

STATE OF HAWAII  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
Division of Forestry and Wildlife  
Honolulu, Hawaii 96813

May 11, 2012

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

Land Board Members:

**SUBJECT: REQUEST APPROVAL FOR SELECTION OF COMPETITIVE SEALED PROPOSAL PROCESS AND AUTHORIZE THE CHAIRPERSON TO AWARD AND EXECUTE A CONTRACT FOR DEVELOPMENT OF GEODATABASES FOR THE NATIVE ECOSYSTEMS PROTECTION AND MANAGEMENT SECTION, STATEWIDE**

**BACKGROUND**

A user friendly geodatabase for each branch is required to track essential data, simplify reporting, and provide geospatial information to enhance management procedures. Project funding has been obtained from the Natural Area Reserves Special Fund.

**DISCUSSION**

Based on the requirements and special conditions of this procurement, DOFAW recommends that a competitive sealed proposal process be used for source selection. Such an approach will be the most advantageous procurement process for the solicitation because:

- 1) The primary consideration for the determination of the awards for this Request For Proposals is not price.
- 2) Oral or written discussion may need to be conducted with the Applicants concerning technical and price aspects of their proposals.
- 3) Applicants may need to be afforded the opportunity to revise their proposals, including price.
- 4) Awards may need to be based upon a comparative evaluation as stated in the request for proposal of differing price, quality, services and other contractual factors in order to determine the most advantageous offering to 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.

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 a subjective choice to the most appropriate proposal for the project area. 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:

Christopher Mottley (Kauai NARS Specialist)  
Christopher Miller (Oahu NARS Specialist)  
Lisa Hadway (Hawaii Island NARS Manager)  
William Evanson (Maui NARS Manager)

The award will be made to the responsive, responsible Offeror whose proposal is determined to be the most advantageous to the State based on an evaluation of technical capability and approach for meeting performance requirements managerial capability and previous experience and expertise, price and best value factors.

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 Native Ecosystem Protection and Management geodatabase development.
  - 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.

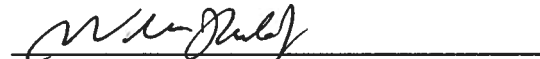
Respectfully submitted,



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PAUL J. CONRY,  
Administrator

APPROVED FOR SUBMITTAL:



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William J. Aila Jr., Chairperson  
Board of Land and Natural Resources