



2016 REQUEST FOR PROPOSALS

EVENT COORDINATION Kapolei City Lights Parade & Opening Night

The Mayor's Office of Culture and the Arts (MOCA) is requesting proposals from non-profit organizations seeking to organize and execute a community event called "Kapolei City Lights" (KCL). Kapolei City Lights is an event that will be co-sponsored by the non-profit organization and MOCA. KCL is an event that showcases and invites the west side community to usher in the holiday season. Awards are available up to \$10,000.00 via the Mayor's Production Grant Program.

The Mayor's Production Grant Program, Event Coordination was created as an opportunity for a nonprofit organization seeking a means to generate funds and encourage a sense of community with active participation. Both parties (the awardee of the project or grantee and the Mayor's Office of Culture and the Arts, City and County of Honolulu) will sign an agreement to award the grant.

MOCA grants are awarded to organizations located in the City and County of Honolulu (CITY) for projects benefiting people on the Island of Oahu. Grant support is intended for partial funding of a project as a means of encouraging collaboration with the culture and arts community in the CITY, stimulating our community's economy and culture and arts awareness.

Organizations submitting proposals must be tax-exempt, publicly supported, and charitable as determined by the Internal Revenue Service. Registration with the State of Hawaii Attorney General's Office, Tax and Charities Division is required. If the organization is part of a larger national organization, submitted proof of 501(c)(3) status should be from the local branch or chapter within the CITY.

MOCA will not review proposals from organizations that cannot confirm their 501(c)(3) status. All organizations applying must register on the CITY Vendor Self Service (VSS) at the following link:
<http://www5.honolulu.gov/webapp/vss/advantage>.

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All funded organizations are also required to be registered with the Department of Commerce and Consumer Affairs (DCCA) <http://cca.hawaii.gov/breg/> and Hawaii Compliance Express (HCE) <https://vendors.ehawaii.gov/hce/splash/welcome.html>

At the conclusion of the event a final report is required and must include a financial statement for the period in which grant monies were spent, a narrative section describing the outcome of the funded project, and collateral materials, such as newspaper clippings and programs.

All proposals shall be submitted to the Division of Purchasing, Honolulu Hale, 530 South King Street, Room #115, Honolulu, Hawaii 96813. The deadline to submit proposals is 4:00 p.m. on **August 19, 2016**. MOCA staff reserves the right to conduct site visits or interview representatives of the applicant organization to obtain additional information.

Project Objective:

Range of Funding – up to \$10,000

Kapolei City Lights event – Saturday, December 10, 2016 on the Kapolei Hale Grounds/Streets

Grant Objective: The Event Coordination Grant up to \$10,000 is available for non-profit organizations and is intended to initiate a starting point for the development of a successful KCL event. The Event Coordination grant is intended to present an economic opportunity for an organization; to develop and administer an event; to foster cultural harmony and community awareness.

PROPOSAL CONDITIONS

1. **The Mayor's Production Grant Program Awards are not intended to support the entire project.** Other funds for the proposed project should be solicited from other donors, sponsors and can be in the form of cash and in-kind contributions.
2. This request for proposals is for KCL 2016 that will occur on **December 10, 2016** on the Kapolei Hale grounds/streets.
3. Eligible applicants must be a nonprofit 501(c)(3) organization in the CITY. Federal, State and Local government agencies are not eligible to apply.
4. The applicant must be in good standing with the State of Hawaii, the City and County of Honolulu and MOCA. The applicant shall not have violated past agreements with the CITY. If awarded a grant from the CITY that said grant shall be officially completed in good standing prior to applying for this grant.
5. Applicants (Sole Proprietors exempt) must be registered and active with the Department of Commerce and Consumer Affairs (DCCA). Access the DCCA website using the following link: <http://cca.hawaii.gov/breg/>
6. All applicants must be registered and active in the Hawai'i Compliance Express (HCE) system (State of Hawaii, Department of Accounting and

General Services). Access the HCE website using the following link:
<https://vendors.ehawaii.gov/hce/splash/welcome.html>

7. All applicants must register/activate an account and obtain a vendor number using the CITY's Vendor Self Service (VSS) system. Access VSS using the following link: <http://www5.honolulu.gov/webapp/vss/advantage>.
8. Funds requested SHALL NOT be used for construction, capital improvements and business or organizational start-up plans. The use of funds is restricted to the production of the community event, KCL.
9. A review committee formed by the Commission on Culture and the Arts will evaluate all qualifying applications and submit recommendations to MOCA.
10. Award notifications can be expected by **September 2, 2016**. Funding will be available by the end of September 2016. The CITY reserves the right to resubmit this request for proposal.
11. MOCA shall be prominently identified as a supporter in all advertising and promotional materials for awarded projects.

CITY Involvement: Our intent would be to work with the grantee to plan, solicit, coordinate and carry out the KCL event. Financial transactions and profits shall be the responsibilities and jurisdiction of the Event Coordination Grant recipient. In order to assist in outlining some of the responsibilities, MOCA will provide the following in partnership to the event:

1. MOCA shall assist with planning and permitting of the CITY's Kapolei Hale Grounds and road closures for the opening night and parade.
 - a. The Grant Awardee is responsible for submitting permit applications as outlined by the City and County of Honolulu Administrative Rules (https://www.honolulu.gov/rep/site/dts/usage_docs/paraderulescurrent.pdf) and Revised Ordinances of Honolulu, Chapter 28 (<http://www.honolulu.gov/rep/site/ocs/roh/ROHChapter28.pdf>)
2. MOCA will determine the awardee in-kind services that the CITY shall provide.
3. MOCA shall provide guidance and approval throughout the planning stages of this CITY co-sponsored event.
4. MOCA shall be responsible to assess compliance to the project and furnish final approval on all aspects of KCL.
5. MOCA to handle main stage entertainment, main outdoor display tree decorations, and City Department wreaths in the courtyard.

Grant Awardee Involvement:

1. The planning and executing of the community event, KCL including but not limited to:
 - a. Kapolei Hale Decorations (indoor courtyard and sponsors)
 - b. Kapolei City Lights Parade
 - c. Opening Night (food trucks, crafters and other vendors)
2. Complete and submit MOCA Minor Event Application. Certificate of Insurance (COI) naming the City and County of Honolulu as additionally insured will be required. In addition, all vendors subcontracted by the grantee must provide their own COI.
3. Develop, manage and execute master event logistical plan and timeline; assign/delegate tasks to volunteer teams; evaluate, analyze and report results to MOCA.
4. Create, manage and reconcile event budgets, expenses and timelines. Adhere to project timelines and budget guidelines.
5. Assist in the implementation of the marketing campaign regarding said project.
6. Deliver project requirements on-time, on-budget and to industry standard.
7. Direct and manage volunteers, both pre-event and on-site for the preparation, set up, breakdown and clean up of the event.
8. Solicit and manage event vendors, the KCL Parade participants, and the sponsors for indoor decorations.
9. Parade specifications:
 - a. Staging
 - Coordinate with Parade staff and volunteers
 - Coordinate number and placement of units, dropoff and pickup schedule with portable toilet vendor
 - Inform parade entries (city vehicles, bands, marchers, sponsors) of staging procedures and schedule
 - b. Bands
 - Distribute applications and information to recruit parade participants
 - Collect applications
 - Contact band directors that application was received, send updated information

- c. Vehicles
 - Purchase items if needed for the parade; car signs, banners, candy, etc.
 - Determine the status of the Santa Claus and/or Mickey and Minnie (Aulani) float

- d. Streets
 - Inform and contact businesses, neighborhood boards, and residents affected by the street closures

- e. Sponsors
 - Gather sponsor vehicle applications
 - Clarify parade rules to sponsors, decorations, marchers, etc.
 - Assist sponsors with staging location, arrival time, and parking

- f. Line Up and Broadcast
 - Prepare parade line up (order of march)
 - Provide lineup, applications and other information to review stand

- g. Website and Publicity
 - Respond to requests to participate in the parade, informing those interested of the limits and requirements for participants, and often turning away requests
 - Coordinate and prepare materials for news media coverage, morning and other news program appearances with the assistance of MOCA

- h. Miscellaneous
 - Prepare and provide information for opening ceremony printed program with assistance from MOCA
 - Coordinate start of parade and end at Kapolei Hale for opening night timed with the tree lighting ceremony

- i. Day of Event – Streets
 - Gather sponsor vehicle applications
 - Clarify parade rules to sponsors, decorators, marchers, etc.
 - Assist sponsors with staging location, arrival time, and parking

- j. Day of Event – Staging
 - Assist staging process (check-in of entries, provide information on no-shows and other revisions to staff and review stand, ensure that only official participants are in the parade)

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- Troubleshoot issues such as explaining rules, scope and purpose of the event to uninvited individuals and groups who want to march, monitor inappropriate behavior, decorations or unsafe practice; assess and respond to participant requests or concerns, etc. with MOCA assistance
 - Check on staging of the vehicles in the proper areas at the end of the parade
- k. Day of Event – Step Off
- Verify and coordinate with staff on start time of parade (adjust if needed)
 - After step off, check on progress of the parade to estimate timing of arrival in front of Kapolei Hale
- l. Day of Event – End
- Ensure that marching bands progressing to their departure area
 - Coordinate drop-off of Santa Claus and/or Mickey and Minnie (Aulani)
 - Coordinate departure of parade vehicles (inform drivers of exit time, attend HPD and Civil Defense for traffic and crowd control)
 - Verify that street barricades are picked up on schedule
 - Confirm and note that streets are reopened to traffic with communication with the Department of Transportation Services

PROPOSAL REQUIREMENTS

ONE ORIGINAL AND FOUR (4) COPIES of the following information and documents are to be included in the funding request submitted to the Division of Purchasing (Honolulu Hale, Room #115). Please ***do not*** staple or bind materials. Submitted materials will not be returned. Handwritten proposals will not be considered.

Briefly summarize the following, using the headings below in the order listed:

Please use a minimum 12-point font size and 1-inch margins.

- **FUNDING REQUEST COVER SHEET** (*attached*)

Completed cover sheet with original signatures of the organization's presiding officer of the board and executive director to indicate that both the board and the chief staff person have approved its submission. A cover letter ***may not*** be substituted for the Funding Request Cover Sheet.

- **EXECUTIVE SUMMARY** (*maximum 2 pages*)

Include name of applicant, organization, project title: Kapolei City Lights, CITY vendor code number (VSS#), and the amount requested.

- **GENERAL BACKGROUND** (*maximum 2 pages*)
 - a) **Description of Organization:** Provide a brief history of the organization, its history, mission, goals and major accomplishments. List board of directors with occupations or positions, a statement of board involvement, and function within the organization. Also include events and attendee numbers that the organization has produced.
 - b) **Qualifications and Expertise:** Describe the qualifications and expertise of the organization responsible for organizing the project. Include parade coordination experience, working with community groups, businesses, corporations, etc. to obtain sponsorship for the event. Describe the organization's experience obtaining and managing vendors (including food vendors) required for opening night.
- **PROJECT BUDGET** (*maximum 1 page*)
 - a) **Expenses:** Itemize the estimated total project expense budget. List estimated artist fees, production costs, operating expenses, marketing activities, and operational expenses.
 - b) **Potential Income:** Itemize the total project potential income budget. List CITY's contribution, name(s) of potential sponsors, organization's contributions, other matching funds and in-kind services.
- **ADDITIONAL MATERIALS**
 - a) **Documentation of organization's legal name and address (as registered in VSS) and current email address.**
 - b) **Current Operating Budget:** A copy of the organization's current operating budget. If the organization is part of a larger national organization, provide the local operating budget.
 - c) **Financial Statement, certified by an officer.**
 - d) **Corporate resolution (preferred). By-laws, or other documentation to verify the person(s) authorized to sign legal documents on behalf of the organization.**
 - e) **Proof of Non-Profit Status and Hawaii Charities Registration/Exemption:** Please include the organization's IRS determination letter and W9 tax form and organization's Tax & Charities Division, Hawaii AG statement of registration or letter of exemption. (All applicants shall register online in the CITY's VSS. Please ensure your account is active.) <http://www5.honolulu.gov/webapp/vss/advantage>.

- f) **Final Report:** The funded organization is required to submit a final grant report to MOCA within 90 days following the completion of the project. Final report due by **March 10, 2017**. The report shall contain but is not limited to a program summary, program data summary, estimated attendance, financial report on the project's gross and net funds, financial status of any remaining CITY funds, a narrative report, and any other collateral materials such as newspaper/media clippings or event programs/flyers, if any.

EVALUATION CRITERIA

The following criteria will be used to evaluate how well a proposal demonstrates the ability to meet the objectives of this program:

Organization Capacity **50 points**

Depth and breadth of the organization's experience in performing the proposed work. Level of integrity, reliability and credibility of the organization.

Past accomplishments of the organization. Expertise of individuals responsible for planning, developing and implementing the proposed project/event.

Project Budget **25 points**

Demonstrates organizational financial capability. An accurate and feasible budget for the project. Overview of the proposed budget is clear and well-planned.

Work Plan and Timeline **25 points**

Reasonable work plan and timeline to execute project/event.

Administrative Competence (past awardees) up to 25 points reduction

Successful and satisfactory performance on other CITY contracts or agreements, if applicable. Review of MOCA awardees past performance about an organization's previously-demonstrated ability to:

- Submit required paperwork to the CITY within the specified deadlines.
- Meet contractual agreements correctly and on time.
- Report on performance targets and amendments.

SUBMITTAL

All proposals shall be submitted to the Division of Purchasing, Honolulu Hale, 530 South King Street, Room #115, Honolulu, Hawaii 96813. The deadline to submit proposals is 4:00 p.m. on **August 19, 2016**. The MOCA staff reserves the right to conduct site visits or interview representatives of the applicant organization to obtain additional information. The Division of Purchasing Department's date and time stamp shall serve as the official time received. No exceptions will be considered for any proposal delivered after that date and time. Proposals with incomplete documentation will not be eligible for consideration. Mailed proposals must be received by 4:00 p.m. on **August 19, 2016**.

MOCA reserves the right to reject any or all applications, in whole or in part, and to modify or terminate the application process or the selection process if the Commission finds there is a cogent and compelling reason to do so.

Send/deliver the proposal package to:

**Division of Purchasing
Honolulu Hale
530 South King Street, Room #115
Honolulu, Hawaii 96813**

For additional information:

Call: (808) 768-6622 (MOCA)

E-mail: moca-info@honolulu.gov

**Dept. of Commerce & Consumer Affairs
(DCCA) Registration:**

<http://cca.hawaii.gov/breg/>

Hawaii Compliance Express

(HCE) Registration:

<https://vendors.ehawaii.gov/hce/splash/welcome.html>

City Vendor Code Registration:

www5.honolulu.gov/webapp/vss/advantage

**The following documentation is required.
Please arrange all documentation in this
order:**

2016 Grant Request Cover Sheet

Proposal:

- Executive Summary
- General Background
- Project Budget

Additional Materials:

- Document for legal name and address, current mailing and email address.
- Current Operating Budget
- Past Year's Financial Statement
- Corporate Resolution
- 501(c)(3) IRS Tax-Exempt Letter
- W9 Tax Form
- HI AG Registration/Exemption
- DCCA Registration
- HCE Registration
- City Vendor Code Number

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ATTACHMENT A

ORGANIZATION NAME: _____

SAMPLE PROPOSED PROJECT BUDGET

	CASH		IN-KIND	TOTAL
Expenses	MOCA Award	Other Sources		
Production Costs				
Artist Fees				
PR/Marketing				
Operating				
Total Expenses				

	CASH		IN-KIND	TOTAL
Income	MOCA Award	Other Sources		
MOCA				
(Name donor/sponsor)				
Organization's Contribution				
Total Income				

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MAYOR'S OFFICE OF CULTURE AND THE ARTS
City and County of Honolulu

2015-2016 Grant Request Cover Sheet

(This form is to be completed and submitted with your request for funding)

Organization Information

Name: _____

Address: _____

Phone: _____ Fax: _____

Website: _____ Date of Production: Dec 10, 2016

City Vendor Code Number: _____ (Register at: <http://www5.honolulu.gov/webapp/vss/advantage>)

Contact Person Responsible for Project

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Project Information

Project Title: Kapolei City Lights 2016 Amount Requested: _____

Required Documents

By signing below, you verify that all documents listed below are complete and enclosed. Please verify that the information required below is submitted with this form. If submitted with incomplete documentation, the proposal will be returned and will not be eligible for consideration. You must pre-register in the City and County of Honolulu's Vendor Service System (VSS).

Proposal

- Executive Summary (maximum 2 pages)
- General Background (maximum 2 pages)
- Project Budget (maximum 1 pages)

Additional Materials

- Document for legal name and address
- Current Operating Budget
- Past Year's Financial Statement
- Corporate Resolution
- 501C(3) IRS Tax-Exempt Status and W9
- HI AG Registration/Exemption
- DCCA Registration and HCE Registration
- City Vendor Code Number

Two Signatures Required

President, Board of Director Date

Executive Director Date

Print or Type Name and Title

Print or Type Name and Title