



REQUEST FOR PROPOSAL

Original Date Issued: September 25, 2021

Deadline for Questions: September 29, 2021, 6:00 PM HST

Closing Date: October 1, 2021, 6:00 PM HST

Decision Date: October 5, 2021

Subject: **Request for Proposal No. AHCC/Virtual Convention-Support Services-2021**

The Association of Hawaiian Civic Clubs (AHCC) invites proposals from eligible Respondents for its virtual convention during the AHCC Annual Convention. AHCC anticipates awarding one (1) single award as a result of this solicitation.

Respondents submitting proposals must be prepared to enter into a contract or agreement with the AHCC for delivery of services during the convention dates, November 3-7, 2021, as well as necessary support and coordination before the event. Interested respondents able to meet the specifications below are invited to submit proposals by e-mail to AHCC.Nuhou@gmail.com until 6:00 PM, Friday, October 1, 2021. Please submit any questions to AHCC.Nuhou@gmail.com by 6:00 PM September 29, 2021.

All communications must include the solicitation title, **AHCC/Virtual Convention-Support Services-2021**, in the subject line. No communication intended to influence this procurement is permitted except by contacting the designated contacts above. Contacting anyone other than the designated contacts (either directly by the Respondent or indirectly through a lobbyist or other person acting on the respondent's behalf) in an attempt to influence this procurement: (1) may result in a Respondent being deemed a non-responsive Respondent, and (2) may result in the Respondent not being awarded a contract. This solicitation in no way obligates AHCC to award a contract nor does it commit AHCC to pay any cost incurred in the preparation and submission of a proposal. AHCC bears no responsibility for data errors resulting from transmission or conversion processes. AHCC appreciates your responsiveness and looks forward to a mutually beneficial business relationship.

PURPOSE

AHCC seeks a qualified provider (firm or individual) to provide specific support services for its Annual Convention to be held virtually over a five day period for approximately 400 participants.

ABOUT THE ASSOCIATION OF HAWAIIAN CIVIC CLUBS (AHCC) & THE ANNUAL CONVENTION

The civic club movement was founded in 1918 by Congressional Delegate Prince Jonah Kūhiō Kalanianaʻole with the creation of the Hawaiian Civic Club; AHCC was formally organized in 1959 and has grown to a confederation of over sixty (60) Hawaiian Civic Clubs located throughout the State of Hawaiʻi and the United States. AHCC is the oldest Hawaiian community-based grassroots organization. AHCC is governed by a 16-member Board of Directors; advocates for improved welfare of Native Hawaiians in culture, health, economic development, education, social welfare, and nationhood; and perpetuates and preserves language, history, music, dance and other Native Hawaiian cultural traditions.

AHCC is a 501(c)(4) nonprofit organization that advocates for the betterment of Native Hawaiians. AHCC's objectives are to (a) encourage and promote awareness of, and educate adults and youth on, traditional Native Hawaiian history, customs, spiritual traditions and values, including preservation of 'oli, mele, mo'olelo, mo'okūauhau, flora and burial sites and practices and the historic sites of the Native Hawaiian people; (b) promote Native Hawaiian-centered models of education and encourage greater sensitivity from educational institutions as to the special needs and values of Native Hawaiian students; (c) support programs related to the preservation and cultivation of traditional Native Hawaiian customs, attitudes and values; (d) engage in joint efforts with public and private entities to improve the conditions of people of Native Hawaiian ancestry; (e) assert, codify and defend the cultural expressions, traditional knowledge, art forms and creative works of the Native Hawaiian people held in common, as the intellectual property of the Native Hawaiian people, and assist, where appropriate, those Native Hawaiian groups or individuals as to intellectual property not held in common; (f) promote civic engagement of the Native Hawaiian people; and (g) facilitate the gathering together of and communications among individuals and other groups whose purpose is to preserve and cultivate traditional Native Hawaiian history, customs, spiritual traditions and values.

AHCC hosts an Annual Convention of delegates from each Hawaiian Civic Club in the fourth quarter of each calendar year. The convention location rotates among the five councils.

Most of the convention agenda focuses on the delegates' debate and deliberation of the proposed resolutions submitted 60 days in advance of the convention. These debates occur in meetings of the AHCC's administrative and program committees and during the plenary sessions, and the adopted resolutions become position statements and form the advocacy platform of the AHCC.

In 2020, due to pandemic conditions in Hawai'i, an in-person convention was not feasible and the convention was held online.

For 2021, the AHCC planned for an in-person convention on Oahu, but the pandemic conditions and prevailing bans on large gatherings and non-static events prevent the AHCC from holding its convention as planned. As of September 23, 2021, the AHCC is proceeding with planning an online convention to be held November 3-7, 2021.

DATES & EVENT SCHEDULE

1. Agenda (Tentative)
 - a. October, Various Dates - Workshops [Breakout Sessions]
 - b. November 3 - 9:00 A.M. - 12:00 Noon, Opening Ceremonies, Hali'a Aloha, Kukui Lama Kū, Awards [Large Group Session]
 - c. November 4 - 9:00 A.M. - 10:00 A.M., Opening Plenary [Large Group Session, Voting]
 - d. November 4 - 10:00 A.M. - 12:00 Noon, Committee Meetings (4) (Administrative, Flight 1) [Breakout Sessions, Voting]
 - e. November 4 - 12:30 P.M. - 2:30 P.M., Committee Meetings (3) (Administrative, Flight 2) [Breakout Sessions, Voting]
 - f. November 5 - 9:00 A.M. - 11:00 A.M., Committee Meetings (4) (Program, Flight 1) [Breakout Sessions, Voting]
 - g. November 5 - 11:30 A.M. - 1:30 P.M., Committee Meetings (4) (Program, Flight 1) [Breakout Sessions, Voting]
 - h. November 6 - 9:00 A.M. - 12:00 Noon, Plenary Session [Large Group Session, Voting]
 - i. November 7 - 9:00 A.M. - 12:00 Noon, Final Plenary Session, Adjournment [Large Group Session, Voting]

PARTICIPANT BREAKDOWN

1. Participants
 - a. Executive Committee (5)
 - b. Board of Directors (18)
 - c. Hawaiian Civic Clubs (60)
 - d. Participants
 - i. Voting
 1. Delegates At-Large (23)
 2. Delegates (300)
 - ii. Non-voting
 1. Alternates (60) - Status may change to voting Delegate
 2. Members (30)
 3. Guests (20)

AVAILABLE MEDIA ASSETS AND TOOLS

1. AHCC Owned Media Assets and Tools Available to Support Convention
 - a. Website - www.aohcc.org
 - b. Enterprise Level Zoom Account
 - c. Whova
 - d. iContact

SCOPE OF WORK (REQUESTED SUPPORT SERVICES)

1. Registration support
 - a. Collecting information from each club for its delegates, alternates, and members
 - b. Collecting payment
 - c. Delivering registration information to AHCC Registration and Credentials Committee
 - d. Populate the Whova convention app
 - e. Establish processes for clubs to modify registration status of its delegates
2. Event management
 - a. Provide guidance and recommendations on event delivery and protocols
 - b. Upload information to Whova convention app
 - c. Manage push notifications and alerts
 - d. Manage and communicate agenda updates and modifications
 - e. Coordinate with AHCC leadership and speakers
3. Technical support
 - a. Provide help desk for participants
 - b. Provide training to presiding officers and committee chairs
 - c. Provide on-demand troubleshooting support during sessions
4. Convention HQ
 - a. Provide a physical location for members of the Executive Committee to convene, conduct business, and run the convention
 - b. Provide equipment necessary, including but not limited to laptops, mics, screens, monitors, and other audio/video tools for presiding officers
5. Post-Event Evaluation

SPECIFIC REQUIRED DELIVERABLES

1. Audio and video recordings of all sessions including plenary sessions, committee meetings, and workshops. Recordings shall be delivered on a medium owned by the AHCC.

2. A reasonably accurate transcript of the plenary proceedings.
3. A complete registration and credentials report.
4. All registration fees collected, less processing fees as approved by the AHCC. All registration fees are final and any refund must be approved by the AHCC.

SUBMISSION REQUIREMENTS

1. Company Profile
 - a. Firm Name
 - b. Point of Contact
 - c. E-mail
 - d. Phone
 - e. Description of the business
 - f. Key personnel
2. Experience and Qualifications
 - a. Please provide any examples of relevant work
 - b. Please provide the contact information of any professional references to include the contact name, phone number, e-mail address, and website address
3. Knowledge and Experience of the AHCC
 - a. Please provide a description of your past dealings with the AHCC
4. Requested Support Services
 - a. Registration Support
 - b. Event Management
 - c. Technical Support
 - d. Convention HQ
 - e. Post-Event Evaluation
 - f. Recordings
 - g. Transcripts
 - h. Registration Report/Fees
5. Staffing
6. Pricing

CONTRACT TERM AND DELIVERY DATES

AHCC expects to award a one-month term. Final delivery dates will be negotiated upon award.

EVALUATION AND AWARD PROCESS

Proposals will be evaluated and scored based on the capacity of the Respondent to deliver the services request set forth above. If any requested services cannot be provided, please indicate this in the proposal. All specifically required deliverables must be addressed. Selections will be made on a best value basis.

Offers will be evaluated based upon the Respondent's ability to match the qualifications set forth in this solicitation submission requirements as follows:

- a. Section 1 (5%)
- b. Section 2 (5%)
- c. Section 3 (5%)
- d. Section 4 (40%)
- e. Section 5 (5%)
- f. Section 6 (40%)

INSTRUCTIONS TO THE RESPONDENTS

Respondents interested in providing the services described in above should submit a proposal following the submission requirement format. Adherence to the proposal format by all respondents will ensure a fair evaluation with regard to the needs of the Association. Respondents who do not follow the prescribed format may be deemed nonresponsive. A letter transmitting the proposal must be signed by an officer of the firm authorized to bind the respondent as required by this solicitation.

1. Transmission letter
2. Package no more than 20 pages excluding CV's or resumes and required forms
3. Completed and signed required forms

Packages must be submitted electronically by e-mail to AHCC.Nuhou@gmail.com until 6:00 PM, Friday, October 1, 2021. Place "AHCC/Virtual Convention-Support Services-2021" in the subject line. No phone calls please. Applications received after the closing date and time stated will be rejected.

APPENDICES (REQUIRED FORMS)

W-9
New Vendor Form

GENERAL CONDITIONS

Proposal Submission - Late proposals and proposals lacking the appropriate completed forms will be returned. Faxed proposals will not be accepted. Proposals will not be accepted at any other AHCC location other than the email address above. The vendor offer will be rejected if the vendor modifies or alters the electronic solicitation documents. If changes are made to this solicitation, notifications will be sent to the primary contact provided to AHCC from each Respondent. AHCC takes no responsibility for effective delivery of the electronic document.

Proprietary Information - Careful consideration should be given before confidential information is submitted to AHCC as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. Information submitted to AHCC that the Respondent wishes to have treated as proprietary and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. However, AHCC cannot guarantee the confidentiality of any information submitted.

Contract Award - AHCC anticipates making one award under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion, or negotiations. Each offer should be submitted using the most favorable cost and technical terms. AHCC may request additional data or material to support applications. AHCC expects to notify Respondents in approximately one week from the proposal due date whether your proposal has been selected to receive an award.

Limitation - This solicitation does not commit AHCC to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. AHCC reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in AHCC's best interest.

Disclosure Requirement - The Respondent shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a Respondent is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of AHCC after the award of a contract, AHCC may exercise its stop-work right pending further investigation, or terminate the agreement.

Equal Opportunity - In connection with the procurement of the specified services, the firm warrants that it shall not discriminate because of race, color, religion, sex, national origin, political affiliation, non-disabling physical and mental disability, political status, matriculation,

sexual orientation, gender identity or expression, genetic information, status as a veteran, physical handicap, age, marital status or any other characteristic protected by law.

Small and Disadvantaged Businesses - AHCC shall use good faith efforts to provide contracting and procurement opportunities for SDBs and similarly situated Alaska Native Corporations, tribally-owned entities and Native Hawaiian Organizations or owned businesses. SDB categories include minority business enterprises (MBE), woman-owned business enterprises (WBE), small veteran and disabled veteran-owned businesses, Historically Black Colleges and Universities (HBCUs), predominantly Hispanic Universities (HACUs), small businesses in Historically Under-utilized Zones (HUB Zones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.