

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

September 12, 2014

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 A STATE WILDLIFE ACTION PLAN FOR THE  
STATE OF HAWAII**

**BACKGROUND**

In order to receive funds through the Wildlife Conservation and Restoration Program and the State Wildlife Grants Program, the United States Congress charged each state and territory with developing a wildlife action plan. These proactive plans, known technically as "comprehensive wildlife conservation strategies," or State Wildlife Action Plans (SWAPs) assess the health of each state's wildlife and habitats, identify the problems they face, and outline the actions that are needed to conserve them over the long term. All 50 States and five U.S. territories developed a State Wildlife Action Plan in 2005. State Wildlife Action Plans outline the steps that are needed to conserve wildlife, plants, and habitat before they become too rare or costly to restore. Taken as a whole, they present a national action agenda for preventing wildlife and their habitats from becoming endangered.

**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:

Randall Kennedy (NEPM Manager)  
John Vetter (Wildlife Biologist)  
Sheri Mann (Forestry Manager)  
Emma Anders (DAR Planner)  
Margaret Sporck (Botanist)

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.

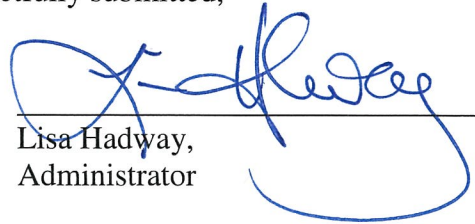
#### RECOMMENDATIONS:

That the Board:

- 1) Approves the use of:
  - a. A competitive sealed proposal for a solicitation for the development of a State Wildlife Action Plan.
  - 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.

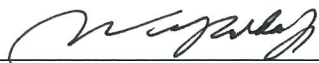
Respectfully submitted,



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Lisa Hadway,  
Administrator

APPROVED FOR SUBMITTAL:



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