

May 20, 2024

NOTICE OF REQUEST FOR PROPOSALS

**PUBLIC AFFAIRS, State of Hawai'i, Department of Defense,
Hawaii Emergency Management Agency
Job No. CA-202404-RFP**

The Hawaii Emergency Management Agency (HI-EMA), under the Department of Defense (DOD) is the emergency management agency for the State of Hawaii. Headquartered in Diamond Head Crater, HI-EMA serves as the coordinating agency among the four (4) county emergency management agencies: Hawaii County Civil Defense, Maui County Emergency Management Agency, City and County of Honolulu Department of Emergency Management, and Kauai Emergency Management Agency, State departments and the Federal Emergency Management Agency, as well as operate the State Warning Point and State Emergency Operations Center.

HI-EMA would like to contract a public relations firm that will work with its External Affairs Office to advise the Administrator on all matters relating to public affairs and outreach; plan programs and direct emergency and disaster public information and education awareness, planning and education programs; and coordinate emergency public information, education, and legislation with state and county officials, the media, and other private organizations.

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 Proposal (RFP) packet.

The RFP packet and documents are available and can 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/>. For more information, please contact Jesper H. Andersen, Contracts Assistant I, at (808) 369-3483 or e-mail at jesper.h.andersen@hawaii.gov.

Proposal submittal deadline is **Friday, June 21, 2024 by 2:00 P.M.** Please submit all questions relevant to this RFP prior to **Wednesday, June 12, 2024 by 2:00 PM.** Instructions for submitting questions and proposals are in the RFP packet.

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.