

**Request for Proposals (RFP)
Business Consultants for Innovation & Entrepreneurship Programs**

September 30, 2022

Questions and Responses

Q1. What was the award size (\$) for the most recent scope of work on this proposal?

The award size for the most recent scope of work was \$60,000.

Q2. What is the expected place of performance?

The expected place of performance is Honolulu, Hawai'i. However, some services may be provided virtually.

Q3. If contractors are expected to travel, how many days a week do you anticipate needing contractors on-site?

Contractors are expected to be on-site three (3) times per month.

Q4. What are the expected business hours on this contract?

The expected business hours are Monday through Friday, 8:00 am to 5:00 pm Hawai'i Standard Time.

Q5. How many startups do you anticipate will need strategic planning support during the 12-month contract period?

The anticipated number startups needing support is 8-15.

Q6. How much information related to section 1c-1e can we expect to be made available at the beginning of a typical startup engagement? (existing business plans, financing, etc.)

The amount of information will vary, depending on the current status of the startup. Some startups are at a very early stage and will not have much information before entering the program. However, startups will be urged to provide as much information as possible.

Q7. How many stakeholders would be involved in engaging a typical startup? (Just the CEO?)

Approximately 1-3 stakeholders per startup are anticipated to be involved.

Q8. What are key existing systems in use to manage the entrepreneurship programs?

Google Suite apps and Slack are used to manage the relationship between program staff and the startup. The Office of Innovation and Commercialization uses the Minuet software to manage its portfolio.

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Q9. What are key existing training and workshops that are part entrepreneurship programs?

Existing training and workshops include: NSF I-Corps, SBIR/STTR basics, Business Model Canvas, Design/Build/Test/Learn modules.

Q10. Are there key contractors we should anticipate working with to deliver this scope of services?

Currently, there are no other contractors working on this scope of services.

Q11. Would you be amenable to a time and materials alternative to the fixed price contract proposal?

No, a fixed price contract will be used.