

State of Hawaii  
Department of Land and Natural Resources  
Division of Forestry and Wildlife  
July 9, 2021

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

Land Board Members:

**SUBJECT: REQUEST APPROVAL FOR SELECTION OF THE COMPETITIVE SEALED PROPOSAL PROCESS PURSUANT TO HAWAII ADMINISTRATIVE RULES CHAPTER 3-122 AND TO AUTHORIZE THE CHAIRPERSON TO AWARD, EXECUTE, AND EXTEND CONTRACTS FOR THE IMPLEMENTATION OF THE DEPARTMENT OF LAND AND NATURAL RESOURCES GREEN JOB YOUTH CORPS PROGRAM AND APPOINT EVALUATION COMMITTEE ALTERNATES SHOULD THE NEED ARISE**

**BACKGROUND:**

The Department of Land and Natural Resources was designated to administer or enter into agreements for the administration of a green job youth corps program (“YCC” – see funds appropriated under HB 1176, 31<sup>st</sup> Legislative Session 2021) that provides temporary work and training opportunities to help address the unemployment impacts of the COVID-19 pandemic and support economic diversification. YCC is an ongoing state program established under Hawaii Revised Statutes (HRS) Chapter 193, as amended, and administered by the Division of Forestry and Wildlife (DOFAW).

**DISCUSSION:**

In order to expedite the contract(s) for this procurement, funding must be encumbered by November 2021, 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.

DOFAW recommends the use of an evaluation committee for the selection of the proposal which will allow for an objective review, evaluation, ranking and selection of the most qualified proposal for the program.

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 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 Laramée, DOFAW (Natural Resource Planner)

Josh Atwood, 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 should the need arise.

RECOMMENDATIONS:

That the Board:

- 1) Approve the use of:
  - a. A competitive sealed proposal for a solicitation for the program management of the Green Job Youth Corps program.
- 2) Delegates authority to the Chairperson to:
  - a. Award, execute, and extend contracts for goods or services, pursuant to the above solicitation, subject to the availability of funds and contingent on Budget and Finance authorization, and to review and approval by the Department of the Attorney General.
  - b. Appoint evaluation committee alternates should the need arise.

Respectfully submitted,



DAVID G. SMITH, Administrator  
Division of Forestry and Wildlife

APPROVED FOR SUBMITTAL:

*Suzanne D. Case*

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