



STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817

April 26, 2016

REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)  
FOR  
FREELANCE WRITERS FOR KA WAI OLA O OHA

Notice is hereby given that Office of Hawaiian Affairs (“OHA”), will be accepting qualifications for seeking freelance writers to write and submit articles for publication in Ka Wai Ola O OHA, the official publication of OHA

The Interested candidate(s) are required to have excellent journalistic writing, knowledge of Hawaiian culture, history and current issues and familiarity with the Associated Press writing style. The Interested Candidate(s) must demonstrate the ability to write news and feature articles, meet multiple deadlines and interact positively and effectively with OHA staff and management, and community members.

The submittal qualification packet must include all of the following information:

1. The name of the firm or person submitting the packet of interest, and the principal place of business;
2. A resume detailing your education, experience and skills as they related to freelance writing; and
3. Three (3) writing samples of previously published material,

All qualification packets must be received and time stamped by the OHA deadline May 12, 2016 at 2:00 p.m. Hawai‘i Standard Time. Qualification packets shall be submitted to the OHA - Procurement Unit at 560 North Nimitz Highway, Honolulu, Hawai‘i 96813. Electronic and Facsimile transmission shall not be accepted. The USPS delivery must be received by the deadline.

The Successful Candidates shall write and submit articles for publication as assigned by OHA and the number of articles assigned to the contractor and when they are assigned shall be determined solely by OHA.

The Successful Candidate(s) shall represent and warrant all articles submitted:

- a. are Contractor’s original work;

- b. are not owned by a third party;
- c. are accurate;
- d. are not obtained by unlawful means;
- e. have not been previously published in any manner or medium, including, but not limited to, print or electronic means, and publication of the articles does not violate any copyright or other intellectual property rights of any third party.

The OHA shall agree to pay the Successful Candidate(s):

- a. Five hundred and no/100 dollars (\$500.00) for each published cover story article;
- b. Two hundred fifty and no/100 dollars (\$250.00) for each published feature article;  
and
- c. Twenty-five and no/100 dollars (\$25.00) for one or more photographs published in an article submitted by a Contractor

If you have any questions, you may contact me at (808) 594-1833 or by email at [phylliso@oha.org](mailto:phylliso@oha.org).