

December 30, 2014

REQUEST FOR PROPOSALS

**DISASTER STAFFING FOR THE
STATE OF HAWAII
DEPARTMENT OF DEFENSE
HAWAII EMERGENCY MANAGEMENT AGENCY
RFP CA-1506**

The State of Hawaii, Department of Defense – Hawaii Emergency Management Agency (HI-EMA) is requesting proposals from qualified applicants to provide recovery staffing support to plan, execute, and monitor the provision of the Federal Emergency Management Administration (FEMA), public assistance approved for the State of Hawaii.

The Disaster Assistance Branch (DAB) of the Hawaii Emergency Management Agency is responsible for managing the Federal Emergency Management Agency's (FEMA) Public Assistance Grant Program for the State of Hawaii. The DAB is responsible for working with FEMA as the applicants' advocate to ensure applicants are compensated for eligible work; DAB is not staffed to handle the additional work that must be completed after a federal declaration is received.

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-1506 packet.

The RFP packets will be available beginning Tuesday, December 30, 2014. 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 facsimile at 808-733-4235. For more information please contact Cathy Siu, Contracts Assistant at 808-733-4041 or e-mail at csiu@dod.hawaii.gov.

Proposal submittal deadline is Friday, January 23, 2015 by 4:30 P.M. Please submit all questions relevant to this RFP prior to January 9, 2015 at 4:30 P.M. 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.