



CITY AND COUNTY OF HONOLULU

**SOLICITATION NO. RFP-CCL-CN20-01
COUNCIL TELECASTING AND VIDEO SERVICES
HONOLULU CITY COUNCIL**

ADDENDUM NO. 2

Honolulu, Hawaii
March 20, 2020

TO ALL PROSPECTIVE OFFERORS:

The following are responses to the inquiries received:

Question No. 1

Is there a copy of the current contract for the Council Telecasting and Video Services that we could obtain?

Response No. 1

Please fill out an OIP Request and send it back to us. This form can be downloaded from the State of Hawaii, Office of Information Practices website. <https://oip.hawaii.gov/forms/>

Question No. 2

How is the information for bills, agendas, speakers; distributed for production graphics?

Response No. 2

Bills and Agendas are posted in accordance with Sunshine Law. The Managing Director submits a list of individuals designated to speak on behalf of the Administration in the form of a Mayor's Message posted by the City Clerk.

Question No. 3

Is there a budget limitation or any other budgetary restrictions for the project you can inform us about?

Response No. 3

The only constraint is the availability of funds per fiscal year as approved by the City Council.

Question No. 4

Requesting a copy of the Pre-Proposal Conference Outline?

Response No. 4

Please see Addendum 1, Attachments.

Question No. 5

What is the process for press release of meetings and for invoicing of services as well as receiving sample copies of both press release and invoice?

Response No. 5

There is no formal process for publishing press releases for Committee or Council meetings. Agendas for both Committee and Council meetings are posted in accordance with Sunshine Law. Appendix D: Special Provisions states that the awarded offeror shall bill the City monthly for the two different types of proceedings.

Question No. 6

What was the last cost of this service and were there any service enhancements provided by contractor?

Response No. 6

Please see Addendum 1, Question 5. No service enhancements outside the scope of work provided.

Question No. 7

Requesting a copy of the current contractor's proposal?

Response No. 7

See response to Question No. 1 above.

Question No. 8

Requesting a copy of the current contract?

Response No. 8

See response to Question No. 1 above.



IKAIKA ANDERSON
Council Chair & Legislative CPO