REQUEST FOR PROPOSALS
Request #70418

The Research Corporation of the University of Hawaii requests proposals for the

Tracking Climate Change in Hawai’i: Status and Prospects Project

For the

Hawaii Cooperative Studies Unit
Office of Research, University of Hawaii at Hilo
University of Hawaii
Honolulu, HI

9/3/14
NOTICE TO OFFERORS

RFP Availability


Questions About the RFP

All questions by Offerors or potential Offerors should be submitted in writing via email to Sharon Ziegler-Chong using the address, ziegler@hawaii.edu.

Closing Date for Receipt of Offeror Questions is 5:00 PM (Hawaii Standard Time), September 16, 2014.

Closing Date for Receipt of Proposals

Completed proposals must be received no later than 12 Noon (Hawaii Standard Time), September 30, 2014, via the SuperQuote website at: https://www.commercepoint.com/index.shtml. It is the Offeror’s responsibility to ensure confirmation of proposal receipt prior to the Closing Date for Receipt of Proposals. Proposals received after the time and date fixed for submittal will not be considered.

This RFP is issued by The Research Corporation of the University of Hawaii (RCUH).

Research Corporation of the University of Hawaii
2800 Woodlawn Dr., Suite 200
Honolulu, HI 96822
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IT IS THE RESPONSIBILITY OF ALL OFFERORS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR RFP PACKAGE.

This RFP contains 30 pages.
SECTION 1 -- ADMINISTRATIVE OVERVIEW

1.1 INTRODUCTION

This is a Request for Proposals (RFP) issued by the Research Corporation of the University of Hawaii (RCUH), on behalf of Hawaii Cooperative Studies Unit, UH Hilo to solicit proposals from Offerors who wish to be considered. The contract will be issued and administered as an Agreement for Services with the RCUH.

The Research Corporation of the University of Hawaii (RCUH) on behalf of the Hawaii Cooperative Studies Unit (HCSU) at the University of Hawaii at Hilo (UHH), in conjunction with the Pacific Islands Climate Change Cooperative (PICCC) is soliciting proposals to conduct an objective assessment of the existing programs monitoring climate-sensitive ecological variables (biological and geophysical) in the terrestrial Hawaiian environment. The Offeror will work closely with the PICCC Science Coordinator, UHH and, as needed, with collaborating partner organizations in this science assessment project, the purpose of which is to propose an optimized climate change monitoring network which would include University of Hawai‘i and other State of Hawai‘i assets in addition to those of other governmental and non-governmental entities.

Due to time and funding constraints, this effort must be completed quickly and efficiently. Work must be started as soon as an agreement is implemented and Phase 1 of this project must be completed and accepted for final payment by 12/15/2014. Phase 2 must be completed and accepted for final payment by 6/15/2015. We are looking for an Offeror that has the depth of resources, the internal capacity, and connections to a network of subject matter experts to develop and implement this project.

1.2 SCHEDULE OF KEY DATES

The schedule of key dates set forth herein represents the RCUH’s best estimate of the schedule that will be followed (all times are Hawaii Standard Time). Any of the dates listed below may be changed at any time at the sole discretion of the RCUH Procurement Officer.

Date of Notice (RFP Issued): ............................................. September 3, 2014
Closing Date for Receipt of Offeror’s Attachment A (Notice of Intent to Submit a Proposal): ...................... 5 PM, September 11, 2014
Closing Date for Receipt of Offeror Questions: .............. 5 PM, September 16, 2014
Closing Date for Posting Responses to Questions: .......... 5 PM, September 24, 2014
Closing Date for Receipt of Proposals: ............................ 12 Noon, September 30, 2014
Proposal Review Period: ...................................................... October 1-6, 2014
Date of Contractor Selection and Award: ..................... 5 PM, October 13 2014
Services Start Date (Tentative): ...................................... October 17, 2014

1.3 RFP AMENDMENTS
The RCUH reserves the right to amend the RFP at any time prior to the Closing Date for Receipt of Proposals. All RFP amendments will be posted on the following website, https://www.commercepoint.com/index.shtml. Offerors are solely responsible to check this website for any modifications to the RFP. The RCUH reserves the right to cancel this RFP at any time for any reason at no cost to the RCUH.

1.4 QUESTIONS BY OFFERORS AND POTENTIAL OFFERORS TO RCUH

All questions by Offerors or potential Offerors should be submitted in writing via email to Sharon Ziegler-Chong using the address, ziegler@hawaii.edu. Questions regarding proposal requirements, contents, and details will receive a response only for those questions received by 5 PM HST, September 16, 2014. All received questions and responses will be posted by 5 pm HST, September 24, 2014, on the Superquote website:

1.5 QUESTIONS BY RCUH TO OFFERORS

The Offeror is responsible for ensuring the correctness and readability of their proposal. However, the RCUH reserves the right to seek clarifications during the Proposal Review Period. Content for which a clarification may be requested includes obvious mislabeling of figures or tables, illegible text (such as may occur in a figure label being reduced to too small a font size), or an obvious clerical mistake (e.g., a misplaced decimal point or obvious mistake in designation of a unit such as feet instead of meters). The authority to permit correction of proposals is limited to proposals that, as submitted, are responsive to the RFP and may not be used to permit correction of proposals to make them responsive.

1.6 CLARIFICATION OF THE RFP

An Offeror shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter shall be promptly submitted to the RCUH prior to the Closing Date for Receipt of Offeror Questions. This shall allow issuance of any necessary amendments to the RFP. The Offeror hereby acknowledges, agrees, and waives any claim arising from any knowledge of any defect in this RFP acquired prior to the Closing Date for Receipt of Offeror Questions and failing to inform the RCUH prior to said deadline. The Offeror further acknowledges and agrees that the RCUH reserves the right to waive any technical irregularity not affecting an unbiased and objective evaluation of all proposals; that such waiver will be in the best interest of the RCUH; and that the Offeror hereby waives any claim against the RCUH arising from such technical irregularity.

1.7 TAX CLEARANCE FOR PROPOSALS

A tax clearance from the State of Hawaii Department of Taxation and the Internal Revenue Service is not required for submission of a proposal. However, in accordance with Section 103-53, Hawaii Revised Statutes, the selected contractor shall submit original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service prior to execution of the Agreement for Services.
Due to the fact the proposal review and contract award period may be tightly scheduled, it is highly recommended that Contractors submitting proposals apply for tax clearance upon submission of the proposal in order to meet key dates. A Certificate of Vendor Compliance that reflects a “Compliant” status from the Hawaii Compliance Express (HCE) shall be accepted as a substitute for the tax clearance. Information on the Hawai‘i Compliance Express program may be found at: https://vendors.ehawaii.gov/hce/splash.

1.8 PREPARATION COSTS

Any costs incurred by Offerors in preparing or submitting a proposal shall be the sole responsibility of the Offeror.

1.9 PROPRIETARY INFORMATION

The Offeror should clearly identify any proprietary information in the Offeror’s submitted proposal. Upon final execution of an Agreement for Services, all non-proprietary information in an Offeror’s proposal may be made available by the RCUH for public inspection upon request. Accordingly, material designated as confidential should be readily separable from the proposal in order to facilitate inspection of the nonconfidential portion of the proposal.

1.10 SUBMISSION OF PROPOSALS

Offerors are expected to submit their proposals electronically via the SuperQuote system, at https://www.commercepoint.com/index.shtml, NO LATER THAN 12 Noon HST, September 30, 2014. It is the responsibility of the Offeror to confirm that the RCUH has received their proposal prior to the Closing Date for Receipt of Proposals. Proposals may be modified by an Offeror prior to the Closing Date for Receipt of Proposals.

1.11 CERTIFICATION OF PROPOSAL

By submitting a proposal, the Offeror certifies that the proposal submitted to the RCUH is in accordance with any required authorization by the governing body of the Offeror’s organization. The Offeror further certifies that the information and responses contained in the proposal are true, accurate, and complete, and that the RCUH may justifiably rely upon said information for purposes of evaluation and contracting with the Offeror. If it is later discovered that any information provided in the Offeror’s proposal is false, it will result in the Offeror’s elimination from consideration.

1.12 PROPOSAL WITHDRAWAL

An Offeror may withdraw their proposal by submitting a written request to the RCUH any time prior to the Closing Date for Receipt of Proposals.

1.13 RFP SUBMITTALS BECOME THE PROPERTY OF RCUH

All proposals and other material submitted shall become the property of the RCUH, and may be
returned at the sole discretion of the RCUH.

1.14 OPENING OF PROPOSALS

Proposals will be opened after 1 P.M. Hawaii Standard Time, on September 30, 2014, or as amended at the office to which the proposals are submitted. The proposal opening will not be open to the public. Proposals will not be subject to public inspection until after an Agreement for Services is signed by all parties, but in no case will proprietary information or proprietary material submitted by an Offeror as part of an Offeror’s proposal be available for public inspection.

1.15 DISQUALIFICATION OF PROPOSALS

The RCUH reserves the right to consider as acceptable only those proposals submitted in accordance with all the requirements set forth in this RFP, and which demonstrate an understanding of the scope of work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

An Offeror shall be disqualified and the proposal automatically rejected for any one or more of the following reasons:

- The proposal shows any noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or reserving the right to enter into a contract pursuant to an award, or has any provision contrary to those required in the solicitation.
- The Offeror is debarred or suspended. Entities that are currently debarred or suspended from federal procurement transactions are listed in the Excluded Parties Listing System. A search can be performed at www.sam.gov to determine whether an entity has an active exclusion.

1.16 REFERENCES

The Offeror must disclose all contracts for similar services for the last 5 years, and these will serve as potential references to be contacted by the RCUH as part of the evaluation of the Offeror’s proposal. Points of contact and contact information should be indicated for each contract listed (see Appendix C).

The RCUH reserves the right to contact the references named in your proposal and any other references provided by the Offeror during the past 5 years. The results of discussions with the references will be used to score the proposal, as described in Section 4 of this RFP.

1.17 SELECTION ON INITIAL PROPOSALS

The RCUH may select a Contractor on the basis of initial offers received, without discussions.
Therefore, each initial offer should contain the Offeror’s best terms.

1.18 BASIS FOR SELECTION

Based on the evaluation process discussed in Section 4 of this RFP, the highest ranked responsible and responsive Offeror will be selected.

1.19 PROCESS FOR NEGOTIATIONS

The RCUH will attempt to negotiate with the selected Offeror a mutually acceptable Agreement for Services. If this cannot be accomplished within 7 calendar days after initial Selection, the RCUH reserves the right to terminate contract negotiations with the first-ranked Offeror, and may select the second-ranked Offeror for negotiation of a potential award. This process may continue in order of Offeror ranking until a mutually acceptable Agreement for Services is achieved with the RCUH and an award is made to a selected Offeror.

1.20 AVAILABILITY OF FUNDS

Offerors are advised that entering into an Agreement for Services is contingent upon availability of funds. If funds are not available, the RCUH reserves the right not to enter into an agreement.

1.21 NOTICE TO PROCEED

The RCUH shall not be responsible for work done, even in good faith, prior to the RCUH’s execution of an Agreement for Services unless specific provisions are made in the agreement.

1.22 CHANGES TO CONTRACTOR’S FEE

It is recognized that financial audit disallowances and other changes may require adjustments in the compensation due to the Contractor. In the event that future actions would either disallow or minimize the payments already made to the Contractor, the Contractor shall assist the RCUH in defending the correctness of the claim for reimbursement. If the disallowance or adjustment is upheld, then the Contractor will repay RCUH to the extent the amount of the disallowance or adjustment was included in the total fee received by the Contractor. Payment to the RCUH shall be made within THIRTY (30) calendar days from which official notice is received by the Contractor from the RCUH.

1.23 PROCUREMENT OFFICER

This RFP is issued by the Research Corporation of the University of Hawaii, on behalf of Hawaii Cooperative Studies Unit. The Procurement Officer responsible for overseeing the RFP process and Agreement for Services is Sharon Ziegler-Chong.
SECTION 2 – STATEMENT OF WORK

Need: Technical analysis and report generation in support of a science assessment project titled “Tracking Climate Change in Hawaiʻi: Status and Prospects,” the purpose of which is to propose an optimized climate change monitoring network which would include University of Hawaiʻi and other State of Hawaiʻi assets in addition to those of other governmental and non-governmental entities.

Description of required services: Conduct an objective assessment of the existing programs monitoring climate-sensitive ecological variables (biological and geophysical) in the terrestrial Hawaiian environment, and generate a summary for consideration at an expert workshop (to be conducted after this work is completed). Contractor will work closely with the PICCC Science Coordinator, UHH and, as needed, with collaborating partner organizations.

The Pacific Islands Climate Change Cooperative (PICCC) was established in 2009 to assist those who manage native species, island ecosystems and key cultural resources in adapting their management to climate change for the continuing benefit of the people of the Pacific Islands. For these islands and communities to sustain themselves into the future, resource managers and the public need to understand how ecological changes are likely to unfold and what adaptation actions will best perpetuate the unique natural resources of the Pacific. The PICCC provides scientific and technical support for landscape-scale conservation in an adaptive management framework, such as projections of climate impacts based on climate models. Science-based planning and landscape-level prioritization requires focusing conservation programs on the components of the landscape most sensitive to environmental change, monitoring how they respond as climate changes, and comparing observed changes to those projected using models. That monitoring activity must be as efficient as possible and cover as wide a suite of biophysical and ecological variables as is needed to understand changes. This project is aimed at assessing the current capabilities of ongoing monitoring programs, which were mostly designed for other purposes, to detect trends and shifts due to global climate change.

Activities, Phase 1:

1. Conduct an impartial assessment of the available monitoring data sets from governmental and non-governmental entities that are potentially relevant for tracking terrestrial ecological response to climate change and variability in the main Hawaiian Islands.
   a. Step 1: Develop a list of monitoring programs and data sets that meet relevance criteria (to be provided).
   b. Step 2: Develop and conduct a survey and approximately 20 interviews of program managers/data stewards to support an analysis of the ability of the existing programs to detect and attribute climate change impacts. The surveys and interviews will collect the following data at a minimum:
      i. The spatial, temporal, and ecosystem coverage of each monitoring
ii. Lead personnel, host institution(s), the extent to which each is supported with firm funding, their annual cost (personnel, instrumentation, data management), and existing capital investment.

iii. Costs and effects of high-priority expansions or improvements to each program, as defined by program managers.

iv. Metadata on the variables collected by each effort, and the ability of the acquired data to be accessed and shared.

c. Target completion date: November 1, 2014

2. Analyze and summarize the existing programs, and develop a well-reasoned written evaluation of:

a. Gaps in the spatial, temporal, and ecosystem variable coverage of current monitoring efforts.

b. The utility of each data collection for supporting detection of future changes in geophysical drivers and ecosystem elements and in calibrating and validating climate and ecological response models.

c. The overall effectiveness of the current system in detecting ecological change and attributing it to geophysical drivers.

d. Potential changes to existing programs that could substantially increase the ability of the system to detect and attribute such changes, and their approximate cost.

e. An appendix catalog of available data sets.

f. Target completion date: December 15, 2014

Activities, Phase 2:

1. Assist in development and execution of an expert workshop (Note: workshop planning, logistics, and execution will be the responsibility of a third party) with the following goals:

a. Defining the most important variables for monitoring change and testing/validating models of ecological response to climate change.

b. Evaluating the existing programs and efforts with regard to these variables.

c. Evaluating potential modifications to the existing monitoring and data collection efforts to increase efficacy, efficiency and coverage.

d. Developing a consensus recommendation for optimizing monitoring efforts and data management.

e. Target date: April 30, 2015.

2. Prepare a written workshop summary and consensus recommendation, including any minority viewpoints.

a. Target date: May 30, 2015

Project Team Expertise/Qualifications

- Demonstrated expertise in programmatic gap analysis and needs assessment. At least
three years experience resulting in products and reports demonstrating this expertise.
- Familiarity with detection of trends in environmental and biological variables. At least two years experience resulting in products and reports demonstrating this expertise.
- Knowledge of environmental monitoring systems and programs in Hawaii. Knowledge demonstrated by documented participation in at least two reviews, workshops, publications, or working groups focused on environmental monitoring within the state of Hawaii

Oversight and Monitoring:
1. Required biweekly verbal/webinar meeting with project managers, which includes:
   a. Status of work, as related to the budget and schedule.
   b. Major issues needing attention.
      i. Description of the issues
      ii. Recommended solution
2. Initial meeting with project managers to review relevance criteria
3. Draft of survey and list of contacts provided to project managers for review prior to initiation of surveys/interviews.
4. Project managers provided with a report draft for comment by December 1, 2014.
5. Project managers provided with workshop summary draft by May 11, 2015
SECTION 3 – PROPOSAL REQUIREMENTS

3.1 REQUIRED FORMAT

The proposal shall be organized in sections in the following order:

1. Executive Summary
2. Technical Proposal
3. Price Proposal
4. Schedule
5. Qualifications
6. Appendices

3.1.1 Executive Summary

Offeror shall submit an Executive Summary outlining the key elements of the proposal. Provide your organization’s mission statement and a brief summary of your organization’s qualifications and experience.

d. Provide name of project manager and all key personnel, title, email address, resume, and contact phone number.
e. Provide a brief general description of the project strategy, the final product and methods of determining success.

3.1.2 TECHNICAL PROPOSAL

The project narrative shall include 12 point font and 1 inch margins. Please use the headings, numbering and sequence provided below in writing the project narrative.

1. Title Page
   a. Provide name of organization, physical address, email and telephone number.
2. Experience and Qualifications
   a. Describe your organization’s capacity, staff experience and qualifications that will allow you to carry out this work within the specified time frame.
   b. Describe the areas of expertise that will be required.
   c. Describe how the team will be selected and convened.
   d. Describe past performance with project(s) similar in scope to this project if applicable. Please include work samples (e.g. links to websites, webinars, or videos) of past projects.
3. Scope of Work
   a. Describe as carefully and with as much detail as possible how you will fulfill the statement of work described in Section 2 of this RFP.
4. Project Management

5. Outline how you will monitor timelines and deliverables or measurable standards for completion of work specified in the RFP. Specify who will be responsible for meeting goals, keeping the project within the contracted cost and keeping the project within the scope of work outlined in the RFP.

3.1.3 PRICE PROPOSAL

The Offeror shall submit a budget for the complete project, which shall be divided into budgets for Phase 1 and Phase 2 of the project as described in the Scope of Work. The Offeror shall provide a detailed breakdown of the total budget including a budget narrative. The budget narrative shall consist of a detailed justification of expenditures for each Offeror determined expense category. Budget should include but is not limited to specified hourly wages by title, itemized personnel costs, estimated itemized travel expenses, and other costs associated with this project. Please submit the budget in spreadsheet form to allow verification of cost calculations.

Reimbursed travel expenses will be based on the most economical mode of transportation (unless the traveler has an underlying condition that dictates otherwise) and the most direct route consistent with the authorized purpose of the trip. Per diem for travel should be based on current GSA rates. Additional cost for nominal administrative fee is allowable. For current rates, please go to: http://www.gsa.gov/portal/category/21287.

Ineligible Uses of Funds: The Offeror may not use funds to develop a business or organization start-up plan, to conduct a fundraising event for the sole purpose of raising capital, for litigation effort, or a legal mandate. RCUH HCSU funds cannot be used to pay for food purchases (unrelated to instruction), alcoholic beverages, equipment, entertainment, fundraising, construction, renovation, office or equipment lease, or reimbursement for expenditures or costs incurred prior to Proposal and/or executed Agreement for Services. RCUH funds may not be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool by any State or local government, or any private entity.

3.1.4 SCHEDULE

The funding for Phase 1 of this project must be transferred by 12/31/2014, and Phase 2 by 6/30/2015. There will not be an extension of the end date of this agreement. In order to process final payment, the Phase 1 report for this project must be approved and delivered by 12/15/2014, and the final report must be approved and delivered by 6/15/2015. The following schedule (see scope of work for reference) is suggested:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1, 2014</td>
<td>Survey completion</td>
</tr>
<tr>
<td>December 15, 2014</td>
<td>Written summary completed and delivered</td>
</tr>
<tr>
<td>April 30, 2015</td>
<td>Workshop (approximate)</td>
</tr>
<tr>
<td>May 30, 2015</td>
<td>Written workshop summary and recommendations delivered for approval</td>
</tr>
</tbody>
</table>

3.1.5 QUALIFICATIONS
Offeror shall describe the firm’s qualifications, experience and size. In addition, the Offeror shall identify the team it will use to provide the goods/services. One page summary biographies of key subject matter experts both internal and external to the Offeror’s organization shall be included in the proposal (to be included with Appendix B, described below).

3.1.6 APPENDICES

Appendix A – Proposal Letter. The Proposal Letter shown in Appendix A shall be signed and dated by an individual authorized to legally bind the Offeror. Evidence shall be submitted showing the individual’s authority to bind the Offeror.

Appendix B -- Offeror’s Profile. The Offeror’s Profile form shown in Appendix B shall be completed in its entirety.

Appendix C – References. Using the form shown in Appendix C, the Offeror must disclose all contracts for similar services performed during the last 5 years. Points of contact and contact information should be indicated for each contract listed. These will serve as potential references to be contacted by the RCUH as part of the evaluation of the Offeror’s proposal.
Appendix A

PROPOSAL LETTER TO THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAI’I

We propose to provide services for the Research Corporation of the University of Hawaii, for the benefit of the Hawaii Cooperative Studies Unit of the University of Hawaii.

It is understood that this proposal constitutes an offer.

It is understood and agreed that we have read the Research Corporation of the University of Hawaii’s specifications described in the RFP and this proposal is made in accordance with the provisions of such specifications. By signing this proposal, we guarantee and certify all items included in this proposal meet or exceed any and all such specifications, and agree to the terms and conditions in all of the documents described in Section 4.5 of the RFP, including Attachments.

We agree, if selected, to deliver goods and services which meet or exceed the specifications.

Respectfully submitted,

_________________________________________  ______________________
Authorized Signature                        Date

_________________________________________
Printed Name

_________________________________________
Title

_________________________________________
Email Address                              Telephone

_________________________________________
If contract is awarded, the purchase order/payment should be made to  Federal EIN

_________________________________________
Remittance Address

_________________________________________
City, State, Zip Code

*Attach to this page: Evidence of authority of the above officer to submit an offer on behalf of the company, giving also, the names and addresses of the other officers of the company.
OFFEROR PROFILE

(All items on entire page must be provided to be considered.)

Company Name __________________________

Type of Company __________________________

Address _________________________________

Total # Full Time Employees ________________

__________________________

Phone Number ____________________________

Email _________________________________

Federal ID # _____________________________

Company Start Date ________________

State ID # _______________________________

Project Manager / Principal Contact (Attach Bio) ________________________________

Assigned Employees (Attach Bios) ________________________________

____________________________________

____________________________________

____________________________________

____________________________________

(Attach Additional Listings)________

Signature ____________________________ Date __________________

Position/Title ______________________________

*Attach to this page: One page biographical summaries for all project team members.
Appendix C

REFERENCES

Name of Firm ______________________________________

Address ______________________________________

_____________________________________

Contact Name __________________________ Position __________________________

Telephone Number __________________________ Email Address __________________________

Dates of Services ________________

Description of Services Provided:
SECTION 4 – EVALUATION OF PROPOSALS AND BASIS FOR AWARD

4.1 EVALUATION OF OFFEROR PROPOSALS

All responsive proposals received prior to the Closing Date for Receipt of Proposals of 12 noon Hawaii Standard Time, September 30, 2014 will be evaluated and scored.

4.2 EVALUATION COMMITTEE

A committee, comprised of at least three (3) representatives of University of Hawaii at Hilo, the Pacific Island Climate Change Cooperative, the Pacific Islands Climate Science Center and the Pacific Islands Ecosystems Research Center, will evaluate and score each proposal submitted after review of all proposals and completion of oral presentations, if required. The committee will submit its evaluations to the Procurement Officer. The Procurement Officer will review the RFP and the evaluations before the selection of a Contractor. The firm with the highest score according to the criteria shown in this section shall be awarded the contract.

4.3 CRITERIA FOR PROPOSAL EVALUATION AND SCORING METHOD

The scoring and subsequent ranking of each proposal will be based on a scoring method using weighted formulas for technical merit, price, schedule, and qualifications. Information obtained from contacted references will be factored into the scoring for the Price, Schedule, and Qualifications criteria as described in this section. The total score for each proposal will be on a scale of 0 to 100 points. Four general categories will be used to evaluate the proposals:

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Number of Points per Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical merit</td>
<td>30</td>
</tr>
<tr>
<td>Price</td>
<td>25</td>
</tr>
<tr>
<td>Schedule</td>
<td>10</td>
</tr>
<tr>
<td>Qualifications</td>
<td>35</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Within the Technical, Price, Schedule, and Qualifications categories, points will be further divided into points derived solely from the evaluation of the submitted proposal, and points derived in response to standardized questions (all Offerors should be asked the same questions) asked of the Offeror’s customers listed for the Offeror’s relevant contracts for the past 5 years (references are required to be included in Appendix C of the Offeror’s proposal, as described in Section 3.1.6 of this RFP).

<table>
<thead>
<tr>
<th>Category</th>
<th>Max Pts. for Proposal</th>
<th>Max Pts. for References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>25</td>
<td>5</td>
</tr>
<tr>
<td>Price</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>Schedule</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Qualifications</td>
<td>25</td>
<td>10</td>
</tr>
</tbody>
</table>
For the purposes of the evaluation and scoring of an Offeror’s proposal, the Evaluation Committee will select up to 2 of the Offeror’s previous or current customers. Standardized questions will be communicated to these references, and their responses factored into the evaluation.

### 4.3.1 Detailed Evaluation Formula for Proposal

The scoring for the evaluation of the Offeror’s proposal will be as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Number of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>1. Proposal describes an appropriate method to generate the list of programs to be included in the assessment.</td>
</tr>
<tr>
<td></td>
<td>2. The survey and interview methodology described will generate the required data.</td>
</tr>
<tr>
<td></td>
<td>3. Staff resources are sufficient to contact and interview an appropriate range of monitoring project personnel.</td>
</tr>
<tr>
<td></td>
<td>4. Methods to be used to quantitatively and qualitatively analyze survey/interview data are well-described.</td>
</tr>
<tr>
<td></td>
<td>5. The analysis methods will support rankings, comparisons, and evaluations of monitoring programs and data sets in terms of the factors listed in Phase 1, task 2.</td>
</tr>
<tr>
<td>Price</td>
<td>20</td>
</tr>
<tr>
<td>Schedule</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1. The work schedule proposed is consistent with the scope of work.</td>
</tr>
<tr>
<td></td>
<td>2. Deviations from the suggested schedule are justified and will not compromise accomplishment of project by the established dates for completion of Phases 1 and 2.</td>
</tr>
<tr>
<td>Qualifications</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>1. The local technical expert has documented significant participation in a minimum of 2 of the following in at least 2 different efforts: reviews, workshops, publications, or working groups focused on environmental monitoring within the state of Hawai'i.</td>
</tr>
<tr>
<td></td>
<td>2. Project team has two years' experience with detection of trends in environmental and</td>
</tr>
</tbody>
</table>
biological variables.

3. Project team has three years' experience in programmatic gap analysis and needs assessment.

| TOTAL SCORE | 75 |

4.4 BASIS FOR SELECTION AND AWARD OF AN AGREEMENT FOR SERVICES

The RCUH will select and attempt to negotiate a mutually acceptable Agreement for Services with the first-ranked Offeror. If this cannot be accomplished within 7 calendar days after initial Selection, the RCUH reserves the right to terminate contract negotiations with the first-ranked Offeror, and may select the second-ranked Offeror for negotiation of a potential award. This process may continue in order of Offeror ranking until a mutually acceptable Agreement for Services is achieved with the RCUH and an award is made to a selected Offeror.

4.5 REQUIREMENTS FOR AN AGREEMENT FOR SERVICES WITH THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII

The selected Offeror must submit the following documentation prior to execution of an Agreement for Services with the Research Corporation of the University of Hawaii:

1. Tax clearance from the State Department of Taxation and the Internal Revenue Service. See Section 1.7 of this RFP.
2. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters, if applicable.
3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions, if applicable.

Acceptance of an Agreement for Services with the Research Corporation of the University of Hawaii requires acceptance of Attachment B–General Conditions for Services Agreements, Attachment C–Special Conditions for Services Agreements–Federal Provisions, if applicable, and Attachment D–Standards of Conduct Declaration. Necessary forms will be provided to the selected company.
Attachment A. Notice of Intent to Submit a Proposal
(May be sent by email or fax.)

Company Name: 

Address: 

Phone No.: 

Email.: 

[ ] I acknowledge receipt of Request for Proposal No. _______ and my company intends to submit a proposal prior to the Closing Date for Receipt of Proposals. I acknowledge the requirements for a services agreement with the Research Corporation of the University of Hawaii, including submittal of a price proposal; State of Hawaii Department of Taxation and Internal Revenue Service tax clearances; Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters; Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions; Standards of Conduct Declaration; and acceptance of the General Conditions for Services Agreements and the Special Conditions for Services Agreements (Federal Provisions).

[ ] I acknowledge receipt of Request for Proposal No. __________ but my company is not submitting a proposal.

Submitted by:

__________________________________________
Signature Date

__________________________________________
Typed Name

Title
Attachment B. General Conditions for Services Agreements

1. Coordination of Services by the State. RCUH, or RCUH’s designee (the UH-Hilo Hawaii Cooperative Studies Unit and project director), shall coordinate the services to be provided by the CONTRACTOR in order to complete the Project. The CONTRACTOR shall maintain communications with the Hawaii Cooperative Studies Unit project director (RCUH, or RCUH designee), at all stages of the CONTRACTOR’s work, and submit to RCUH or RCUH designee, for resolution, any questions which may arise as to the performance of this Agreement.

2. Relationship of Parties; Independent Contractor Status and Responsibilities, Including Tax Responsibilities.

a. In the performance of services required under this Agreement, the CONTRACTOR shall be an “independent contractor”, with the authority and responsibility to control and direct the performance and details of the work and services required under this Agreement; however, RCUH and UH Hilo shall have a general right to inspect work in progress to determine whether in RCUH’s opinion, the services are being performed by the CONTRACTOR in accordance with the provisions of this Agreement. It is understood that RCUH does not agree to use the CONTRACTOR exclusively, and that the CONTRACTOR is free to contract to provide services to other individuals or entities while under contract to RCUH.

b. The CONTRACTOR and the CONTRACTOR’s employees and agents, shall not be considered agents or employees of RCUH for any purpose, and the CONTRACTOR’s employees and agents shall not be entitled to claim or receive from the RCUH any vacation, sick leave, retirement, workers’ compensation, unemployment insurance, or other benefits provided to RCUH employees.

c. The CONTRACTOR shall be responsible for the accuracy, completeness, and adequacy of its performance under this Agreement. Furthermore, the CONTRACTOR intentionally, voluntarily, and knowingly assumes the sole and entire liability (if such liability is determined to exist) to the CONTRACTOR’s employees and agents, and to any individual not a party to this Agreement, for all loss, damage, or injury caused by the CONTRACTOR, or the CONTRACTOR’s employees or agents in the course of their employment.

d. The CONTRACTOR shall be responsible for payment of all applicable federal, state and county taxes and fees which may become due and owing by the CONTRACTOR by reason of this Agreement, including but not limited to (i) income taxes, (ii) employment related fees, assessments and taxes, and (iii) general excise taxes. The CONTRACTOR is further responsible for obtaining all licenses, permits, and certificates that may be required by reason of this Agreement, including but not limited to a general excise tax license from the Department of Taxation, State of Hawaii.
e. The CONTRACTOR shall be responsible for securing any and all insurance coverage for the CONTRACTOR and the CONTRACTOR’s employees and agents which is or may be required by law during the pendency of this Agreement. The CONTRACTOR shall further be responsible for payment of all premiums, costs and other liabilities associated with securing said insurance coverage.

3. **Personnel Requirements.**
   
a. The CONTRACTOR shall secure, at the CONTRACTOR’s own expense, all personnel required to perform the services required by this Agreement.

b. The CONTRACTOR shall ensure that the CONTRACTOR’s employees or agents are experienced and fully qualified to engage in the activities and services required under this Agreement, and that all applicable licensing and operating requirements imposed or required under federal, state or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.

4. **Nondiscrimination.** No person performing work under this Agreement, including any subcontractor, employee or agent of the CONTRACTOR, shall engage in any discrimination that is prohibited by any applicable federal, state or county law.

5. **Subcontracts and Assignments.** The CONTRACTOR shall not assign or subcontract any of the CONTRACTOR’s duties, obligations, or interests under this Agreement without the prior written consent of RCUH. Additionally, no assignment by the CONTRACTOR of the CONTRACTOR’s right to compensation under this Agreement shall be effective unless and until the assignment is approved by RCUH.

6. **Conflict of Interest.** The CONTRACTOR represents that neither the CONTRACTOR, nor any employee or agent of the CONTRACTOR, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, which would or might conflict in any manner or degree with the performance of the CONTRACTOR’s services under this Agreement.

7. **Modifications of Agreement.** Any modification, alteration, amendment, change, or extension to any term, provision, or condition of this Agreement shall be made only by written amendment to this Agreement, signed by the CONTRACTOR and RCUH.

8. **Suspensions and Termination of Agreement.**
   
a. RCUH reserves the right at any time and for any reason to suspend this Agreement for any reasonable period, upon written notice to the CONTRACTOR. Upon receipt of said notice, the CONTRACTOR shall immediately comply with
said notice and suspend all work under this Agreement at the time stated.

b. If, for any cause, the CONTRACTOR breaches this Agreement by failing to satisfactorily fulfill in a timely or proper manner the CONTRACTOR’s obligations under this Agreement or by failing to perform any of the promises, terms, or conditions of this Agreement, and having been given reasonable notice of and opportunity to cure such default, fails to take satisfactory corrective action within the time specified by the RCUH, the RCUH shall have the right to terminate this Agreement by giving written notice to the CONTRACTOR of such termination at least seven (7) calendar days before the effective date of such terminating. Furthermore, RCUH may terminate this Agreement without statement of cause at any time by giving written notice to the CONTRACTOR of such termination at least thirty (30) calendar days before the effective date of such termination.

c. Upon termination of the Agreement, the CONTRACTOR shall, within four (4) weeks of the effective date of such termination, compile and submit in an orderly manner to RCUH an accounting of the work performed up to the effective date of termination. In such event, the CONTRACTOR shall be paid for the actual cost of the services rendered, but in no event more than the total compensation payable to the CONTRACTOR under this Agreement.