

**April 5, 2018**

**REQUEST FOR PROPOSALS**

**STRATEGIC PLANNING  
STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
HAWAII EMERGENCY MANAGEMENT AGENCY  
RFP-CA-1815**

The State Department of Defense, Hawaii Emergency Management Agency (DOD/HI-EMA) is requesting proposals for contractual support from a qualified team of planners, facilitators and writers to assist in the development of a new Hawaii Emergency Management Agency 5-year Strategic Plan, with a final plan approved by the Director of Emergency Management Agency.

Proposals may be submitted from the private (for profit and non-profit) sectors as well as religious and faith-based organizations, in accordance with Sec. 104, Public Law 104-193. All proposals must conform to the format and instructions provided in the **Request for Proposals (RFP) # CA-1815** information packets.

The RFP packets, to assist you with your proposal, will be available beginning Wednesday, April 5, 2018. Bona fide bidders may obtain copies of applicable packets at the above-named office. Documents may also be downloaded from the State Procurement Office website at <http://spo.hawaii.gov/> and at the State Department of Defense website at <http://dod.hawaii.gov/hieng/>. If prospective bidders obtain copies of the bid documents from sources other than the Contracting and Engineering Office address listed above, then bidders are responsible to register by sending their company name, address, telephone and facsimile number, and email address via email to [cathy.a.siu@hawaii.gov](mailto:cathy.a.siu@hawaii.gov).

Proposal submittal deadline is Tuesday, May 15, 2018 by 2:00 P.M. All questions must be submitted in writing to the State of Hawaii, Department of Defense, Engineering Office, ATTN: Cathy Siu, 3949 Diamond Head Road, Building 306A, Room 228, Honolulu, Hawaii 96816-4495 or via email to [cathy.a.siu@hawaii.gov](mailto:cathy.a.siu@hawaii.gov) by the due date specified in Section 1.4, *RFP Schedule and Significant Dates*, as amended.

**CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS PROHIBITED.** If awarded a contract in response to this solicitation, offeror 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.