

## **ADDENDUM A**

### **Matching or In-Kind Funds Requirement Clarification**

One of the goals of the State's invasive species program is to encourage all Offerors to match state dollars with non-state sources (County, Federal or private) or community group participation (in-kind services).

HISC requests a 1:1 minimum matching funds requirement to the amount of funds requested. Applicants including a budget with less or more than 1:1 matching or in-kind funds will still be considered

Matching funds, for the purpose of meeting the 1:1 requirement, shall not come from the state government. Matching funds can be in the form of cash or a combination of cash and in-kind contributions. Matching or in-kind funding would include, but not be limited to, volunteer hours, supplies, or services contributed to the project. A reasonable dollar value must be attached to the in-kind contribution. Applicants awarded funding will need to write a separate signed letter on letterhead stating the sources of non-state funding and amounts.

# DEPARTMENT OF LAND AND NATURAL RESOURCES

## DIVISION OF FORESTRY AND WILDLIFE



*Alien Algae Removal Team Directed By Dr. Cynthia Hunter  
Research & Technology Project 2005-2007*

## REQUEST FOR PROPOSALS FOR THE HAWAI‘I INVASIVE SPECIES COUNCIL RESEARCH AND TECHNOLOGY PROJECTS

PUBLIC NOTICE POST DATE: August 29, 2007  
RFP No. DOFAW-HISC-RT-08

**DUE: No later than 4 pm Hawai‘i Standard Time (HST) on October 5, 2007**

SUBMIT A HARD COPY AND AN ELECTRONIC COPY OF YOUR PROPOSAL BY MAIL OR IN PERSON TO:

Department of Land and Natural Resources  
Kalanimoku Building  
ATTN: Chris Buddenhagen  
1151 Punchbowl Street, Room 325  
Honolulu, Hawai‘i 96813

Please direct inquiries relating to this solicitation to Chris Buddenhagen at (808)587-4154 or [christopher.e.buddenhagen@hawaii.gov](mailto:christopher.e.buddenhagen@hawaii.gov) or Karmin Kime at (808)587-4159 at [DLNR.HISC@hawaii.gov](mailto:DLNR.HISC@hawaii.gov).



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## **I. RFP SCHEDULE & SIGNIFICANT DATES**

The schedule set out herein represents the State’s best estimate of the schedule that will be followed. All times indicated are in Hawai‘i Standard Time (HST). If a component of this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. The approximate schedule is as follows:

Advertising of Request for Proposals	August 29, 2007
Deadline to Submit Written Questions	September 17, 2007
State’s Response to Written Questions	September 26, 2007
Proposals Due and Opened	October 5, 2007
Proposal Evaluations	October 5-12, 2007
Oral Presentations (if necessary)	October 15-16, 2007
Discussion with Priority-Listed Offerors (if necessary)	October 17-19, 2007
Best and Final Offer (if necessary)	October 20, 2007
Estimated Contract Award	November 9, 2007
Project Start Date	December 1, 2007
Latest Project Completion Date	January 1, 2010

## **II. HISC BACKGROUND, SCOPE OF WORK AND RFP SPECIFICATIONS**

### *A. Background*

The Hawai‘i Invasive Species Council (HISC) was created in 2003. The State Legislature proclaimed “the silent invasion of Hawai‘i by alien invasive species is the single greatest threat to Hawai‘i’s economy, natural environment, and health and lifestyle of Hawai‘i’s people and visitors.” The creation of the HISC provides framework for leadership and coordination for a statewide invasive species prevention and control program. The Research and Technology projects’ primary purpose is to initiate and support research that will result in improved prevention, management, or control strategies for alien invasive species in Hawai‘i.

### *B. Scope of Work*

The Hawai‘i Invasive Species Council seeks to promote effective tools for the control and management of alien invasive species using the best available scientific information. Research proposals that provide clear links between management and research or the effective application of technology will be give first priority.

### *C. RFP Specifications*

Research and Technology proposals are being accepted for projects targeting the following HISC goals:

- Develop research projects that address problems in the State created by alien invasive species

- Implement technology programs that prevent the establishment or improve the control of invasive species in Hawai'i
- Develop effective, science-based management approaches to control alien invasive species
- Effectively communicate the results of research to the field where it can be applied
- Promote interagency collaboration and stimulate new partnerships

Grant Size: Availability of funds may necessitate that we fund a proposal at an amount lower than requested. If this occurs, the primary investigators may be asked to provide a revised scope of work.

*The State reserves the right to add terms and conditions during the contract negotiations.*

### **III. PROPOSAL FORMAT & CONTENT**

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Your completed proposal submission should be a 4-part submission.

**Part 1:** one-page cover page (see appendix)

**Part 2:** no more than five pages of proposal text

**Part 3:** one-page budget

**Part 4:** curriculum vitae(s)

The proposal layout should be in 12-point font with 1-inch margins. Any proposals missing any of these four parts will not be considered.

The five pages of proposal text should be outlined using the following format:

- Problem Statement
- Methodology or approach
- Schedule of activities
- Description of deliverable products
- Personnel and partners
- Budget

#### *A. Problem Statement*

You will need to address a particular problem in your proposal. Briefly describe the significance of the problem, as well as the manner in which the proposed work will make a contribution to solving the problem. The problem statement should describe how technology will be applied to address invasive species or how addressing the scientific question addressed in your proposal will improve control and management practices relating to Hawai'i's invasive species. Provide a brief review of past and current research relevant to the problem.

#### *B. Methodology or Approach*

Describe the approach or methodology that will be used to achieve the proposed project.

#### *C. Schedule of Activities*

Provide an activities timetable, including start date and project completion date. Project completion date must occur after the completion of all deliverable products.

*D. Description of Deliverable Products*

Describe all deliverable products, including how the research results will be effectively communicated to various audiences.

*E. Personnel and Partners*

Indicate who will carry out the research, as well as a brief statement of the investigators' qualifications and experience with regard to the proposed work. Include one copy of the principal investigators CV. The CV will not be counted as part of the proposal's five-page length limit.

*F. Budget*

Clearly delineate costs to be met by the HISC grant and those to be provided by other sources. Funds must be matched at least 1:1 with non-State of Hawai'i funds. In-kind resources will be considered.

**IV. EVALUATION CRITERIA**

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The award will be made to the responsive, responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criteria listed in this section. An evaluation committee representing HISC member agencies and the scientific community will review proposals.

All proposals submitted before the deadline will be considered. All proposals will be selected on a competitive basis, based on the evaluation criteria identified, and reviewed by an evaluation committee. If an Offeror is listed as a "priority listed Offeror" pursuant to section 3-122-53, the RFP Administrator may contact the Offeror with any clarifying questions regarding the proposal (however, proposals may also be accepted without discussion). Additionally, if a best and final offer (BAFO) is requested by the RFP Administrator, but is not submitted by the Offeror, then the previous submittal will be construed as the Offeror's BAFO for final grant evaluation and award, if any.

The evaluation process is designed to award the contract not necessarily to the Offeror with least cost but rather to the Offeror with the best combination of attributes based upon the evaluation criteria. Evaluation criteria reflect both the purpose and priorities of the Hawai'i Invasive Species Council.

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS CONTRACT IS 100

SECTION	CATEGORY DESCRIPTION:	TOTAL POINTS
<b>1</b>	<b>Technical Capability Proposal meets HISC Objectives</b>	<b>60</b>
	<p><u>20 points</u> - Relevance or importance of work to management of invasive species in Hawai'i</p> <p><u>10 points</u> - Is the scientific question clearly described? OR is the application of the technology clearly described?</p> <p><u>10 points</u> - Can the project goals be achieved under the proposed experimental design and methods and time frame?</p> <p><u>10 points</u> - Will the proposed research lead to improved management &amp; control practices?</p> <p><u>10 points</u> - Is the research easily communicated to potential users and applicable beyond the research study area or to other applications?</p>	
<b>2</b>	<b>Experience and Capability</b>	<b>20</b>
	<p><u>10 points</u> - Has Offeror provided information demonstrating their experience and expertise in similar work?</p> <p><u>10 points</u> - Is the Offeror likely to provide proposed deliverables?</p>	
<b>3</b>	<b>Pricing</b>	<b>20</b>
	<p><u>15 points</u> - Is pricing reasonable considering proposed work? Is pricing affordable considering the funds available?</p> <p><u>5 points</u> - Cost Factor</p> <p>The proposal with the lowest cost will automatically be allocated the maximum available points (5) for cost factor. All other proposals will be calculated using the following formula:</p> <p>Formula to be used:</p> $\text{Total points Awarded} = \frac{(\text{Lowest priced proposal}) \times (5 \text{ points} - \text{max})}{\text{Total Cost of Evaluated Proposal}}$	
	<b>Total Possible Points for Sections 1-3</b>	<b>100</b>

## **V. SUBMISSION LOGISTICS & HISC CONTACT INFORMATION**

### **YOU MUST REGISTER BEFORE SUBMITTING A PROPOSAL**

#### **To Register:**

Submit FAX or E-MAIL to:                      FAX No.:                      (808) 586-0570  
E-mail Address:                      [Robert.zamarron@hawaii.gov](mailto:Robert.zamarron@hawaii.gov)

Provide the following information:

- Name /Company                      - Mailing Address                      - Name of Contact Person
- Telephone Number                      - Facsimile Number                      - E-Mail Address
- Solicitation Number                      - Fedex (or equivalent) account number (document will be sent by U.S. Postal Service first class mail if this is not provided)

#### **To Submit Your Proposal:**

SUBMIT A HARD COPY **AND** AN ELECTRONIC COPY OF YOUR PROPOSAL BY MAIL OR IN PERSON TO:

Department of Land and Natural Resources  
Kalanimoku Building  
ATTN: Chris Buddenhagen  
1151 Punchbowl Street, Room 325  
Honolulu, Hawai'i 96813

**\*\*\*\*\*PLEASE WRITE ON THE OUTSIDE OF YOUR SEALED ENVELOPE: "PROPOSAL SUBMISSION FOR RFP No. DOFAW-HISC-RT-08".**

Proposals are due by October 5, 2007 at 4:00 pm HST. Proposals arriving after this time will not be considered.

Please direct inquiries to the RFP Administrator, Chris Buddenhagen, at (808)587-4154 or [christopher.e.buddenhagen@hawaii.gov](mailto:christopher.e.buddenhagen@hawaii.gov) or the HISC grant manager, Karmin Kime, at (808)587-4159 at [DLNR.HISC@hawaii.gov](mailto:DLNR.HISC@hawaii.gov).

*Please DO NOT FAX proposals.*

## **V. APPENDIX**

Hawai'i Invasive Species Council- Interim Invasive Species Strategic Plan:  
<http://www.state.hi.us/dlnr/dofaw/HISC/HISC%20Documents/Interim%20Invasive%20Species%20Strategic%20Plan.pdf>

State's General Conditions (AG-008): <http://www4.hawaii.gov/StateFormsFiles/ag008.doc>

Contract for Goods or Services Based Upon Request for Competitive Sealed Proposal:  
<http://www4.hawaii.gov/StateFormsFiles/ag004.doc>

***REQUEST FOR PROPOSALS COVER PAGE***  
**FY 2008 Invasive Species Research and Technology Projects**

All applicants must complete this form. (NO FAX applications will be accepted.) Documents will not be returned to you. Please do not send any original documents.

Applications must be received on or before 4:00 p.m. HST October 5, 2007.

Project Title \_\_\_\_\_

Grant Amount Requested \$ \_\_\_\_\_ Estimated Match (cash or in-kind) \$ \_\_\_\_\_

Source/s of Match \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

Grant Applicant (Organization) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

(If different from above)

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address \_\_\_\_\_ Fax: \_\_\_\_\_

If awarded a grant, make check payable to:

\_\_\_\_\_

Is your organization a not-for-profit corporation? Yes \_\_\_\_ No \_\_\_\_

Is your organization tax exempt under IRS code? Yes \_\_\_\_ No \_\_\_\_

Federal Tax ID # \_\_\_\_\_