

# DEPARTMENT OF LAND AND NATURAL RESOURCES

## DIVISION OF FORESTRY AND WILDLIFE



Fig. 22: Symptoms and habitus of *D. drepanocercus*  
A: Angular leaf spot induced by the nematode, B: Falciform tail  
(Nikon Coolpix 4500 and Sony CyberShot DSC-S90)

*Evaluation of Pathogens in Costa Rica for Biocontrol of Miconia calvenscens*  
Directed By Dr. Tracy Johnson & Anna Dietrich  
Research & Technology Project 2006-8

## REQUEST FOR PROPOSALS FOR THE HAWAII INVASIVE SPECIES COUNCIL RESEARCH AND TECHNOLOGY PROJECTS

PUBLIC NOTICE POST DATE: November 12, 2008  
RFP No. HISC-RT-08

**DUE: No later than 4 pm Hawai'i Standard Time (HST) on January 05, 2009**

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 [DLNR.HISC@hawaii.gov](mailto:DLNR.HISC@hawaii.gov).

**HAWAI‘I INVASIVE SPECIES COUNCIL**  
**Invasive Species Research and Technology Projects**

**REQUEST FOR PROPOSALS**

**PROPOSALS DUE ON OR BEFORE: January 05, 2009**

**NOTICE TO INTERESTED PARTIES:**

*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 proposals 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.*

*It is the responsibility of the Offeror to ensure that the awarded entity is capable of doing business with the State of Hawai‘i. Requirements include:*

- 1. A valid Hawai‘i Tax Clearance*
- 2. A Hawai‘i Labor Clearance*
- 3. Register to do business in the State of Hawai‘i and provide a valid Certificate of Good Standing from the State of Hawai‘i*
- 4. Federal w-9 form*

*It is recommended that you wait until you receive a notice of award and instructions before you start completing these requirements as some of the clearances expire. Familiarizing yourself with the websites and processes for obtaining these forms so that they can be obtained quickly when needed would be helpful. See the appendix for further information on how to satisfy these requirements.*

*If you have been a vendor for DLNR-DOFAW previously, you may not have to submit all of these forms again.*

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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	November 13, 2008
Deadline to Submit Written Questions	December 12, 2008
State's Response to Written Questions	December 19, 2008
Proposals Due and Opened	January 5, 2009
Proposals Evaluated	Jan 5- Feb 6, 2009
Oral Presentations (if necessary)	February 9-11, 2009
Discussion with Priority-Listed Offerors (if necessary)	February 11-27, 2009
Award Letters Sent	March 2, 2009
Contract Execution Process	3-6 Months

## **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 given first priority. The HISC Strategy 2008-2013 is a useful guide as to priorities for the HISC and should be referenced if possible, it is available at:

<http://www.hawaiiinvasivespecies.org/hisc/pdfs/20080809hiscstrategicplan.pdf>

### *C. RFP Specifications*

Research and Technology proposals are being accepted that support HISC goals, specifically 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
- Improve our understanding of the economics of invasive species impacts, prevention and management
- Promote interagency collaboration and stimulate new partnerships

Grant Size: We have a tentative maximum proposal amount of \$50,000. At this proposal amount we could potentially fund 5-6 projects. Exceptions may be made for exceptional proposals. 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 services and budget. Awards are subject to availability of funds and may be subject to approval by the governor.

*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
- Scope of Services
- 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. Discussing the financial consequences of not addressing this particular invasive species problem is always a convincing approach.

*B. Scope of Services*

Describe the approach or methodology that will be used to achieve the proposed project. Please outline your scope of services in a numbered format. Clearly specify the goals of each section of your scope of services.

*C. Time of Performance*

Provide an activities timetable. Do not use specific dates. Instead outline your time of performance with arbitrary dates (for example “month 1” or “months 2-4”).

*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 should be matched at least 1:1 with in-kind funds and resources.

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 other 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 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.

**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 invasive species management in Hawaii and HISC Strategy goals.</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**

SUBMIT **BOTH** A HARD COPY **AND** AN ELECTRONIC COPY OF YOUR PROPOSAL.

1. Your hardcopy should be submitted (by mail or personal delivery) to the following address:

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. HISCRT-09".**

2. Send your electronic proposal to: [christopher.e.buddenhagen@hawaii.gov](mailto:christopher.e.buddenhagen@hawaii.gov)

Your hardcopy and electronic proposal are both due by January 05, 2009 at 4:00 pm HST. Proposals arriving after this time will not be considered.

Please direct inquires 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 grants manager, Karmin Kime at [DLNR.HISC@hawaii.gov](mailto:DLNR.HISC@hawaii.gov).

## **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 for Contracts (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>

**w-9 Form**

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Where to get your Certificate of Good Standing:**  
<http://hbe.ehawaii.gov/documents/search.html>

**Register your Business in Hawaii (requirements and forms):**  
<http://hawaii.gov/dcca/areas/breg/registration/>

**Labor Clearance Application**  
<http://plonedev.hawaii.gov/labor/forms/DCD-LIR27.pdf>

**Tax Clearance**  
<http://hawaii.gov/tax/2006/a6.pdf>

**REQUEST FOR PROPOSALS COVER PAGE**  
**FY 2009 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 January 05, 2009.

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

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

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

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

Organization to be Awarded Funds \_\_\_\_\_

Legal Signor for this Organization \_\_\_\_\_ Title \_\_\_\_\_

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

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

Name of Principal Investigator: \_\_\_\_\_

Address \_\_\_\_\_  
(If different from above)

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

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

Is your business registered to do business with the State of Hawaii? Yes \_\_\_ No \_\_\_

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

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

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