

May 13, 2025

NOTICE OF REQUEST FOR PROPOSALS

**Comprehensive Emergency Management and Disaster Services, Statewide, State of Hawai'i, Department of Defense, Hawai'i Emergency Management Agency
Job No. CA-202508-RFP**

Hawaii Emergency Management Agency (HIEMA) is the state emergency management agency for the State of Hawaii and has responsibility for the overall coordinating agency among the four counties (Hawaii County Civil Defense Agency, Maui Emergency Management Agency, City and County of Honolulu Department of Emergency Management, and Kauai Emergency Management Agency), state agencies including the Hawaii Army and Air National Guard, and federal agencies such as the Federal Emergency Management Agency and the U.S. Department of Defense. When a major emergency or disaster occurs in the State of Hawaii, and once relief efforts exceed the capabilities of a given county, HIEMA is tasked to provide specialized or supplemental resources, technical assistance, or other support needed to protect human life, property, and the environment. HIEMA will require additional staffing and expertise, as needed, in order to support additional disaster response and recovery efforts to conduct its mission.

The purpose of this contract is to support the Hawaii Emergency Management Agency (HIEMA) by delivering comprehensive emergency management and disaster services across a range of functional areas, including but not limited to: prevention, preparedness, mitigation, grants development and management, telecommunications, external affairs, finance and administrative services, resource management and logistics, operations, planning, training and exercises, disaster assistance and recovery, individual assistance, and both congregate and non-congregate sheltering. These services aim to help the State of Hawaii effectively prepare for, respond to, recover from, and reduce the impacts of natural or human-caused disasters and emergencies

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 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 **[DAY, MONTH DATE, YEAR] by 2:00 P.M.** Please submit all questions relevant to this RFP prior to **[DAY, MONTH DATE, YEAR] 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.