

Request for Proposals
Consulting Services for Regional Innovation Landscape Mapping

QUESTIONS AND ANSWERS

1. Most provided links lead to the homepage. Could we get direct links to: (1) amendments; (2) received questions and answers

All amendments and questions and answers will be posted to:
research.hawaii.edu, under the “research related” section,
<https://research.hawaii.edu/home/research-related/>

2. Section 1.16, page 7 – It mentions a request to disclose “all contracts for similar services” and provide points of contact. In some cases, agreements with clients may preclude us from disclosing the identities of our clients. Please consider instead amending to request a minimum of 5 relevant references from the past 5 years. This would also align the language to section 3.15

Offerors may provide a minimum of 5 relevant references from the past 5 years.

3. Section 2, page 9-10 - It says "Format of database TBD" for the digital database with measures of foundational institutions. Will this be announced prior to launch, or will the consultant be able to provide recommendations?

We would like the consultant to provide recommendations, please.

4. Section 2, page 9-10 - There is often mention of "comparable regions", will the University provide a definition or will the consultant be expected to define it?

We will work together with the consultant to define comparable regions.

5. Section 2, page 9-10 - Please clarify the definition of local with respect to each data point: with respect to the datapoints: e.g., for Hawai'i, is the entirety of the state considered “local” or is it to be broken down further by island?

Thank you – this is an excellent question. Where (if) possible, we would like local to be broken down by island (for example – the consultant should be able to measure the number of entrepreneurial companies, and researchers in key sectors, by island). However, for most measures it will only be possible to do this at the level of the state (for example – any state level policies, venture funding availability).

6. Section 3, page 11 - In addition to the cost of services, offerors must provide an “hourly rate” as part of Appendix D: Fee Structure. Is this correct?

This section is amended to read: "please provide an overall cost of services."

7. Section 3.1, page 11 - Section 3.1 "Required Format" lists the second Required section as "Recent Experience" Below that, in Section 3.1.2 there is what appears to be a conflict requiring instead (or perhaps in addition) an "Offeror Profile". While we will include both we would appreciate clarification on the required order for submitting each element, or if they should be combined into a single section, e.g. "Offeror Profile and Recent Experience."

Required format is as follows: (1) Proposal Letter, (2) Offeror Profile, (3) Project Narrative, (4) Fee Structure, (5) References