

Date: October 12, 2023

To: Chair John Komeiji, MKSOA

Fm: Douglass Adams, Chair, MKSOA Hiring Consultants Permitted Interaction Group

Re: Report of MKSOA Hiring Consultants Permitted Interaction Group

Aloha e John,

Your Hiring Consultants Permitted Interaction Group (HC-PIG) met several times between April and September. One member, Wes Machida, was particularly helpful in achieving the group's objectives.

Project manage

The HC-PIG was formed on April 13, 2023, and consists of Board members Adams and Beamer, and Wesley Machida. The HC-PIG was tasked with investigating the hiring of consultants in the following areas: Community Outreach; Project Management; and Outside Counsel. Over the course of the HC-PIG's activities, the primary focus was on hiring project management professionals. Hiring Community Outreach professionals and Outside Counsel fell out of the HC-PIG's mandated task as a result of other personnel work the MKSOA Board undertook during the April to September 2023 period.

The HC-PIG accomplished the following tasks:

1. Meeting with DLNR purchasing officials;
2. Developing a draft scope of work; and
3. Drafting a Request For Proposal (RFP) template.

The meeting with DLNR purchasing officials made clear that hiring consultants would occur either as a RFP or within the professional services contracting procedures that DLNR manages. The DLNR purchasing officials also provided a list of FY22-23 professional services vendors, and indicated that the department's memorandum requesting new vendors apply for FY23-24 would be prepared and released in mid-May 2023. A list of vendors in a number of DLNR categories that could potentially serve as areas from which to derive project management professionals for FY23-24 is now available.

In order to understand the nature of the project management requirements, member Machida developed a draft scope of work that may potentially be used as the basis for a professional services contract negotiation or as the heart of a Request For Proposal. This draft is attached to this report.

Finally, in its discussions the HC-PIG determined that it was more than likely that a Request For Proposal process would be needed to obtain the type of vendor which could provide the information needed by the MKSOA over the next two-three years. As a result, member Machida drafted a RFP template, which is also attached to this report.

The HC-PIG is honored to have been asked to conduct this investigation. We make the following recommendations to the MKSOA board:

1. Receive the report;
2. Use the draft Scope of Work and the RFP template in current or modified form to develop a RFP and submit as soon as possible through DLNR Purchasing; and
3. Assign this function to the Interim Executive Director as soon as possible.

Mahalo nui,

Douglass Adams, Kamana Beamer, Wesley Machida

Hiring Consultants Permitted Action Group

Atchs: Draft Scope of Work; draft RFP template