

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

July 26, 2013

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

Land Board Members:

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

AND

REQUEST APPROVAL OF DECLARATION OF EXEMPTION TO CHAPTER 343,
HRS, ENVIRONMENTAL COMPLIANCE REQUIREMENTS FOR THIS
PROCUREMENT

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 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, as needed.

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).

ITEM C-4

DISCUSSION:

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 programs 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:

Michelle Gorham Jones, DOFAW (State, Information and Education Coordinator)
Randall Kennedy, DOFAW (State, NARS Program Manager)
M. Irene Sprecher, DOFAW (State, Cooperative Management Forester)

CHAPTER 343 – ENVIRONMENTAL ASSESSMENT:

In accordance with the requirements of Chapter 343, HRS, and Chapter 11-200-8, Hawaii Administrative Rules (HAR), foreseeable YCC activities and projects fall under exemption in the Exemption list for the Department of Land and Natural Resources, Department-wide pursuant to the following:

Exemption Class 1: Operations, repairs or maintenance of existing structures, facilities, equipment or topographical features, involving negligible or no expansion or change of use beyond that previously existing; and

Exemption Class 4: Minor alterations in the conditions of land, water, or vegetation; and

Exemption Class 5: Basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource; and

As well as exemptions for the DLNR, Division of Forestry and Wildlife pursuant to the following:

Exemption Class 10: Continuing administrative activities including, but not limited to, purchase of supplies and personnel-related actions.

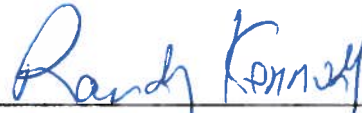
In order to expedite a contract for this procurement, DOFAW requests that the Board delegate authority to the Chairperson to award and execute the contract for goods and services based on the recommendations of the evaluation committee and other terms and conditions as may be prescribed by the Chairperson 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.

RECOMMENDATION:

That the Board:

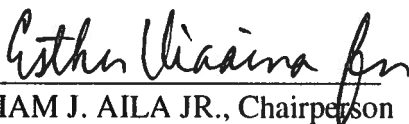
- 1) Approves the use of:
 - a. A competitive sealed proposal for a solicitation for the program management of the Youth Conservation Corps Program.
 - b. An evaluation committee comprised of the individuals identified above to serve, evaluate and select the competitive sealed proposals.
- 2) Delegates 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.
- 3) Declare that, after considering the potential effects of the proposed project as provided by Chapter 343, HRS, this project will probably have minimal or no significant effect on the environment and is therefore exempt from the preparation of an environmental assessment.

Respectfully submitted,



Roger H. Imoto, Administrator
Division of Forestry and Wildlife

APPROVED FOR SUBMITTAL:



WILLIAM J. AILA JR., Chairperson
Board of Land and Natural Resources