general terms and conditions, and the County's specific terms and conditions.
- B. **General Conditions.** The applicant acknowledges and agrees that if selected, the State of Hawai'i General Conditions (Form AG-008 Rev. 4/15/2009), incorporated herein by reference, shall be part of the contract to be executed between the applicant and the County. The contractor agrees to comply by:
 - a) All sections of the Hawai'i County Charter and Hawai'i County Code;
 - b) Chapter 103, Hawai'i Revised Statutes, as amended, relating to expenditure of public money;
 - c) Chapter 378, Hawai'i Revised Statutes, as amended, relating to fair employment practices;
 - d) Chapter 489, Hawai'i Revised Statutes, as amended, relating to discrimination in public accommodations;
 - e) Chapter 396, Hawai'i Revised Statutes, as amended, relating to occupational safety and health; and
 - f) Chapter 386, Hawai'i Revised Statutes, as amended, relating to workers' compensation law.
 - g) The County's Anti-Discrimination and Harassment Policy amended April 13, 2007.

- C. **Tax Clearance.** For awards of \$25,000 or more, as a prerequisite to entering into a contract with the County and again to receive final payment, the applicant shall immediately obtain a tax clearance certificate from the Hawai‘i Department of Taxation (“DOTAX”) and the federal Internal Revenue Service (“IRS”), to the effect that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued against the applicant have been paid. This requirement does not apply to government entities nor to agreements for less than \$25,000.
1. It is recommended that the “Tax Clearance Application, Form A-6” be submitted to the DOTAX as soon as possible.
 2. The “Tax Clearance Application, Form A-6” may be obtained at the District Offices in Hawai‘i of the DOTAX. The tax clearance application may also be obtained, completed, and submitted on-line through the DOTAX website at www.state.hi.us/tax/alphalist.html#a. The application for a tax clearance is the sole responsibility of the applicant and must be submitted directly to the DOTAX. However, the original and completed tax clearance certificate shall be submitted to the County. **The applicant should request a clearance for a “State or County Government Contract” to ensure both the DOTAX and IRS clearance stamps are issued.**
 3. On-line clearance may be acceptable for those applicants who meet the requirements of the DOTAX for this method of clearance certification. Information on the Hawai‘i Compliance Express program may be found at: <https://vendors.ehawaii.gov/hce/splash/welcome.html> or <http://www.ehawaii.gov/dakine/index.html>.
 4. If an applicant’s proposal is selected for funding, and the award is for \$25,000 or more, an updated tax clearance certificate may be required if the tax clearance certificate on file has expired. For purposes of contract execution, a tax clearance certificate is valid for six (6) months. An applicant’s failure to provide an acceptable tax clearance certificate in a timely manner will delay the execution of an award contract.
 5. Another tax clearance certificate, issued within the last sixty (60) days) is required to process the final payment on a contract for \$25,000 or more. To meet this requirement and to allow for processing time, a current, original or certified original tax clearance, dated no earlier than 60 days from the date of submission of all final documents, issued by the DOTAX and IRS, must be submitted with the final documents, including the final request for payment.
- D. **Certificate of Good Standing.** Contract awards of \$25,000 or more require a State of Hawai‘i, Department of Commerce and Consumer Affairs’ Certification BREG - Certificate of Good Standing (valid for six (6) months from issuance) and a State of Hawai‘i, Department of Labor and Industrial Relations’ Certificate Form LIR#27 (valid for six (6) months from issuance).
- E. **Execution of Contract.** Upon the receipt of all required information, documentation, attachments, and tax clearance, the applicant and the County shall execute a final

written contract. All unauthorized work performed by the applicant prior to the execution of the written contract shall be at the applicant's sole cost and expense.

- F. **Payment Schedule.** The payment schedule is negotiable prior to the execution of the contract. For the payments to be processed, the contractor must submit an original, signed invoice or payment request, and all deliverables required for the payment to be processed, per the executed contract. The County retains a minimum of 10% of the approved funding for final payment to be made once the contract has been fulfilled. For the final payment, additional deliverables include a final written report, final financial report and economic evaluation on the forms provided (see *Sample Forms* in the *Appendix* of this solicitation), and samples of promotional efforts, if applicable.
- G. **Public Disclosure.** Any trade secrets or proprietary information submitted as part of the proposal that the applicant expressly and affirmatively marks as confidential will be maintained as such to the extent permissible under Hawai'i law, including Hawai'i's Uniform Information Practices Act (Modified) proscribed in chapter 92F, Hawai'i Revised Statutes. For all confidential materials, the applicant shall state the reason(s) why the protection is necessary and what harm the applicant will suffer if the information is publicly disclosed.
- Upon execution of the written contract, all documents submitted by the applicant and maintained by the County shall be subject to public inspection and copying under Hawai'i's Uniform Information Practices Act (Modified) provided in chapter 92F, Hawai'i Revised Statutes; provided that, any confidential commercial or proprietary information may be withheld. The applicant should identify and clearly mark the documents containing any confidential commercial or proprietary information in the manner previously discussed herein.
- H. **Compliance with Law.** In addition to any statutory laws described or incorporated herein, applicants shall comply with any and all applicable State, County, and Federal statutes, regulations, codes, directives, and guidelines related to the performance of the contract, including any statutory law related to contracting with the State of Hawai'i.
- I. **Approvals.** By submitting a proposal, the applicant hereby acknowledges and agrees that any contract arising out of this RFP shall be subject to the prior approval of the Corporation Counsel as to form, and to all further approvals, if necessary or applicable, by the finance Department and by the Mayor, as it may be authorized by statute, rule, order, or directive.
- J. **Final Terms and Conditions.** The terms and conditions shall be set forth in the award. If the terms are not agreeable to the successful awardee and if an agreement cannot be reached by both parties, the award may be dissolved without penalty to either party.
- K. **Campaign contributions by State and County Contractors.** Contractors are

hereby notified of the applicability of Section 11-205.5, Hawai‘i Revised Statutes, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.

- L. **Other terms.** In order to comply with the American Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964 and Hawai‘i Language Access Law, the following statement must be included in all announcements of programs, events, activities and meetings supported through this RFP. This includes, but is not limited to: advertisements, posters, websites, email blasts, invitations, and press releases:

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in this event should contact (the name of the event organizer designated to receive these requests) at (contact information for that person), as soon as possible, but no later than (specify a date a minimum of five days before the scheduled event).

For print and radio advertisements with limited space and/or time constraints, the following may be used:

Please call (name) by (date) to request an auxiliary aid or reasonable modification.

APPENDIX

Applicant Instructions
Applicant Checklist

APPLICATION PACKET *

- 2010 Application Form – Required – 3 pages
- Attachment A. Proposal Outline
- Attachment B. Itemized Budget Form
- 2010 Abstract Form – Required – 1 page

SAMPLE FORMS *

- Corporate Resolution
- Progress Report Form
- Final Written Report Form
- Final Financial Report of Actual Expenses and Income with Certification Statement
- Economic Evaluation Forms

* Electronic versions of the Application Packet and Samples Forms are available online at <http://co.hawaii.hi.us/rd/cpep2010.html>. If you have trouble retrieving these documents, please email your request, specifying the documents desired, to: Stephanie Donoho at sdonoho@co.hawaii.hi.us.

2010 COUNTY PRODUCT ENRICHMENT PROGRAM
APPLICANT INSTRUCTIONS

- I. Applications shall be clearly marked with the applicant's name and address and the RFP reference number ("RFP No. CPEP 2010").
- II. Applications should be typed in Times New Roman font, 12-point font size, single-spaced, double-sided, with no less than a one-half inch margin on all sides of the paper. Paper size should be 8 ½ x 11 and plain white, and all pages should be numbered. The use of elaborate binders or presentation media is discouraged.
- III. All applications shall include the following documents in the order listed to be considered for funding under this program. Applications which fail to submit any one of these documents shall be considered non-responsive and shall not be considered for funding under this solicitation. An *Applicant Checklist* is provided following these instructions to assist the applicant in ensuring that all required documents are included in the completed application.
 - A. The applicant shall provide **one (1) original** (marked as such and including an original signature executed in ink, preferably in blue ink), and **four (4) copies** of all of the required documents noted below, in the order noted below:
 1. Completed 2010 Application Form (see *2010 Application Form – HTA County Product Enrichment Program* of the *Appendix* of this solicitation), **signed and dated** by an individual authorized to legally bind the organization.
 2. Detailed written description of the project in accordance with the attached Proposal Outline (see *Attachment A. Proposal Outline* of the *Appendix* of this solicitation).
 3. Detailed budget for the project following the attached Sample Budget Sheet (see *Attachment B. Itemized Budget Form* of the *Appendix* of this solicitation), including all sources of income expected (both cash and in-kind values), and a detailed listing of expenses breaking out the HTA/CPEP request, other cash support expected, and in-kind support expected to complete the project.
 4. Budget narrative, including detailed explanation of all income and expense items (including quantities of items where appropriate) listed in the budget spreadsheet.
 5. A listing of HTA and/or County funding received, including the program under which the funding was received, and the amount awarded, if any, in support of the project for the last three (3) years i.e., 2009, 2008, and 2007, if applicable.

2010 HTA County Product Enrichment Program - Applicant Instructions
Page 2 of 2

- B. The applicant shall provide ONE (1) COPY ONLY of all of the required documents noted below, in the order noted below:
1. Completed 2010 Abstract Form (see attached). The abstract may not exceed one (1) page of single-spaced type.
 2. Documentation verifying organization's full, complete, current and exact legal name and mailing address as it appears on Articles of Incorporation, organization's letterhead, tax clearance certificates, and/or other legal documents. The name provided will be the name utilized to execute any contracts or agreements with the County should the organization be selected for an award. This name should also match any future correspondence with the County including invoices or payment requests.
 3. Organization's Certificate of Incorporation or similar documentation to clearly establish its status as a registered organization in the State of Hawai'i. Government entities are exempt from this requirement.
 4. A list of the organization's current Board of Directors and/or leadership including their name, title and affiliation.
 5. Organization's Certificate of Good Standing with both the State of Hawai'i Department of Commerce and Consumer Affairs' Certification BREG - Certificate of Good Standing (valid for six (6) months from issuance) and a State of Hawai'i, Department of Labor and Industrial Relations' Certificate Form LIR#27 (valid for six (6) months from issuance). Applicants requesting less than \$25,000 and government entities are exempt from this requirement.
 6. Organization's most recent financial statement, **certified as to its accuracy by an officer of the organization**. Government entities are exempt from this requirement.
 7. A valid tax clearance certificate for the organization issued within the six (6) months of the application submittal with both Hawai'i State Department of Taxation and federal Internal Revenue Service clearance stamps. Please note that if selected for funding, an updated certificate may be required if the submitted certificate has expired by the time of contract execution. Applicants requesting less than \$25,000 and government entities are exempt from this requirement. On-line clearance may be acceptable for those applicants who meet the requirements for this method of clearance certification. See *Section VIII.C. Tax Clearance* of this solicitation for more information.
 8. Organization's by-laws, corporate resolution or other documentation to verify the person(s) authorized to sign legal documents on behalf of the organization.

See attached *Sample Corporate Resolution* under *Sample Forms* of the *Appendix* of this solicitation if needed.

- C. If the applicant has had a previous contract with the County of Hawai'i, Department of Research and Development within the last five years, and the organizational documents (bylaws, articles of incorporation, etc.) have not changed, then please note that the documents are "on file" in the cover letter and on the checklist and submit only those items that have changed since the last contract.

APPLICANT CHECKLIST

Please refer to Applicant Instructions for more detailed information on these requirements.

One (1) original (marked as such and including an original signature executed in ink, preferably in blue ink), and four (4) copies of all of the required documents noted below:

- Application Form, **signed and dated**.
- Detailed written description.
- Detailed budget.
- Budget narrative.
- Listing of HTA and/or County Funding, identifying program under which funding was received for years 2009, 2008, and 2007, if applicable.

One (1) copy only of all of the required documents noted below:

- Abstract Form.
- Documentation of organization's legal name and address.
- Certificate of Incorporation. Government entities are exempt from this requirement.
- List of the organization's Board of Directors or leadership.
- Organization's Certificate of Good Standing (DCCA and DLIR). Applicants requesting less than \$25,000 and government entities are exempt from this requirement.
- Financial statement, certified by an officer. Government entities are exempt from this requirement.
- Tax clearance certificate. Applicants requesting less than \$25,000 and government entities are exempt from this requirement.
- By-laws, corporate resolution or other documentation to verify the person(s) authorized to sign legal documents on behalf of the organization.

- Our organization has received a contract from the County of Hawai'i, Department of Research and Development within the last five years and our organizational documents are on file with the department.

APPLICATION PACKET *

- 2010 Application Form – Required – 3 pages
- Attachment A. Proposal Outline
- Attachment B. Itemized Budget Form
- 2010 Abstract Form – Required – 1 page

* Electronic versions of the Application Packet and Samples Forms are available online at <http://co.hawaii.hi.us/rd/cpep2010.html>. If you have trouble retrieving these documents, please email your request, specifying the documents desired, to: Stephanie Donoho at sdonoho@co.hawaii.hi.us.

**HAWAI'I TOURISM AUTHORITY
COUNTY PRODUCT ENRICHMENT PROGRAM
2010 APPLICATION FORM**

INFORMATION:

Organization (Full Legal Name) _____

Street Address _____

Mailing Address _____

City/State/Zip _____ Email _____

Phone _____ Fax _____

Website Address, if available _____

Federal Taxpayer ID No. _____ State Taxpayer ID No. _____

Organization is a (check one): Non-profit entity Government entity
 Other (please explain): _____

PRIMARY PROGRAM CONTACT PERSON:

Name Title

Phone: _____ Fax: _____ Email: _____

PROJECT INFORMATION:

Project Title: _____

Amount Requested: _____ Total Estimated Budget: _____

This proposal is submitted for consideration under the HTA County Product Enrichment Program for the following niche market area (check only one):

- | | |
|--|--|
| <input type="checkbox"/> Agritourism (Agriculture) | <input type="checkbox"/> Cultural Tourism |
| <input type="checkbox"/> Eco Tourism (Nature) | <input type="checkbox"/> Edu Tourism (Education) |
| <input type="checkbox"/> Health and Wellness Tourism | <input type="checkbox"/> Technology Tourism |

FOR FESTIVALS OR EVENTS ONLY:

Event Date(s): _____

Event Location(s): _____

In 60 words or less, list and briefly describe **Major Elements** of the event (i.e., parade, arts and crafts sales, food sales, music and entertainment, etc.):

Person you would like to list on promotional materials for people to contact for more information about your festival/event (this can be the event organizer or a person designated to answer questions about the program):

Name: _____

Phone _____ Email _____

FOR ONGOING PROGRAMS ONLY:

Program Start & End Dates _____

Program Location(s) _____

In 60 words or less, briefly describe the project:

HTA County Product Enrichment Program - 2010 Application Form
Page 3 of 3

VOLUNTEER PROGRAM:

Does your Project offer opportunities for volunteer participation? _____ Yes _____ No

If yes, please describe the possible opportunities, and provide contact information for the volunteer coordinator.

VOLUNTEER PROGRAM CONTACT PERSON:

Name		Title
Phone: _____	Fax: _____	Email: _____

REQUIRED CERTIFICATION (Must be completed to be considered):

The information contained in this application is true and correct to the best of my knowledge and belief. The document has been duly authorized by the governing body of the organization.

Signature of Authorized Official	Date
Print Name	Title

**2010 County Product Enrichment Program
PROPOSAL OUTLINE
(80 points total)**

Please follow the outline provided below for your written proposal. Please be certain to address the various issues upon which your proposal will be evaluated, as discussed under “Section III. Proposal Guidelines,” “Section IV. Program Specifications,” and “Section V. Project Criteria” in the cover packet.

A. Past Performance and Capabilities (10 points sub-total)

- A.1. DESCRIPTION OF ORGANIZATION: Provide a brief history of the establishment, development, and accomplishments of the organization.
- A.2. QUALIFICATIONS AND EXPERTISE: Describe the qualifications and expertise of the individuals responsible for implementing the project.

B. Project Description (50 points sub-total)

- B.1. OVERVIEW OF PROPOSED PROJECT (25 points)
Provide a detailed description of the project including, but not limited to:
 - a. program dates,
 - b. location(s),
 - c. niche area(s) impacted,
 - d. target audience(s),
 - e. expected participants,
 - f. major elements of the program, and,
 - g. overview of planned promotional program to attract target audience(s) including a schedule of all promotional and advertising activities.
- B.2. WORK PLAN AND TIMELINE (10 points)
Provide a detailed description of the following:
 - a. Work plan describing the activities/tasks you will undertake to implement the project; and,
 - b. Estimated timeline for the project implementation, including start and end dates and completion of major milestones in the project (projects must be completed within calendar year 2010).
- B.3. COMMUNITY SUPPORT AND INVOLVEMENT (10 points)
Discuss the following:
 - a. What is the need in the community for this project?
 - b. What is the value to the community?
 - c. Identify all entities that support or are directly involved in this project.
- B.4. PROJECT SUSTAINABILITY (5 points)
Describe how the project will be sustained on an ongoing basis.

C. Project Impact (20 points total)

BENEFITS AND OUTCOMES: Describe the applicable accountability and performance measurements for all work to be performed in this project. How will you measure whether or not the proposed project was successful? What do you expect to be the benefits and outcomes of the project? These indicators of success should reflect measures that can be reliably and accurately attained, and that demonstrate a successful project, as articulated in the proposal outline. While some measures may be qualitative, please provide detailed quantifiable values where possible.

C.1. REQUIRED MEASURES (10 Points)

Provide an estimate for:

- a. The targeted number of residents attending and/or benefiting from the proposed project, and,
- b. The targeted number of out-of-state visitors attending and/or benefiting from the proposed project.

C.2. ADDITIONAL MEASURES (10 points)

Describe what the project will accomplish and how it will positively contribute to Hawai'i's visitor experience and residents' quality of life. Specify targeted and measurable goals for at least two (2) of the following outcomes:

- Total number of participants (versus attendees) in the project;
- Total number of participants from off-island;
- Total number of participants from out-of-state;
- Total sales receipts of vendors/participants in the event;
- Satisfaction levels of attendees; and/or
- Estimated dollar value of media coverage.

Additional goals are encouraged and should relate to one or more of the objectives for the CPEP as described above in *Section III.A. County Product Enrichment Program* of this solicitation.

- C.3.** For other than new projects, provide actual results from most currently available year (2008 or 2009). These past results do not necessarily have to match the measures and targets identified for 2010. *For projects that received HTA/CPEP funding in 2008 and/or 2009, these measures must be provided. Failure to provide this information may cause the proposal to be rejected and dropped from further consideration.*

ITEMIZED BUDGET FORM
(20 points total)

INSTRUCTIONS

- Please attach a separate sheet(s) with a budget narrative providing detailed explanations for each expense and income line item.
- This is a sample format only. Please add rows as needed to provide a complete picture of the project budget.
- Total Expenses and Total Income in each column should equal. (e.g. Total Expenses to be covered by HTA CPEP financial support (a) should equal Total Income from HTA CPEP requested (a).)
- The sum of columns (a), (b), and (c) must equal column (d).
- Marketing Expenses: This category includes advertising, promotional activities and/or items such as posters, flyers, brochures, collateral materials, public relations, and website development or enhancement.
- Operating Expenses: This category includes program operating costs such as equipment rental (e.g., tents or sound equipment), entertainment, travel, security, office supplies, postage, etc. Category could also include research and development costs (e.g., consultant services). Generally, County Product Enrichment funds are not approved to support general operating expenses of the organization itself.
- Administrative Expenses: This category includes salaries/wages, taxes/benefits, and administrative fees relating to expenses needed for management of the proposed project. The targeted percentage for administrative expenses should not exceed 20% of the total amount requested from the County Product Enrichment Program.

ATTACHMENT B.
Itemized Budget Form – Page 2 of 2

EXPENSES	HTA CPEP CASH Request	OTHER CASH	IN-KIND	TOTAL PROJECT BUDGET
Please list specific project expenses and group expense items by category as appropriate (i.e., Administration, Operations, Marketing)				
Administration				
Operations				
Marketing				
TOTAL EXPENSES	(a)	(b)	(c)	(d)

INCOME	HTA CASH Request	OTHER CASH	IN-KIND	TOTAL PROJECT BUDGET
HTA CPEP				
Organization's Contribution				
Other Sponsors/Sources: (specify sources for both other cash and in-kind support)				
TOTAL INCOME	(a)	(b)	(c)	(d)

HTA COUNTY PRODUCT ENRICHMENT PROGRAM
2010 ABSTRACT FORM
DO NOT EXCEED THIS PAGE

Organization:	
Project Title:	
Project Date(s):	
Project Location(s):	
Funding Request:	Total Budget for Project:
Briefly describe your target audience (who are you hoping to attract as participants and/or who are you hoping to attract as attendees):	
Project Summary (Include details such as, but not limited to, overall timeline, location of project, date of event, major activities, target audience, and expected outcomes. Please limit summary to no more than 100 words.):	
FOR HTA STAFF USE ONLY – Amount Awarded: _____	

SAMPLE FORMS *

- Corporate Resolution
- Progress Report Form
- Final Written Report Form
- Final Financial Report of Actual Expenses and Income with Certification Statement
- Economic Evaluation Forms

* Electronic versions of the Application Packet and Samples Forms are available online at <http://co.hawaii.hi.us/rd/cpep2010.html>. If you have trouble retrieving these documents, please email your request, specifying the documents desired, to: Stephanie Donoho at sdonoho@co.hawaii.hi.us.

SAMPLE CORPORATE RESOLUTION

(Organization's Letterhead)

CORPORATE RESOLUTION

I, **(Name)** _____, **(Title)** _____ of **(Organization Name)** _____, do hereby certify that the following is a full, true and correct copy of a resolution duly adopted by the Board of Directors of said Corporation, at its meeting duly called at **(Location & Address)** _____, on the _____ day of **(Month)** _____, 200_, at which a quorum was present and acting throughout; and that said resolution has not been modified, amended or rescinded and continues in full force and effect.

RESOLVED that the person(s) holding positions(s) of **(Name of Position(s))** _____, is/are hereby authorized to execute on behalf of the Corporation any bid, proposal or contract for services performed by the Corporation, and to execute any bond required by any such bid, proposal or contract with the State of Hawai'i or County or any department or sub-division of any of them.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporation seal of said **(Organization)** _____, this _____ day of **(Month)** _____, 200_.

Signature & Title*

* Note: The Corporate Resolution is usually certified and signed by the secretary of the organization.

CPEP PROGRESS REPORT FORM

Page 2

- 4) Using the indicators of success identified in your proposal, provide your targeted goals for each of these measures and the actual results achieved through this program to date. Explain why you did or did not reach the expected outcomes for each measure or indicator of success.

- 5) Describe your next major steps for this project/program.

- 6) Attach copies of all news articles, advertisements, flyers, brochures, etc. available to date.

- 7) Additional Comments:

Submitted by:

(Name) (Title)

(Phone) (Fax) (Date)

For Staff Use Only

Date Received by County Office: _____

Progress Report Accepted by: _____
(County Product Enrichment Program Staff's Initial) (Date)

_____ (Date)
(County Product Enrichment Program Coordinator's Initial)

CPEP FINAL REPORT FORM

Page 2

4) Using the indicators of success identified in your proposal, provide your targeted goals for each of these measures and the actual results achieved through this program. Explain why you did or did not reach the expected outcomes for each measure or indicator of success.

5) Describe how this project/program could be improved.

6) Attach copies of all news articles, advertisements, flyers, brochures, etc.

7) Additional Comments:

Submitted by:

(Name)	(Title)	

(Phone)	(Fax)	(Date)

For Staff Use Only	
Date Received by County Office: _____	
Final Report Accepted by: _____	
(County Staff Initial)	(Date)

(HTA Staff Initial)	(Date)

FINAL FINANCIAL REPORT OF ACTUAL EXPENSES AND INCOME

INSTRUCTIONS

- Please attach a separate sheet(s) with a budget narrative providing detailed explanations for each expense and income line item.
- This is a sample format only. Please add rows as needed to provide a complete picture of the project budget.
- The sum of each line item from columns “HTA CPEP Cash”, “Other Cash” and “In-Kind” must equal the “Total” column.
- Marketing Expenses: This category includes advertising, promotional activities and/or items such as posters, flyers, brochures, collateral materials, public relations, and website development or enhancement.
- Operating Expenses: This category includes program operating costs such as equipment rental (e.g., tents or sound equipment), entertainment, travel, security, office supplies, postage, etc. Category could also include research and development costs (e.g., consultant services). Generally, County Product Enrichment funds are not approved to support general operating expenses of the organization itself.
- Administrative Expenses: This category includes salaries/wages, taxes/benefits, and administrative fees relating to expenses needed for management of the proposed project. The targeted percentage for administrative expenses should not exceed 20% of the total amount requested from the County Product Enrichment Program.

FINAL FINANCIAL REPORT OF ACTUAL EXPENSES AND INCOME

CONTRACT NUMBER: _____

EXPENSES	HTA CPEP CASH	OTHER CASH	IN-KIND	TOTAL EXPENSES
Administration				
Operations				
Marketing				
TOTAL EXPENSES				

INCOME	HTA CASH	OTHER CASH	IN-KIND	TOTAL INCOME
HTA CPEP				
Organization's Contribution				
Other Sponsors/Sources: (specify sources for both other cash and in-kind support)				
TOTAL INCOME				

I hereby certify that all financial statements represented in this final report to the County relating to Contract/Agreement Number _____ (Agreement), are accurate and that funds allocated through the HTA/County Product Enrichment Program under this Agreement have been expended in accordance with the provisions set forth in this Agreement, including the budget that was made a part of said Agreement.

Organization/Contractor

Signature

Project Title

Print Name

Date Signed

Title

**HAWAI'I TOURISM AUTHORITY
COUNTY PRODUCT ENRICHMENT PROGRAM (CPEP)
ECONOMIC IMPACT CONTRACTOR EVALUATION FORM 2010**

Organization:		Contract/ Agreement No.:	
Program Title:			
Contact:		Contact Title:	
Phone:		Email:	

VENDOR INFORMATION:

Company Name: _____
Contact Name: _____ Title: _____
Contact Phone: _____ Contact Email: _____

1) Please describe the product or service this company provided at your festival / program (type of food, type of craft, type of performance, type of service, etc.) and explain why that component was important to your event or program: _____

2) How much did this vendor pay to participate in your festival / program? _____

SUPPLIER INFORMATION:

Company Name: _____
Contact Name: _____ Title: _____
Contact Phone: _____ Contact Email: _____

1) Please describe the product or service this company provided to your festival / program (luas, tents, printing, advertising, design, musical performance, administrative support, etc.): _____

2) If multiple options were available for this good or service, why did you select this particular supplier? (price, personal relationship, recommendation of others, quality, etc.) _____

3) How much did you pay this supplier? _____

Submitted by: _____ (Signature) _____ (Title) _____ (Date)

For Staff Use Only	
Date Received by County Office:	_____
Economic Evaluation Accepted by:	_____
(CPEP Coordinator's Initials)	(Date)
(HTA CPEP Coordinator Initials)	(Date)

HAWAI'I TOURISM AUTHORITY
COUNTY PRODUCT ENRICHMENT PROGRAM (CPEP)
CONFIDENTIAL ECONOMIC IMPACT VENDOR SURVEY 2010

VENDOR INFORMATION:

Company Name: _____

Contact Name: _____ Title: _____

Contact Phone: _____ Contact Email: _____

1) Please describe the product or service you provided at this festival / program: _____

2) How much did you pay to participate in this festival / program? _____

3) How much did you earn at this festival / program? Less than \$100 \$100-\$250 \$250-\$500
 \$500-\$1000 \$1000-\$1500 \$1500-\$2000 Other _____

4) What were your cash expenses to produce your product / service? Less than \$100 \$100-\$250
 \$250-\$500 \$500-\$1000 \$1000-\$1500 \$1500-\$2000 Other _____

5) What was your net profit from participating in your festival / program? Less than \$100 \$100-\$250
 \$250-\$500 \$500-\$1000 \$1000-\$1500 \$1500-\$2000 Other _____

6) Do you participate in other festivals / programs supported through the County or CPEP? _____

If so, please list: _____

7) What percentage of your income is derived from CPEP and County sponsored festivals / programs?
 Below 10% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

8) In creating the product or service offered, do you buy goods or services from other Hawai'i Island providers (farmers, local manufacturers, suppliers)? _____ If so, please list the companies you purchase from and the goods you purchase (for example – macadamia nuts from Mauna Loa Macadamia Nut Co.)

9) Do you believe that government support of festivals / programs is important for Hawai'i Island's economy?
_____ Why or why not? _____

10) May we contact you if we have additional questions? Yes (Convenient Time) _____ No

Submitted by: _____ (Signature) _____ (Title) _____ (Date)

HAWAI'I TOURISM AUTHORITY
COUNTY PRODUCT ENRICHMENT PROGRAM (CPEP)
CONFIDENTIAL ECONOMIC IMPACT SUPPLIER SURVEY 2010

SUPPLIER INFORMATION:

Company Name: _____

Contact Name: _____ Title: _____

Contact Phone: _____ Contact Email: _____

1) Please describe the product or service you supplied to this festival / program: _____

2) How much were you paid for your product or services? _____

Less than \$100 \$100-\$250 \$250-\$500 \$500-\$1000 \$1000-\$1500 \$1500-\$2000 More than \$2000

3) Do you work with other festivals / programs supported through the County or CPEP? _____

If so, please list: _____

4) What percentage of your income is derived from CPEP and County sponsored festivals / programs?

Below 10% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

5) In creating the product or service supplied, do you buy goods or services from other Hawai'i Island providers (farmers, local manufacturers, suppliers)? _____ If so, please list the companies you purchase from and the goods you purchase (for example – macadamia nuts from Mauna Loa Macadamia Nut Co.)

6) Do you believe that government support of festivals / programs is important for Hawai'i Island's economy?

_____ Why or why not? _____

7) May we contact you if we have additional questions? Yes (Convenient Time) _____ No

Submitted by: _____ (Signature) _____ (Title) _____ (Date)