

State of Hawaii
DEPARTMENT OF LAND AND NATURAL RESOURCES
Division of Forestry and Wildlife

March 23, 2018

Chairperson and Members
Board of Land and Natural Resources
State of Hawaii
Honolulu, Hawaii

Land Board Members:

SUBJECT: REQUEST APPROVAL TO NEGOTIATE AND SIGN A
CONTRACT(S) FOR THE MANAGEMENT OF THE DEPARTMENT
OF LAND AND NATURAL RESOURCES YOUTH CONSERVATION
CORPS PROGRAM.

BACKGROUND:

The Department of Land and Natural Resources annually coordinates the Youth Conservation Corps (YCC) program. YCC is an ongoing state program established under Hawaii Revised Statutes (HRS) chapter 193, and administered by the Department of Land and Natural Resources' (DLNR) Division of Forestry and Wildlife (DOFAW).

DISCUSSION:

In order to expedite the contract(s) for this procurement, DOFAW requests that the Board delegate authority to the Chairperson to award, execute, and extend contract(s) for goods and services and other terms and conditions as may be prescribed by the Chairperson to best serve the interest of the State.

Pursuant to Hawaii Administrative Rules (HAR) § 3-122-43, a determination by the Department procurement officer must be made for the use of the competitive sealed proposal process over the competitive sealed bidding process when the competitive sealed bidding process is neither practicable nor advantageous to the State.

The contract(s) will be in the form of requirements contracts, where funds will be encumbered by purchase order, at the contracted rate.

Additionally, pursuant to HAR § 3-122-45, a determination must be made by the procurement officer that an evaluation committee, selected in writing by the procurement officer, shall evaluate the competitive sealed proposals. The Division recommends the use of an evaluation committee for the selection of the proposals as an evaluation committee will allow for an objective review, evaluation, ranking and selection of the most qualified proposal for the program. The contractor will be selected based on the following evaluation criteria:

- 1) Evidence that the offeror is an established organization with ability to assign staff to coordinate and manage the State of Hawaii YCC program. (25 points)
- 2) Net benefit to the member interns, DLNR as the sponsor, and host sites (e.g. stipends, fringe benefits, cost per member, etc.). (25 points)
- 3) Success working with the state, community groups, and/ or committees when developing and implementing projects. (20 points)
- 4) Experience and ability to leverage program funds with documentation to demonstrate, in the detailed budget, that program funds from the State DLNR will be matched equally by other sources (minimum of 50% cash match). (15 points)
- 5) Demonstrated ability to adhere to and meet deadlines (e.g. payment timelines, program evaluation deadlines). (15 points)

Further the evaluation committee must consist of at least three government employees with sufficient qualification in the area of the goods or services to be procured; DOFAW recommends the following individuals:

Emma Yuen, DOFAW (Natural Resources Management Specialist)

Leah Laramee, DOFAW (Natural Resource Planner)

Kirsten Gallaher, DOFAW (Information and Education Specialist)

In order to expedite a contract for this procurement, DOFAW requests that the Board delegate authority to the Chairperson to award and execute the contract for goods and services based on the recommendations of the evaluation committee and other terms and conditions as may be prescribed by the Chairperson to best serve the interest of the State. Additionally, should any of the committee members above be unable to participate, DOFAW requests that the Board delegate authority to the Chairperson to appoint alternates or recommend that the committee be reduced by one member should the need arise.

RECOMMENDATIONS:

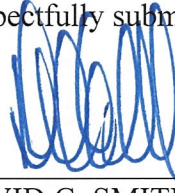
That the Board:

- 1) Approves the use of:
 - a. A competitive sealed proposal for a solicitation for the program management of the Youth Conservation Corps Program.
 - b. An evaluation committee comprised of the individuals identified above to serve, evaluate and select the competitive sealed proposals.

2) Delegates authority to the Chairperson to:


- a. Award and execute a contract for goods and services, subject to the availability of funds and review and approval by the Department of the Attorney General.
- b. Appoint evaluation committee alternates or recommend that the committee be reduced by one member should the need arise.

Respectfully submitted,



DAVID G. SMITH, Administrator
Division of Forestry and Wildlife

APPROVED FOR SUBMITTAL:



SUZANNE D. CASE, Chairperson
Board of Land and Natural Resources