

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



REQUEST FOR PROPOSALS FOR HAWAI'I INVASIVE SPECIES COUNCIL COQUI FROG RESEARCH AND TECHNOLOGY PROJECTS

PUBLIC NOTICE POST DATE: August 29, 2007
RFP No. DOFAW-HISC-CF-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 or Karmin Kime at (808)587-4159 at DLNR.HISC@hawaii.gov.

**HAWAI‘I INVASIVE SPECIES COUNCIL
Coqui Frog Research and Technology**

REQUEST FOR PROPOSALS

PROPOSALS DUE ON OR BEFORE: October 5, 2007

NOTICE TO INTERESTED PARTIES:

If interested in responding to this solicitation, you must register by fax or e-mail for this specific solicitation. If you do not register, you will not receive notice of any changes to the request for proposal (RFP). Your offer will be automatically rejected and not considered for award if you have not registered.

To Register:

Submit FAX or E-MAIL to: FAX No.: (808) 587-4154
E-mail Address: christopher.e.buddenhagen@hawaii.gov

Provide the following information:

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

This RFP is issued pursuant to the provisions of HRS chapters 103 and 103D and their implementing regulations. All prospective Offerors are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a proposal by any prospective Offeror shall constitute admission of such knowledge on the part of the prospective Offeror. Additionally, when applicable, contracts resulting from this RFP will be subject to the State’s General Conditions (AG-008) and applicable standard contract forms such as the Contract for Goods or Services Based Upon Competitive Sealed Proposals (see links in appendix). DLNR reserves the right to cancel this request for proposal and to reject any and all proposals in whole or in part when it is determined to be in the best interest of the State. The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever incurred by a prospective Offeror in the event this RFP is cancelled or a proposal is rejected. Any cost incurred by the Offeror in preparing or submitting a proposal is the Offeror’s sole responsibility.

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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	November 1, 2008

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 has 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 given first priority.

C. RFP Specifications

Research and Technology proposals are being accepted for projects targeting the following HISC goals related to Coqui Frog control and management:

- Develop research projects that address problems in the State created by Coqui Frogs

- Implement technology programs that prevent the establishment of Coqui Frogs in the State
- Develop effective, science or technology based management approaches to control Coqui Frogs in the State
- 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 PI 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

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

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 investigator's 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 1:1 with non-State of Hawai'i funds. In-kind resources will be considered.

IV. EVALUATION CRITERIA

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
1	Technical Capability Proposal meets HISC Objectives	60
	<p><u>20 points</u> - Relevance or importance of work to management of coqui frogs 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 & 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>	
2	Experience and Capability	20
	<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>	
3	Pricing	20
	<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> <p style="padding-left: 40px;">Total points Awarded = $\frac{\text{Lowest priced proposal} \times (5 \text{ points} - \text{max})}{\text{Total Cost of Evaluated Proposal}}$</p>	
	Total Possible Points for Sections 1-3	100

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

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:

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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-CF-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 or the HISC grant manager, Karmin Kime, at (808)587-4159 at 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>

Hawai‘i’s Coqui Frog Management, Research, and Education Plan
<http://www.state.hi.us/dlnr/dofaw/HISC/HISC%20Documents/Statewide%20coqui%20frog%20plan%20-%20DRAFT.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 Coqui Frog 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 # _____