

STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
Division of Forestry and Wildlife
Honolulu, Hawaii 96813
September 28, 2007

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

Land Board Members:

SUBJECT: REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR PROPOSAL AND EXECUTE A CONTRACT WITH THE SELECTED OFFEROR FOR COORDINATION OF DLNR YOUTH CONSERVATION CORPS/AMERICORPS PROGRAM

Background: The Youth Conservation Corps (YCC) Program is an ongoing state program administered by DLNR's Division of Forestry and Wildlife (DOFAW). The program consists of two components, a summer intensive team-based component and a year-round Americorps component.

The primary goal of the YCC summer program is to engage high school and college youth from Hawai'i in hands-on conservation projects. Youths work alongside professional managers in teams of 12 individuals on important field-based conservation projects in the areas of endangered species recovery, watershed management, invasive species removal, and related community projects. Resulting benefits of the program are: re-connecting Hawaii's youth to the natural environment that surrounds them; assisting in building a strong local force that will understand the importance of natural resources in Hawai'i; training youth in the management skills involved to protect and preserve the areas that sustain our lives, as well as the unique native ecosystems that are found only in Hawai'i.

The primary goal of the YCC Americorps component is to provide educational and introductory level work experiences for the participants (members). Twenty five (25) full-time members will spend between 10 and 12 months (1700 hours) "in the field" with natural resource managers, educators, scientists and community leaders learning about Hawaiian plants and animals, native ecosystems, watersheds, historic sites, aquaculture, and the current demands being placed on Hawaii's natural resources. These members will be mentored by professional resource managers, as they work on conservation projects, and make important professional contacts. Thirty (30) members will work as Team Leaders for the YCC summer program. As part of their program they will work alongside the YCC teams but have the additional responsibility for mentoring and

supervising the team participants and will report directly to the contracted Coordinators

responsible for each island-team. An additional 20 Americorps positions will be filled by YCC summer program participants who are enrolled as “second-year” participants. These members have completed one summer of the YCC program previously. The second year they are placed in summer internship positions similar to the year-round members but for a shorter period. The Americorps program provides support for participants in the form of living allowances, health care (for full-time participants only), worker’s compensation and assistance for higher education through an education award following completion of service. Not only does it provide them with contact to their natural environment, but also teaches them skills that can be directed towards professional careers in resource management.

Over the past several years the program has expanded from only one island (Oahu) to six islands (Oahu, Kauai, Maui, Molokai, Kahoolawe and Hawaii) bringing the expected total of participants this year to 150 YCC summer participants and 75 Americorps participants. The size of the program is too large to be coordinated effectively utilizing current DOFAW staff. Therefore, since 2001, coordination of the YCC summer program and for the past four years the Americorps year-round program have been contracted out to qualified professionals.

The contract specifies that the coordinators are responsible for coordinating all aspects of the program including promoting the program to local schools, recruiting team leaders and crew members and selecting the participants, training team leaders and crew members, selecting work sites and coordinating with landowners, providing for food and housing needs while students are in the field, and providing guidance and practical assistance to all participants. In addition, the contractor is responsible for managing the Americorps program by recruiting and selecting members, providing stipends and benefits to members and acting as liaison between DLNR, the Hawaii Commission for National and Community Service and program members and providing fiscal oversight for the grant. These members will be supervised by DLNR and other partner organization field staff directly and guided indirectly by the program coordinators through training and administrative support.

HRS Section 247-7 directs DLNR to fund the Youth Conservation Corps (YCC) Program through the Natural Area Reserve Special Fund (NARF- S-05-342). These funds come from a portion of the conveyance tax, which is levied each time real estate property is bought or sold. Up to \$450,000 are available to fund the YCC program for FY08. DLNR has leveraged these funds through a cost-share program with a 3-year nationally competitive Americorps grant in the amount of \$629,787 annually. No General funds will be used. The contract will be extendable for up to 3 years due to the federal grant cycle. The RFP clearly states that possible contract extension for the second and third year is contingent upon receipt of annual federal and state funds.

RECOMMENDATION:

1. That the Board approves the RFP for Youth Conservation Corps program coordination subject to review by the Attorney General.

2. That the BLNR authorize the Chairperson to negotiate and execute a contract for these services based on the scope of work in the RFP and the selected offeror, subject to review and approval by the Attorney General.

Respectfully submitted,



PAUL J. CONRY
Administrator

APPROVED FOR SUBMITTAL:



for LAURA H. THIELEN
Interim Chairperson

Request For Proposals
Coordination Services for the
Youth Conservation Corps Program (YCC)
Deadline for Submission of Proposals: October 31, 2007; 4:00pm

Submit to Jolie Wanger, Division of Forestry and Wildlife,
1151 Punchbowl St. Room 325, Honolulu, HI 96813

I. BACKGROUND

The YCC Program is an ongoing state program administered by the Department of Land and Natural Resources (DLNR's) Division of Forestry and Wildlife (DOFAW). Over the past several years it has expanded from only one island (Oahu) to six islands currently (O'ahu, Kaua'i, Moloka'i, Maui, Kaho'olawe and Hawai'i island) and including a federally-funded Americorps component bringing the expected total of participants this year to 150 YCC summer participants and 75 Americorps participants.

The primary goal of the YCC summer program is to engage high school and college youth from Hawai'i in hands-on conservation projects. Youths work alongside professional managers in teams of 12 individuals on important field-based conservation projects in the areas of endangered species recovery, watershed management, invasive species removal, and related community projects. Resulting benefits of the program are: re-connecting Hawaii's youth to the natural environment that surrounds them; assisting in building a strong local force that will understand the importance of natural resources in Hawai'i; training youth in the management skills involved to protect and preserve the areas that sustain our lives, as well as the unique native ecosystems that are found only in Hawai'i.

The primary goal of the YCC Americorps component is to provide educational and introductory level work experiences the participants (members). Twenty five (25) full-time members will spend between 10 and 12 months (1700 hours) "in the field" with natural resource managers, educators, scientists and community leaders learning about Hawaiian plants and animals, native ecosystems, watersheds, historic sites, aquaculture, and the current demands being placed on Hawaii's natural resources. These members will be mentored by professional resource managers, as they work on conservation projects, and make important professional contacts. Thirty (30) members will work as Team Leaders for the YCC summer program. As part of their program they will work alongside the YCC teams but have the additional responsibility for mentoring and supervising the team participants and will report directly to the contracted Coordinators responsible for each island-team. An additional 20 Americorps positions will be filled by YCC summer program participants who are enrolled as "second-year" participants. These members have completed one summer of the YCC program previously. The second year they are placed in summer internship positions similar to the year-round members but for a shorter period. The Americorps program provides support for participants in the form of living allowances, health care (for full-time participants only), worker's compensation and assistance for higher education through an education award following completion of service. Not only does

it provide them with contact to their natural environment, but also teaches them skills that can be directed towards professional careers in resource management.

II. PROJECT DURATION

The project will start as soon as contract is certified (approximately November/December, 2007) for a duration of up to fourteen months and the possibility for extension of an additional 2 years in accordance with the federal Americorps grant and state YCC program.

III. GOALS & OBJECTIVES

The purpose of this initiative is to solicit proposals for services to:

- A. Provide primary oversight of the summer YCC program and year-round Americorps program.
- B. Provide payroll and benefits services for program participants.
- C. Provide Administrative support to the YCC Program Manager of the Division of Forestry and Wildlife in all matters concerning the YCC program.
- D. Ensure program is in compliance with all federal requirements related to the federal grant.
- E. Ensure a supportive program that encourages a healthy and hands-on educational experience with emphasis on the development of environmental and cultural awareness, personal growth, teamwork, and leadership skills.
- F. Insure that the YCC program is made available to all eligible statewide youth through equal opportunity recruiting procedures.

IV. SCOPE OF SERVICES

The contractor is expected to provide the following services:

- A. YCC Summer Sub-program
 - a. Marketing: Development of a marketing strategy and marketing materials such as brochures, flyers, newspaper advertisements, website, and conducting presentations for recruitment, fundraising and partnership purposes. Assure equal opportunity for information access.
 - b. Recruitment: Travel statewide to give presentations at schools and meet with school counselors. Interview and select participants for the program. Assure program compliance with state agency recruiting regulations.
 - c. Program Development: Create a program structure, setting up educational credits, select hosts, develop a working schedule, and enhance curriculum.
 - d. Partnership Development: Seek partners for the program who can contribute to its development. This might also include seeking financial or in kind aid from such partners.
 - e. Program Management: Oversee all aspects of the program including training of

team leaders and members. This training must include components such as team-building, service work, YCC history, basic conservation principles and applications in Hawai'i and CPR/First Aid training.

- f. Payroll Services: Insure that program participants receive a stipend for their participation in the program.
 - g. Coordination of island-based teams. This requires supervision of team leaders and coordination with island managers.
 - h. Program Consultations: Work closely with DLNR Program Manager and other staff in order to comply with program expectations and inform the department of the program's progress.
 - i. Financial Management: Along with DLNR Program Manager, develop a budget for the program, manage the program's accounts, keep records of program expenses, provide timely invoices and backup documentation.
 - j. Report Writing: The coordinators of the program will write an end-of-the-program report in September. This report will summarize and review the many areas of the program as well as provide important program data. Coordinators will be responsible for keeping track of program statistics such as number of hours worked, invasive species removed, etc. as much as possible for inclusion in report.
- B. Year-round Americorps Sub-program
- a. Grant Management: Assure compliance to federal grant requirements.
 - b. Program Development: Create a program structure, select member hosts, arrange for member benefits.
 - c. Marketing: Develop a marketing strategy, marketing material such as brochures, flyers, newspaper advertisements, website, and conduct presentations. Assure program compliance with state agency recruiting regulations.
 - d. Recruitment: Coordinate application process, interviews and selection of participants for the program.
 - e. Partnership Development: Communicate with member hosts to assure mutual program satisfaction.
 - f. Payroll and Benefits Services: Assure living allowance and fringe benefits (Health insurance, FICA, Worker's Comp.) are provided to all members.
 - g. Program Management: Arrange for training of members, program cohesiveness and timely grant reporting.
 - h. Work with DLNR accountant to facilitate financial reporting as required by the Federal Americorps program.

V. SUMMARY OF DESIRED QUALIFICATIONS

Qualifications should include but are not limited to:

- a. Established organization with ability to assign multiple staff to help coordinate the program. A minimum of four to five staff members are required to coordinate teams on five islands. In addition, the organization must be able to provide fiscal oversight for the program and personnel management for the coordinators. This includes internal staff training to assure continuity among coordinators

- responsible for individual island teams. The organization should also be able to handle payroll. Subcontracting with a payroll agency is acceptable.
- b. At least five years experience working with youth (young adults ages 16-19.), three (3) years minimum.
 - c. Experience running similar summer programs, volunteer programs or internship programs.
 - d. Understanding of conservation principles and field-management techniques in Hawai'i and ability to train team leaders and members in these techniques including tool use and safe off-road driving.
 - e. Experience with facilitating team building and problem solving skills. Ability to create and run a training program utilizing these techniques.
 - f. Experience working with multi-agency partnerships. Ability to coordinate effectively with state, federal and private agencies/organizations.
 - g. Ability to coordinate with University partners to design a college credit option/course syllabus.
 - h. Ability to market the program for recruitment and publicity purposes, give presentations about the program and travel to neighbor islands for recruitment and program coordination.

VI. PROJECT BUDGET

The project is budgeted for up to \$1,081,000 annually. Fixed expenses based on a Federal Americorps grant include the following specific line items and amounts that must be included at **a minimum** in all submissions to this RFP. Bid proposals are not limited to these amounts or line items (see section VII-B):

Coordinator Salaries/Benefits: \$214,320
Member Stipends & Benefits: \$595,330
Staff Travel/Sponsored Meetings: \$14,000
Member Transportation: \$22,500
Staff Training: \$3,500
Member Training: \$30,000
Program Supplies & Equipment: \$24,650

VII. PROPOSAL GUIDELINES

All submissions shall contain, but are not limited to the following:

A. Qualifications

1. Statement of consultant's qualifications to accomplish program objectives and tasks as described in this RFP; a statement of these qualifications should be supported by a resume(s) identifying how the consultant's qualifications meet these requirements;
2. Explanation of how consultant will organize, develop, manage, implement and monitor this project including relationships with, private companies, federal, state, and local governments, council members, profit and nonprofit organizations, educational institutions, and the general public to meet the goals of the project;

3. A general statement identifying the consultant's specialized experience and technical competence for the services and tasks identified under item number IV, "Scope of Services."
4. Include a list of key personnel who will be dedicated to this project and information on their background.
5. The submission shall provide the following information: name, address, and telephone number of the individual who may be contacted during the period of proposal evaluation.
6. Offeror shall provide verification that it possesses a minimum of three (3) years experience working with youth and references who can vouch for this experience.

B. Matching Funds

1. The successful bidder must be able to leverage funds by seeking additional outside funding sources and/or providing in-kind services to match state and federal funds.
2. Bidder shall specify amount of potential matching funds, source and explain how these funds will be procured and applied to the program.

C. Detailed Budget & Payment

1. Detailed project budget requirements and cost estimation to meet the proposed work needs of the program and time frame needed to accomplish these services. The budget should be based on a fourteen month period and address each of the major tasks, showing total direct costs (salaries, fringe benefits, travel, per diem, etc.) for the consultant including all other costs associated with the services provided (indirect costs and overhead, profit, and State excise tax, etc.)
2. A listing of hourly rates assumed by the consultant to include overhead, clerical costs, and taxes.
3. A statement of desired method and time frame of payment. The Department of Land and Natural Resources, Division of Forestry and Wildlife normally pays a consultant on the basis of invoices for services rendered. Final payment, including the amount retained, is paid upon satisfactory completion and acceptance of all work.

VIII. SUBMITTAL OF PROPOSAL

Bidders must submit three (3) copies of the proposal by 4:00 p.m. on October 31, 2007.

A. Project Proposal

Each proposal will be opened and reviewed by an evaluation committee. The proposal shall first be reviewed for timeliness of submission, completeness, and compliance with the general procurement requirements specified in this document.

The evaluation committee shall then conduct a comprehensive, fair and impartial appraisal of each proposal submitted and assign a score as more fully described in the "Scoring Criteria," Section H. This procedure shall be attended by the evaluation committee, or any other members deemed necessary by the State, and shall NOT be subject to public attendance or public scrutiny. The evaluation committee, in addition to reviewing documents submitted, may also conduct reference checks, telephone interviews, and/or site inspections to assess or verify consultants background.

The State reserves the right to determine what is in the State's best interest in this evaluation process and its decision shall be final. The State reserves the right to negotiate with an offeror, select portions of a proposal, or to reject any and all proposals.

B. Cost of Proposal Preparation

Costs for developing the proposals are solely the responsibility of the bidder, whether or not any award results from this solicitation. The State of Hawai'i will provide no reimbursement for such costs.

C. Disposition of Proposal

All proposals become the property of the State of Hawai'i. The successful proposal will be incorporated into the resulting contract.

D. Notification

Each bidder will be notified in writing of the evaluation committee's selection decision.

E. Bid Evaluation

Award will not be made on the basis of price alone. The entire proposal shall be evaluated by taking into consideration how well the bidder meets the criteria set forth below under "Evaluation Criteria," Section F., and "Scoring Criteria," Section H.

F. Evaluation Criteria

Before the merits of each proposal are evaluated, the Evaluation Committee shall evaluate each proposal to determine whether it complies with, and is responsive to, the project description and instructions. At this stage, proposals will also be reviewed for timeliness of submission, completeness, and compliance with the requirements and qualifications specified in this document.

Those proposals that do not comply with the requirements of the project description will be rejected from further consideration. A Notice of Disqualification shall be sent to those bidders whose proposals are disqualified under this section.

G. Determination of Responsibility

In order to qualify as responsible bidders, individuals must meet the following standards:

- a. Adequate financial resources for performance, or the ability to obtain such resources, as required during performance;
- b. Necessary experience, organization, technical qualifications, skills, and facilities or the ability to obtain them;
- c. Ability to comply with the proposed or required time of delivery or performance schedule;
- d. Satisfactory record of integrity, judgement and performance;
- e. Otherwise qualified and eligible to receive award under applicable laws and regulations.

Bidders shall submit acceptable evidence of experience, organization, technical qualifications, skills, and facilities to perform the service called for in this document under scope of work.

H. Scoring Criteria

Those proposals that survive the Compliance Review shall be evaluated based upon seven (7) criteria deemed critical to the successful completion of all project requirements. The evaluation process will award points on a scale of 0 to 5 (0 = poor, 3 = fair, and 5 = excellent) for each criteria. Each member of the evaluation committee will score each proposal. Points awarded for each criteria will be multiplied by the weighted value given. The final scores of each proposal will be an average determined by assessing the total scores of all committee members. Proposals submitted will be evaluated using the following weighted criteria:

- a. Demonstrated professional qualifications and experience to perform the tasks listed under "Scope of Services". At least three years experience working with youth (young adults ages 16-19.). (Weighted Value 4)
- b. Demonstrated understanding of the goals and objectives of the Youth Conservation Corps program. (Weighted Value of 4)
- c. Demonstrated professional skills, expertise and experience to plan, coordinate, manage, implement, and monitor all program activities including knowledge and experience with youth programs and conservation in Hawai'i. (Weighted Value of 4)
- d. Competitive budget. Costs should not exceed maximum amount listed above in section VI, "Project Budget" unless additional funding sources are available through the Bidder. (Weighted Value of 4)

In converting cost to points, the lowest proposal will automatically receive the maximum number of points allocated to cost. The point allocations for costs on the other proposals will be determined through the method set out as follows:

$[\text{Lowest proposed total budget} \times 5 \text{ points (maximum)}] \div \text{Offeror's proposed total budget} =$

Points

- e. Ability of bidder to leverage funds. (Weighted Value 3)
- f. Demonstrated professional experience to conduct the business and working relationship with the Department of Land and Natural Resources, Division of Forestry and Wildlife. This includes collaborating with partner agencies and expanding agency/private partnerships. (Weighted Value 2)
- g. Demonstrated ability to deliver the objectives of the Youth Conservation Corps program. (Weighted Value 2)
- h. Demonstrated the ability to monitor program accomplishments and associated expenditures related to the Youth Conservation Corps program. (Weighted Value 2)

I. Method of Award

The Department of Land and Natural Resources reserves the right to make the award to the consultant who submits a proposal, which meet the requirements set forth under the scope of work, and other project requirements as provided. We reserve the right to reject or request modifications of any or all proposals. We reserve the right to cancel the request, if it is in the best interest of the State.

IX. RFP AWARD CONDITIONS

- A. Award of RFP is contingent upon receipt of annual federal funds and state special funds by the Department of Land and Natural Resources, Division of Forestry and Wildlife. Payments will be made as goals, objectives and tasks are accomplished as identified herein.
- B. Extension of contract for a second and third term is contingent upon satisfactory performance and availability of state and federal funding.
- C. We reserve the right to cancel this request if it is in the best interest of the State.

X. CONTRACT EXECUTION

The successful bidder shall be required to enter into a formal contract, which will be approved by the Board of Land and Natural Resources or its designated representative. Upon execution of the contract, the State will issue a Notice to Proceed specifying the contract commencement date. No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed. The State is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to official date.

XI. SUBMISSION REQUIREMENTS

- A. The deadline for receipt of a typed proposal, as specified in this document, is Wednesday, October 31, 2007 at 4:00 p.m.
- B. The respondent bidder agrees that the proposal shall constitute a firm offer to the Department of Land and Natural Resources, Division of Forestry and Wildlife and cannot be withdrawn for any reason after the due date for submission of the proposals. The respondent bidder shall agree that prices listed are firm and shall remain so throughout the performance of the work.
- C. The proposal shall be signed by the consultant interested in bidding for these services. It shall include the name, title, address and telephone number.

Any questions regarding this RFP should be directed to Jolie Wanger (808) 587-4188