

County of Kauai
Office of Economic Development



Request for Proposals
Innovation Grants
For Fiscal Year
2021-2022

RFP ISSUANCE/APPLICATION OPEN DATE: SUNDAY, DECEMBER 5, 2021

Project Funding period April 1, 2022 to March 31, 2023

DEADLINE TO APPLY WEDNESDAY, JANUARY 19, 2022 AT 4:30PM

County of Kauai
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REQUEST FOR PROPOSALS (“RFP”)
COUNTY OF KAUAI OFFICE OF ECONOMIC DEVELOPMENT
NOTICE OF REQUEST FOR PROPOSALS: INNOVATION GRANTS FOR FISCAL YEAR 2021-2022

SEALED PROPOSALS for the Innovation Grants for Fiscal year 2021-2022, must be received on or before 4:30 p.m. Kauai Standard Time, Wednesday, January 19, 2022 via the Amplifund System. Awards will be made and recipients notified during the week of March 15, 2022. Link to the Amplifund system can be found here: <https://www.gotomygrants.com/Public/Opportunities/Details/6409432d-aa8a-4c48-a676-b6d0a311a499>. We are not accepting proposals through US Mail, email or by fax. Proposals received after the deadline will not be considered. The County reserves the right to reject any proposal.

The Kauai County Office of Economic Development (“OED”) is requesting proposals for the Innovation Grant awards for the 2021-2022 fiscal year. Project funding period will be April 1, 2022 to March 31, 2023. The intent of the grant program is to support new programs or projects that advance innovation by identifying and solving local problems in the areas of small business, technology, transportation, agriculture, local manufacturing, creative industries, workforce development, circular economies and tourism in Kauai County. Proposals must identify a known deficiency, problem, or need within the Kauai Community and deploy an innovative project that will be or has been successful in other contexts. Proposals submitted shall be reviewed and considered for the receipt of funding, to proposed projects or program budgets for applicant organizations.

A zoom meeting to discuss the RFP will be held on Wednesday, December 15, 2021 at 10am via the following link: https://us02web.zoom.us/webinar/register/WN_gcQPHf21QZ2qcgpXGx4hpw We will be posting the recorded webinar on kauaiforward.com and Kauai.gov/oed on December 16, 2021.

The deadline for submitting written questions is Sunday, December 19, 2021 at 4:00pm via oedgrants@kauai.gov.

Notification of OED’s approval and recommendation for funding will be made the week of March 15, 2022.

Nalani Ka’auwai-Brun
Director, Office of Economic Development

The Garden Island
Publication Date: Sunday, December 5, 2021

**COUNTY OF KAUAI OFFICE OF ECONOMIC DEVELOPMENT
 INNOVATION GRANT
 FOR FISCAL YEAR 2021-2022 REQUEST FOR PROPOSALS**

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SECTION 1: ADMINISTRATION

The County of Kauai's Office of Economic Development ("OED") is requesting proposals from qualified not-for-profit organizations incorporated under the laws of the State of Hawaii, non-profit organizations exempt from the federal income tax by the Internal Revenue Service, Kauai-based businesses with a non-profit fiscal sponsor (In the case of a non-profit organization, members of its governing board shall have served without compensation and have no material conflict of interest or be an educational institution or Kauai based business with a non-profit fiscal sponsor) for its Innovation Grant for Fiscal Year 2021-2022. We will be accepting applications for innovative projects that identify and solve local problems that will aid Kauai's economy to generate short-term and long-term economic growth and diversification. Due to continuing uncertainty regarding COVID-19, we will not be accepting applications for events.

1.01 ELIGIBLE PROJECTS OR ACTIVITIES

Eligible proposals include innovative new programs, or innovative new projects that advance innovation in the program areas of small business, technology, transportation, agriculture, local manufacturing, creative industries, workforce development, circular economy and tourism.

Programs or projects currently or previously funded with CARES Act funding or County Grants will not be considered.

1.02 AWARD AMOUNT

OED intends to award grants of up to \$50,000 each for different initiatives that align with RFP Project Specifications (see Section 2). Total funding will be no more than \$500,000.

1.03 ELIGIBLE ENTITIES

In order to be eligible for award through this RFP, the proposer shall:

- Be or have a sponsor that is a not-for-profit organization incorporated under the laws of the State of Hawaii and exempt from the federal income tax by the Internal Revenue Service and based on Kauai. Non-profit organization governing board members shall have served without compensation and have no material conflict of interest.
- Be a Hawaii based business with a Kauai non-profit fiscal sponsor and a project that is based 100% on Kauai.
- Have a current Equity Plan in place and be able to describe your equity strategy going forward. Equity is defined as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

- Both Businesses and Non-Profits must have bylaws or policies that describe the manner in which business is conducted including management, fiscal policies and procedures, and policies on nepotism, equity and the management of potential conflicts of interest.
- Have at least one (1) year of experience with the project or in the program area being proposed. The Director may grant an exception from this requirement if the proposer has demonstrated the necessary experience in the program area.
- Have staff or authorized representatives adequately trained to administer and provide the project described.
- Is or is able to become compliant under the Hawaii Compliance Express system prior to funding. You do not need to be HCE compliant at time of application, but it is highly recommended that you start the process now.

1.04 TIMETABLE

The timetable set forth below represents OED’s best estimate of the schedule that will be followed in the RFP process. Proposers will be advised by addendum via OED’s website of any changes to the timetable.

ACTIVITY	SCHEDULED DATE (Tentative)
RFP issued – Applications open	Sunday, December 5, 2021 at 8am
Zoom Meeting/Webinar to discuss the grant and how to apply. Link is here: https://us02web.zoom.us/webinar/register/WN_gcQPHf21QZ2qcgpXGx4hpw	Wednesday, December 15, 2021 at 10:00am
Closing Date for Receipt of Questions	Sunday, December 19, 2021 at 4:30pm
Department’s Response to Proposers’ Questions – Final Amendments (if any) to RFP	Wednesday, December 22, 2021 at 4:30pm
Proposal Due Date	Wednesday, January 19, 2022 at 4:30pm
Public Comment Review Opens:	Monday, January 24, 2022 at 8am
Public Comment Review Closes:	Friday, February 4, 2022 at 4:30pm
Selection / Award Notification	Week of March 15, 2022
Grant Agreement Execution Period	March 16, 2022 thru March 31, 2022
Tentative Agreement Commencement Date	April 1, 2022 thru March 31, 2023

1.05 CONTACT FOR INFORMATION

If the proposer requires additional information, requests for additional information shall be made in writing via email at oedgrants@kauai.gov. Please note that the final day for receipt of questions is Sunday, December 19, 2021, at 4:30pm.

1.06 SUBMISSION OF QUESTIONS

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the

provisions herein, the proposer shall submit an inquiry in writing on or before 4:30pm on Sunday, December 19, 2021, in order to qualify for an official response from OED. Responses will be posted under the same listing and become addenda to the RFP. OED will respond to questions through addenda only. All other means of communication, whether oral or written, shall not be considered official responses and may not be relied upon. A ZOOM Meeting to discuss the proposal and the Amplifund application system will be held at 10:00am HST on Wednesday December 15, 2021.

Click here to Join Zoom Meeting:

https://us02web.zoom.us/webinar/register/WN_gcQPHf21QZ2qcgpXGx4hpw

Any questions regarding the interpretation of any provision after proposals have been opened shall be subject to a ruling by the Director of OED, whose decisions shall be final. In addition, the Director shall have the sole power to decide and resolve matters which may arise in the future and / or which may not be covered in the proposal.

1.07 AMENDMENT, ADDENDA, OR BULLETINS

Any proposer who discovers any ambiguities, conflicts, discrepancies, omissions or other errors in the RFP shall notify OED in writing on or before December 19, 2021 at 4:30pm. Modifications of the RFP shall be made by issuing an addendum, and a written notice of such modifications shall be sent to all persons who have submitted written questions to OED as described above. If a proposer fails to notify OED on or before 4:30pm HST, Sunday, December 19, 2021, of any errors in the RFP known to the proposer, the proposer shall submit a proposal at its own risk. If the proposer is selected by OED, the proposer shall not be entitled to additional compensation or time by reason of such errors or their later correction.

Applicants should monitor the posting web site for any addendum necessitated by a modification of the RFP prior to the January 19, 2022, deadline. Any addendum issued during the time of proposal submission and forming a part of the documents shall be made a part of this Solicitation and shall become a part of the award contract.

1.08 WITHDRAWAL OF PROPOSALS

A proposer may withdraw its proposal by submitting a written request to the Director of OED any time prior to the proposal being scheduled for review and evaluation.

1.09 CANCELLATION OF RFP

This RFP may be cancelled and any or all proposals rejected in whole or in part, without liability to OED or the County of Kauai, when it is determined to be in the best interest of OED or the County of Kauai.

1.10 CONTRACT PERIOD

Upon award, the contract period will commence on April 1, 2022, thru March 31, 2023.

1.11 MULTIPLE PROPOSALS:

Multiple proposals from an organization for different and separate projects will be accepted and considered independently from each other.

1.12 PROPOSAL SUBMISSION:

All Proposals must be submitted via the online Amplifund System. Proposals via mail, email or FAX will not be accepted.

1.13 PROPOSAL BUDGET:

The Applicant is required to submit a proposed budget explaining how any grant funds will be utilized. If the Applicant is awarded less than what was requested in their RFP proposal, they will need to re-submit an updated proposal and budget showing how the money will be distributed before an agreement can be executed.

SECTION 2: PROJECT PLAN, PROPOSALS & SPECIFICATIONS

Eligible proposals include innovative on-island projects in the areas of small business, technology, transportation, agriculture, local manufacturing, creative industries, workforce development, circular economies and tourism that contribute toward economic development and to support the County’s vision for more economically diverse and sustainable future generating long term economic growth and diversification in Kauai County.

2.01 PROJECT LOCATION:

This program is intended to support projects that occur 100% in the County of Kauai.

2.02 PROJECT SPECIFICATIONS:

The purpose of this RFP seeks to deploy innovation on-island in the areas of small business, technology, transportation, agriculture, local manufacturing, creative industries, workforce development, circular economies and tourism. Applicants must demonstrate the potential for their projects to offer both short term economic development and to support the County’s vision for more economically diverse and sustainable future. Emphasis will be on local deployment of proven innovative practices, technologies, and policies that identify and solve local problems, and not on research and development into new or unproven products or ideas. Areas of focus include small business, technology, transportation, agriculture, local manufacturing, creative industries, workforce development, circular economies and tourism.

All projects, regardless of type, must clearly demonstrate their potential to generate economic benefit to Kauai residents via business income, employment, reduced expense or efficiency, or other means. It is not required that projects result in immediate or direct economic benefit if they can demonstrate significant movement toward those outcomes. Proposals must identify a known deficiency, problem, or need within the Kauai Community and deploy an innovative project that will be or has been successful in other contexts.

Proposals that include new partnerships or collaborations and include diverse organizations or groups that contribute uniquely to the overall strength of the proposal will be given extra consideration.

ECONOMIC SECTOR EXAMPLES:

SMALL BUSINESS	TECHNOLOGY
TRANSPORTATION	AGRICULTURE
MANUFACTURING	TOURISM
CREATIVE INDUSTRIES	WORKFORCE DEVELOPMENT
CIRCULAR ECONOMIES	

Projects previously or currently funded under the CARES Act or County Grants are not eligible.

Successful proposals will clearly show a public or community nexus to the stated project objective of the proposal. Funds may not be used for: purchase of alcohol; business or organizational start-up plans; fundraising; or costs associated with proposal production and submission. Proposals shall be subject to the provisions and stipulations of this RFP.

2.03 PROPOSAL PREPARATION

Proposer shall prepare a proposal in accordance with requirements of this Section and provide the proposal to OED via the Amplifund system. Proposers shall submit all data and information specified and requested in the system to qualify its proposal for evaluation and consideration for award. Noncompliance shall be deemed sufficient cause for disqualification of the proposal without further notice. OED will not pay any costs incurred by the Proposer in preparing or submitting their proposal.

2.04 DISQUALIFICATION OF PROPOSALS

OED reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and that demonstrate alignment with Project Specifications. Any proposal offering terms and conditions contradictory to those included, requested, or required by this RFP shall be disqualified without further notice. OED reserves the right to ask for clarification at any time, of any item in the proposal.

A Proposer will be disqualified, and the proposal automatically rejected for any one or more of the following reasons:

- The non-profit and/or business is not in good standing with the DCCA or the BBB.
- The Proposer's lack of responsibility or cooperation as shown by past work, projects or services.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in this RFP.
- The proposal shows any noncompliance with applicable law.

2.05 PUBLIC INSPECTION & INPUT

Proposal Specification information shall be subject to Public Inspection and comment via consider.it. A link to the initially selected proposals will be posted at [The Kauai Forward Website](#) and [County of Kauai Website](#). The Public will be allowed to view and offer constructive comments and score each initially qualified project for a period of two (2) weeks. Names of the Applicants or Fiscal Sponsor will not be named to encourage objectivity and provide focus on the project itself. Selection or rejection of the proposal does not affect this right. At the conclusion of the process, resulting in either a contract award or rejection of all proposals, all material except that marked proprietary shall become public information. The public is encouraged to review the proposed projects through our Consider.It tool and provide substantive and constructive comments.

2.06 PROPRIETARY INFORMATION

Proposer shall designate in writing those portions of the proposal that contain trade secrets or other proprietary data that are to remain confidential, so that the material designated as confidential shall be readily separable from the proposal in order to facilitate inspection of the nonconfidential portion of the proposal.

2.07 PROJECT PROPOSAL INFORMATION REQUIRED:

A. PROJECT - EXECUTIVE SUMMARY: Your summary should include:

1. A brief elevator pitch and briefly describe your company;
2. Summary of the research you have done to determine the problem and the solution;
3. The problem you are aiming to solve and the demographics of the groups that will be impacted;
4. How your product or service solves the problem;
5. Describe the key players in your project;
6. Your financial plan or budget;
7. How you will sustain this project beyond the Grant period.;

B. PROJECT - DESCRIPTIVE PARAGRAPH FOR PUBLIC COMMENT

1. Please describe your project in two paragraphs. The paragraph description should be written in such a way that will entice your reader to want to know more about your project. A link will be provided after these paragraphs that will allow the public to see additional details about your project. (NOTE: This will be placed onto the Consider.It website for public comment during the public comment period)

C. PROJECT PLAN: ORGANIZATION BACKGROUND: NOTE: *If you are a company that is using a non-profit as a fiscal sponsor, you will be required to answer these questions for both the non-profit AND your company.*

1. Describe your Company and/or Non-Profits background and organizational structure;
2. Describe the Company and/or Non-Profits leadership team. Provide a brief biographical sketch of each team member.;
3. Describe the Company's and/or Non-Profits mission and values;
4. Describe your Company's and/or Non-Profits general goals and objectives for the next three to five years;
5. Describe your Company's and/or Non-Profits Equity Plan;
6. Describe your Company's and/or Non-Profits assessment and research your company has done to come up with your Equity Plan.

D. PROJECT PLAN – THE NEED/PROBLEM:

1. What is the need or problem that your project will solve;
2. What type of research have you conducted to determine the need for your project;
3. Describe how this need arose and why do you think it has not been filled yet;

E. PROJECT PLAN - GOALS & OBJECTIVES:

1. What is your desired outcome;
2. How will the success of your project be measured;
3. Who does this project benefit;
4. How will you track your project beneficiary demographics.

F. PROJECT PLAN – THE PROJECT SOLUTION:

1. Describe the proposed project. Be sure to include the project location/facilities, implementation plan and all project activities;
2. Provide the timeline of the project, from start to finish during the contract period of April 1, 2022, to March 31, 2023. Your project must be completed by March 31, 2023;
3. Describe what is new, different, and innovative about the proposed project compared to past or current projects, including similar projects sponsored by other Grantors;
4. Please describe how your proposed project aligns with the adopted County goals and/or policies set forth in different County Plans formulated by the Community. Although project relation to a current County goal and/or problem defined below is not required, extra points will be given to projects that can directly correlate their project to something listed in the Resources below: (click to go to the Resource):

[Kaua`i Kakou General Plan \(2018\)](#)

A framework that represents Kaua`i's approach for managing growth over a 20-year planning timeframe. The plan consists of goals, policies, objectives, and action items within a range of sectors including economy, land transportation, energy sustainability, and more.

[Kaua`i Destination Management Action Plan \(2021- 2023\)](#)

Aims to rebuild, redefine and reset the direction of tourism over a three-year period. The focus is on stabilization, recovery, and rebuilding to the desired visitor industry for Kaua`i.

[Comprehensive Economic Development Strategy \(CEDS\) - Draft](#)

A plan that focuses on diversifying the island's economy beyond tourism, while also playing to the strengths of our tourism-based economy and the values our community has embraced through the County's General Plan Update.

[Kaua`i Short Range Transit Plan 2018](#)

A blueprint to improve the island's transit over a five-year timeframe. In addition, it provides a long-term vision for public transportation on Kaua`i.

[Integrated Solid Waste Management Plan \(2021 Draft Update\)](#)

A strategy for implementing environmentally prudent and economically feasible integrated solid waste management components to enhance or upgrade the County's existing systems.

5. Describe your specific project personnel. Explain the roles of and responsibilities of each person and how they are qualified.
6. Describe how you will track your projects progress? Provide details on how you will evaluate your project and how often. This should be included in your project timeline above.
7. Explain the project outputs (i.e., what the project activities will *produce* or *accomplish*). Describe the specific measures that will be used to evaluate project outputs and specify the performance targets for each measure (i.e., *how much* of the measure is expected). These measures should be specific, results-oriented, and achievable.

-Example 1: For a bike share pilot program, output measures could include the number of bikes, bike stations, riders, trips, etc.

-Example 2: For an educational campaign, output measures could include the number of brochures printed, workshop attendees, mobile apps downloaded, web site "hits," etc.

8. Provide details if your project will require outside assistance (such as outside contractors, Government agencies or other entities that provide special permissions to use property, equipment, special licenses, etc., Name and describe those others and what role they will play in your project. Also provide information on contracts and work already done or permits or contracts already in progress or in place with these companies and or entities specific to this project.

G. PROJECT FUNDING – BUDGET

1. Provide a complete budget on the sheet provided.
2. You must list all income sources of cash, any matches and In-Kind Contributions on the sections provided. Indicate the dollar value in the Budget column.
3. Expenses: Project expense estimates must be reasonable, directly related to the proposed project, and clearly described and justified in the budget narrative. The following list includes examples of some common expenses allowable in this Grant program:

- Advertising.
- Brochures.
- Collateral materials.
- Electronic media.
- Equipment rental.
- Facility rental.
- Postage
- Posters.
- Printing.

- Products.
- Public relations
- Salary and wages (at prevailing wages for work that is done on or on behalf of the project).
- Security.
- Shipping.
- Some consultant services.
- Supplies and materials.
- Website Development or enhancement

NOTE: *Personnel costs should not be the primary use of grant funds.* To demonstrate financial sustainability, projects will not rely on grant funding for critical operating expenses, including most salaries.

Ineligible uses of grant funding include the following expenses:

- Fundraising expenses.
 - Equipment purchases that are not directly related to this project
 - Organizational start up plans.
 - Purchase of alcohol.
 - Proposal preparation expenses (Grant writing, etc.).
 - Purchase of Real Estate
 - Purchase of automobiles.
4. Budget Narrative. Provide a budget narrative explaining each expense and how it relates to your project.

H. PROJECT FUNDING – OTHER SOURCES & SUSTAINABILITY

1. Describe other funding you have secured for this project. Include the name of the funder and the amount funded.
2. Describe how your project will sustain itself once grant or other funding runs out.
3. Provide a three-year ongoing project plan budget.

I. PROJECT - EQUITY RUBRIC QUESTIONS *(Equity is defined as: “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.)*

1. Does your project leverage clear outcome measures and diverse data points by identifying and targeting support for specific groups disproportionately impacted by the pandemic? Yes or No
2. Does your project analyze specific factors underlying inequity by considering the

- root causes or factors creating any social inequities directly or indirectly associated with the organization or project? Yes or No.
3. Does your project include voices of community representatives by identifying, engaging, and incorporating input from representatives or individuals from the disproportionately affected groups? Yes or No
 4. Does your project target resource and strategies to minimize burden & maximize access by identifying opportunities to advance equity when possible? Yes or No
 5. Does your project evaluate performance through defined equity metrics and reflection? Yes or No
 6. Does your project intend to publish transparent project results? Yes or No

J. PROJECT - EQUITY REFLECTION QUESTIONS *(Equity is defined as: “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.)*;

1. How does your project leverage clear outcome measures and diverse data points from beginning to end to identify inequity and ensure that your project will prioritize disproportionately impacted groups?
2. What inequities are observable across impacted populations by geography, race/ethnicity, income/ALICE, home-ownership status, health status, English proficiency etc.?
3. What is the historical, cultural, political and social context of the peoples and places impacted by your project? How have past actions (by County or otherwise) impacted these communities? How does this project consider these historical disparities/impacts?
4. How does your project include voices from disproportionately impacted groups? How have community members been engaged in project development and/or evaluation?
5. How will project benefits and burdens be distributed? Are there potential disproportionate impacts on underserved groups by the project? Identify opportunities to advance equity, when possible, i.e. contracting, subcontracting requirements, hiring, material sourcing, etc.
6. How does your project evaluate performance through defined metrics and provide opportunities for equity reflection? How do you track equity data to submit in grant reports? What do the evaluation and reflection reveal and what changes may be needed?
7. How is your organization sharing information about the project? Is it reaching people from disproportionately impacted groups?

2.08 PROPOSAL SUBMISSION INSTRUCTIONS

Applicants are required to submit their proposals through the Amplifund System. Proposals must be received on or before 4:30 p.m. Hawaii Standard Time on Wednesday, January 19, 2022. Proposals received after the deadline or not via the Amplifund system will not be considered. After award, all proposals shall be public information.

SECTION 3: EVALUATION CRITERIA

This RFP shall be evaluated and awarded through a Four (4) phase process. A quantitative scoring system will be utilized to maximize the objectivity of the evaluation.

3.01 EVALUATION COMMITTEE

The Director of OED shall select an evaluation committee with knowledge of the program objectives to provide initial review and ranking of the proposals. Such committee shall include at least three governmental employees with sufficient qualifications to assess each application (H.A.R. 3-122-45.01). Proposals shall be evaluated based on the Proposal Evaluation Criteria listed in Phase 2 below. Any committee member with a potential conflict of interest with a proposer shall recuse themselves from the review of that proposer's submission.

In order to generate a priority list, proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable. All responsible proposers who submit acceptable or potentially acceptable proposals are eligible for the priority list. If numerous acceptable and potentially acceptable proposals have been submitted, the procurement officer or the evaluation committee may rank the proposals and limit the priority list to at least three responsible proposers who submitted the highest-ranked proposals. Those responsible proposers who are selected for the priority list are referred to as the "priority-listed proposers." Discussions will be limited to only "priority-listed proposers"

3.02: EVALUATION PHASES

Evaluation phases will be conducted as follows:

- Phase 1: Screening
- Phase 2: Initial Proposal Evaluation
- Phase 3: Community Engagement
- Phase 4: Final Proposal Evaluation

PHASE 1 – SCREENING, INITIAL COMMITTEE REVIEW AND INITIAL SCORING

An initial screening shall take place immediately after the proposals are downloaded by the Office of Economic Development. The initial screening involves reviewing all submitted proposals for eligibility and completeness. Incomplete proposals or proposals not meeting these minimum requirements may be rejected and dropped from further consideration.

PHASE 2 – INITIAL PROPOSAL EVALUATION

Phase 2 of the evaluation process provides for an evaluation committee to establish a Priority List of Proposers who will be included in Phase 3 of the evaluation process. No discussions with Proposers shall take place during Phase 2 except for clarification purposes.

Phase 2 evaluation of the proposal will be conducted using the evaluation categories and numerical points below and will be based solely on Proposers' proposals. Phase 2 evaluation criteria have been assigned maximum numerical point values with all criteria totaling 90 points. The rating system is set up

such that the highest points represent the best rating. The Proposers total score will be determined by an average of total points assigned to each Proposer, by all evaluators. Proposals whose evaluation committee scores in each category do not meet a minimum threshold of 63 points will not advance to Phase 3 of the evaluation process.

The Proposers selected for the priority list shall be referred to as “Priority Listed Proposers” and will be included in Phase 3 of the Evaluation.

PHASE 2A - EVALUATION OF PROPOSAL - EVALUATION CATEGORIES AND VALUE

The maximum points available in Phase 3 is 90 points, divided among the following categories.

A. Project Proposal: Maximum 50 points.

- The extent to which the proposal reflects a coherent and feasible approach and includes a reasonable timeline for completion of work;
- The extent to which a project addresses a known deficiency or need within the Kauai Community, and deploys an innovative project that has been successfully implemented in other contexts;
- The clarity with which specific roles and responsibilities are defined;
- How well the proposed project outputs and outcomes advance the OED Project objective to advance innovation;
- How sustainable the proposed project is beyond the Grant Period;
- Partnerships with others in the community;
- How well the project solves a specific need or problem already identified as one of the County goals in the plans listed in the Project Proposal system.

B. Fiscal Capacity and Accountability: Maximum 20 points.

- Realistic, thorough, and accurate budget.
- Appropriate allocations of funds based on outputs.
- Level and probability of non-County funds committed to the proposed project.
- Extent to which the proposed project demonstrates sustainability and offers mitigation plans required to address COVID-19 work constraints, social distancing and other relevant restrictions.
- Projects that include a funding match or a commitment to a funding match. Projects with larger confirmed cash matches will be awarded additional points.

C. Qualification/Experience: Maximum 20 points.

- Level of integrity, reliability and credibility of the organization in the community.
- The extent to which the organization has the capacity to carry out the proposed project, including the appropriate mission and structure to fulfill the needs and requirements of the proposed project.
- Depth and breadth of experience in performing similar work.
- Duration and strength of partnerships related to the proposed project.

- The strength of fiscal and administrative controls to properly manage County funds.
- Strength of responses to Equity Rubric & Reflection Questions.

Depending on the number of proposals received, the Selection Committee may or may not use the scoring system to choose Priority Listed Proposals who will move on to Phase 3 and 4. OED may choose to list all applicants. Should OED decide not to move all Applicants to Phase 3 and 4, those who are not chosen as a Priority Listed Proposal will be notified of non-selection.

PHASE 3 – PUBLIC SCORING & COMMENT

Public Input & Engagement of these proposals is important to the Project & OED. Each Proposal's public scoring and comments will be given to OED and the selection committee for review for consideration for Phase 4 Final Evaluation. The opportunity to review and score/comment on the Priority Listed Proposers will be listed online at the [Kauai Forward website](#) for a period of two weeks. Scoring from 1-10 points will be allowed. After the Public review period is over, the scores will be included in each Priority Listed Proposals and subject to Phase 4 evaluation. The Selection Committee will consider both the quantity and quality of comments and how or why they feel this project deserves consideration.

PHASE 4 – FINAL PROPOSAL EVALUATION

In Phase 4, a final evaluation of all projects will commence and shall be based on the secondary review of each proposal using the criteria mentioned in this Section and include scoring from Phase 3 – Public Engagement based on the following maximum point schedule:

- Project: Maximum points: 50
- Fiscal Capacity and Accountability: Maximum 20 points.
Qualification/Experience: Maximum 20 points.
- Public Engagement: Maximum 10 points

The maximum total evaluation points available for each Proposer in Phase 4 is 100 points for the final evaluation. Each Priority Listed Proposer's final total score will be determined by an average of total points assigned to each Proposer, by all evaluators. The evaluation committee reserves the right to have additional discussions with the Priority Listed Proposers prior to selection for clarification purposes only.

OED reserves the right to make an award based only upon proposals as submitted or may require submittal of additional information, or oral presentation, or both.

OED may conduct discussions with priority listed proposers to facilitate arriving at an agreement that will provide the best value to the County, taking into consideration the evaluation factors set forth in this RFP. Discussion shall be coordinated by OED and all information regarding date, place, purpose, and attendance shall be recorded. Priority listed proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals. OED also reserves the right to discuss with one or more proposers and request best and final offers provided that no proposer's proposal or information regarding its negotiation with OED shall be public information or shared with

any other proposer until after an award is made. Upon award, the existing contract file, including but not limited to a copy of all successful and unsuccessful proposers' proposals shall be made available for public inspection.

The Director of OED shall assist the committee in the final selection of the proposals, which will best accomplish the needs of the County and in accordance with the availability of funds.

3.03 RECOMMENDATION FOR CONTRACT AWARD

The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendation for award of contracts. The awards shall be made to the Proposers submitting the top proposals as determined by the evaluation committee with final evaluation assistance from the Director of OED. The award recommendation shall be based on the proposal deemed to best meet the Proposal Objective and not necessarily on lowest cost.

3.04 REJECTION OF PROPOSALS

The Director of OED reserves the right to accept or reject any or all proposals and to waive any defects in said RFP if deemed to be in the best interest of the County.

SECTION 4: AWARD OF CONTRACT

4.01 AWARD OF CONTRACT

The Proposer, upon being selected for grant funding, will be notified of award by OED by email. Said notice shall not be construed to be authorization to proceed with the performance of any program. Any services performed by the Proposer prior to execution of the grant contract shall be at the Proposer's own risk.

4.02 EXECUTION OF CONTRACT

A contract document shall be executed by OED and the selected Proposer via digital signature. This document will serve as the official and legal contractual instrument between both parties. This document ("Contract") will incorporate (by attachments or reference) the terms of this RFP, with any and all addendums; and the Proposer's proposal; all of which becomes part and whole of the "contract." Upon receipt of the Letter of Award and contract documents, the Proposer shall have five (5) business days to digitally execute and return the contract documents digitally to the County of Kauai. The award of contract may be withdrawn by OED if successful Proposer is unable to meet contract execution requirements. This Contract shall not be binding or of any force until said Contract has been fully and properly signed by all of the parties thereto. Completed sets of the fully executed contract will be digitally sent to the Proposer. A copy of the contract provisions is attached hereto for reference as Exhibit A.

4.03 FUNDING

Funding for this grant will occur as follows:

- **40%** of the awarded amount listed in Paragraph 1 will be paid upon receipt of final executed copy of the Contract, a written request for payment is received and HCE Compliance is confirmed by OED;
- **40%** of the awarded amount will be made upon satisfactory completion of the Progress and Budget Reports that are due on October 15, 2022 via the Amplifund system and confirmation of current HCE Compliance;
- **20%** of the awarded amount will be made upon satisfactory completion of the project and submission and approval of the Final Written and Budget Report via the Amplifund system and confirmation of current HCE Compliance.

Funding can be made sooner or later should the project exceed or be delayed from its anticipated timeline and deliverables. The Proposer must communicate with their OED Project Manager for any variances to the budget, timeline and deliverables.

4.03 INDEMNIFICATION

If selected, the Proposer shall perform the contract as an independent contractor and shall indemnify and save the County and its officers and employees harmless from any and all deaths, injuries, losses and damages to persons or property, and any and all claims, demands, suits, action and liability therefore, caused by error, omissions or negligence in the performance of the contract by the Contractor or the Contractors subcontractors, agents and/or employees, until such time as action against the Contractor for death, injuries, losses and damages is barred by the provisions of Chapter 657, HRS, as amended, relating to

limitations of action.

4.04 REPORTING REQUIREMENT

If selected, the Proposer shall be required to provide quarterly progress reports, including a final report of the funded project to OED. Department funding must be acknowledged in this report and in all other publications based on the project results. Interim reports will be required per the contractual agreement. All project reports and results are considered public property and cannot be patented, copyrighted or restricted in any manner unless specifically agreed to by both parties. Reporting will be required through the Amplifund System only. OED will assign a Project Manager from the respective projects economic sector. You will be required to turn in reports on-time and to communicate with your project manager on a regular basis. Any projects that are not on schedule based on the timeline provided, must contact their project manager and turn in an updated timeline. During the project period, the project manager may require that you keep impact data that will be specific to your project. At the end of the contract, you will be required to turn in the Final Report, Final Budget, and any data requirement as setup by your OED Project Manager.

4.05 CONTRACT PROVISIONS

Please see Exhibit "A" for sample contract.

EXHIBIT A – SAMPLE CONTRACT

THE COUNTY OF KAUAI

COMMUNITY BENEFIT GRANT AGREEMENT

THIS AGREEMENT, by and between the COUNTY OF KAUAI (hereinafter "COUNTY") and «ORG», a Hawaii nonprofit corporation, whose business and mailing address is, «ORG_SIGNATURE_ADDRESS», (hereinafter "GRANTEE") shall take effect upon the final execution by all parties.

RECITALS

WHEREAS, Kaua'i County Code Article 3 Chapter 6 establishes standards for the appropriation of public funds to private organizations that provide programs and services that the COUNTY has determined to be in the public interest; and

WHEREAS, pursuant to HRS Chapter 103D-102(b)(2)(A), grants made under Section 6-3.2 may be exempt from HRS Chapter 103D; and

WHEREAS, the GRANTEE is a private non-profit corporation or association chartered or authorized to do business in Hawaii for the purpose of providing social, health, educational, manpower or training or services to, or of meeting the social, cultural or economic needs of, the people of the County of Kaua'i; and

WHEREAS, The COUNTY Office of Economic Development has awarded funding to GRANTEES who are requesting to provide services or activities that meet a distinctive cultural, social, or economic need in the COUNTY and for which adequate Federal or State Funding cannot be secured; and

WHEREAS, to ensure that these funds are expended in a manner that is reflective of the needs of the communities, a Review Committee was appointed to solicit, review and select PROJECTs that are seeking funding for necessary community-based programs and services: and

WHEREAS, upon the recommendation of the Review Committee, the COUNTY wishes to support and help sustain the GRANTEE as it seeks to address needs or concerns of the communities of the COUNTY

WHEREAS, the COUNTY finds that the PROJECT "«PROJECT NAME»" proposed by GRANTEE (hereinafter, "PROJECT") described in attached Proposal ("Exhibit A") and Proposal Budget ("Exhibit B"); is worthy of its support; that it directly benefits the public and accomplishes public purposes; and that it meets the criteria for receiving funding pursuant to Section 6-3.2, and

WHEREAS, funds have been appropriated under Budget Ordinance No. B-2021-877 for purposes of programs and activities such as the PROJECT;

NOW, THEREFORE, the COUNTY and the GRANTEE in consideration of the mutual promises hereinafter set forth, hereby agree as follows:

1. Grant Amount. The COUNTY awards the GRANTEE a grant of «Awarded Amount» for the PROJECT.
2. Purpose of the Grant. The GRANTEE shall use grant funds for the PROJECT in accordance with the PROJECT Description set forth in Exhibit A this Agreement.
3. Period of Agreement: Notice to Proceed. This Agreement shall be effective on April 1, 2022 and shall continue until March 31, 2023. GRANTEE shall not proceed with the PROJECT until the COUNTY has provided a written Notice to Proceed. If the Notice to Proceed is unduly delayed, the COUNTY may in its discretion unilaterally extend the Period of Agreement to a date set forth in the Notice to Proceed.
4. Payment of Grant Funds. Grant funds will be disbursed and paid to the GRANTEE as outlined below. The GRANTEE must request disbursement of grant funds by submitting a request for payment via the Amplifund System.

The COUNTY will disburse the grant funds in accordance with the following schedule:

40% of the awarded amount listed in Paragraph 1 will be paid upon receipt of final executed copy of this Agreement, a written request for payment is received and HCE Compliance is confirmed by OED;

40% of the awarded amount listed in Paragraph 1 will be paid upon receipt and OED approval of the Progress and Budget Report due on October 15, 2022.

20% of the awarded amount listed in Paragraph 1 will be made upon satisfactory completion of the PROJECT and submission and approval of the GRANTEE's Final Written and Budget Report via the Amplifund system and confirmation of current HCE Compliance.

5. Suspension of Payments; Repayment. COUNTY may suspend payments under this Agreement in whole or in part for failure of the Grantee to comply with the terms and conditions of this Agreement. Upon such suspension. The COUNTY shall inform the Grantee in writing of the necessary steps to be taken to correct any failure to comply with this Agreement. The Grantee shall have ten (10) working days in which to respond with a plan agreeable to the COUNTY for correction of the deficiencies. If no corrective action is taken, the COUNTY may take such action authorized by this Agreement and/or by law.

When required to do so in writing, the Grantee shall repay the COUNTY for any amounts disbursed that the COUNTY determines were not used for authorized purposes, or were used in violation of Federal, State, or COUNTY statutes, regulations or guidelines. The COUNTY may also withhold such amounts from any allowable reimbursement request of the Grantee

6. Modification of Agreement. This Agreement may not be modified except in writing and upon written consent by both parties.
7. Reporting Requirements. GRANTEE shall submit quarterly program and financial reports on the use of the funds to the COUNTY, due on or before the 15th of the month following the close of the calendar quarterly reporting period on July 15, 2022, October 15, 2022, January 15, 2023. The Final Report will be due by April 30, 2023. These reports must be submitted via the

Amplifund system.

- a. Program status summary;
- b. Program data summary;
- c. Summary of participant characteristics;
- d. Financial status report of the COUNTY funds used;
- e. Financial status report of the remaining balance of COUNTY funds; if any;
- f. A narrative report; and
- g. Any other information requested by the COUNTY.

All reports shall be submitted via the Amplifund System. If the GRANTEE fails to submit timely reports or does not maintain HCE Compliance, the COUNTY may withhold disbursement of remaining grant funds and deny future funding requests from the GRANTEE.

8. Representations and Warranties. The GRANTEE represents and warrants that:

- a. It is a federally registered tax-exempt 501(c)(3) organization under Section 501(a) of the internal Revenue Code.
- b. GRANTEE shall maintain an appropriate grant administration system to ensure that the terms, conditions and specifications of the grant are met.
- c. It will conduct all activities to be performed in connection with the PROJECT in a safe and prudent manner.
- d. No grant funds will be used for activities or events of a predominantly religious nature or for the purpose of advancing or inhibiting religion.
- e. It will obtain prior COUNTY approval for any proposed condition or limitation on participation in any event funded by the PROJECT grant. Such a condition or limitation may relate to the theme of the event, the number of participants, the duration of the event or similar such matters. Any such condition or limitation shall be reasonable, viewpoint-neutral and non-discriminatory.
- f. It will comply with all County, State and /or Federal health and safety requirements.

9. Indemnification.

- a. GRANTEE (“Indemnifying Party”) shall indemnify the COUNTY (“Indemnified Party”), its officers, employees, contractors, and agents, and shall defend them and shall hold them harmless, individually and in their official capacities, from all claims of liability for damages made by any person or entity for death, personal injury, or injury to real or personal property arising from or connected with the performance of its officers, directors, partners, employees, contractors and agents of other entities in their performance of its obligations stated in this instrument.
- b. Claim Notice. Indemnified Party shall give Indemnifying Party written notice (a “Claim

Notice”) of any losses or discovery of facts on which Indemnified Party intends to base a request for indemnification under Section 5 hereof. Indemnified Party’s failure to provide a Claim Notice to Indemnifying Party under this Section 6 does not relieve Indemnifying Party of any liability that Indemnifying Party may have to Indemnified Party, but in no event shall Indemnifying Party be liable for any losses that result directly from a delay in providing a Claim Notice, which delay materially prejudices the defense of the related third-party claim. Each Claim Notice must contain a description of the third-party claim and the nature and amount of the related losses (to the extent that the nature and amount of the losses are known at the time). Indemnified Party shall furnish promptly to Indemnifying Party copies of all papers and official documents received in respect of any losses.

10. Advertising and Promotion. The COUNTY shall review and approve all advertising content prior to media materials being published or released, including any acknowledgment that financial support for the event is provided in part by the COUNTY.
11. Termination. If the GRANTEE refuses or fails to perform any of the provision of this Agreement with such diligence as will ensure its satisfactory completion within the time specified in this Agreement, or any extension thereof, or otherwise fails to timely satisfy any requirement of this Agreement, or commits any substantial breach of this Agreement, the COUNTY may notify the GRANTEE in writing of the delay or non-performance, and if not cured in ten working days, the COUNTY may terminate this Agreement in its entirety, or any part thereof, without any liability to GRANTEE. Notwithstanding termination of the Agreement and subject to any directions from the COUNTY, the GRANTEE shall take timely, reasonable, and necessary action to protect and preserve property in which the COUNTY has an interest.
12. Miscellaneous Provisions. GRANTEE shall:
 - a. Comply with all applicable federal and state laws prohibiting discrimination against any person on the grounds of race, color, national origin, religion, creed, sex, disability or age in employment and any condition of employment with the GRANTEE or in participation in the benefits of any program or activity funded in whole or in part by government funds;
 - b. Comply with all applicable licensing and contracting requirements of the county, state, and federal governments and with all applicable accreditation and other standards of quality generally accepted in the field of the Grantee's activities;
 - c. Comply with any and all applicable State, County and Federal statutes, regulations, codes, directives and guidelines related to the performance of this agreement, including any statutory law related to contracting with the State of Hawaii;
 - d. Have, in its employ or under contract, such persons as are professionally qualified to engage in the PROJECT funded in whole or in part by government funds;
 - e. Comply with such other requirements as the Director of Finance may prescribe to ensure adherence by the provider or GRANTEE with county, federal and state laws and to ensure quality in the service or activity rendered by the GRANTEE; including specifically compliance with COUNTY's sexual harassment policy;
 - f. Allow the COUNTY full access to records, reports, files and other related documents in order that they may monitor and evaluate the management and fiscal practices of the GRANTEE to assure proper and effective expenditure of COUNTY funds; and

- g. Keep grant funds financially separate in GRANTEE's book of accounts.
- h. Acknowledge the applicability of Section 11-205.5, Hawaii Revised Statutes, which states that campaign contributions are prohibited from specified State or County government contractors or GRANTEES during the term of the agreement or grant if the contractors or GRANTEES are paid with funds appropriated by a legislative body.
- i. Obtain competitive bids for goods and services to be purchased with these funds, wherever possible.
- j. Within thirty (30) days after 1) the completion of the PROJECT or 2) the end of the project, whichever is sooner, submit Final Written and Budget Report via the Amplifund system.

IN WITNESS WHEREOF, the COUNTY and the GRANTEE have executed this Agreement effective as of the date first above written.

THE COUNTY OF KAUAI

BY _____ DATE _____
 REIKO MATSUYAMA
 DIRECTOR OF FINANCE

«ORGANIZATION NAME »

 «ORG_SIGNATURE» DATE _____
 Its: «ORG_SIG_TITLE»

APPROVAL RECOMMENDED:

 NALANI BRUN DATE _____
 OFFICE OF ECONOMIC DEVELOPMENT

APPROVED AS TO FORM AND LEGALITY:

 DEPUTY COUNTY ATTORNEY DATE _____

EXHIBIT B – SAMPLE INNOVATION GRANT PROGRESS REPORT

THIS IS A SAMPLE ONLY! ALL REPORTING MUST BE DONE ELECTRONICALLY VIA AMPLIFUND SYSTEM

All reporting will be made through the Amplifund system. Reporting is required quarterly on or before the 15th of each month following the end of each calendar quarter as applicable (July 15, 2022, October 15, 2022, January 15, 2023 and April 15, 2023). The questions will be as follows: (DO NOT TURN THIS FORM IN, ALL SUBMITTALS MUST BE MADE VIA AMPLIFUND)

Agreement Start Date:	Projected End Date:
Name of Organization:	
Contract/Agreement Number:	
Project Title:	
Contact Name:	
Contact Title:	
Contact Phone:	
Contact Email:	

- 1) Describe how County Grant funds were used during the quarter in the development and implementation of the project.
- 2) Describe the status of the project and work completed since the prior reporting period.
- 3) Describe any major adjustments that have been necessitated or proposed.
- 4) Describe your next major steps for this project/program.
- 5) Describe any COVID-19 safety protocol changes, issues, concerns.
- 6) Attach copies of all news articles, advertisements, flyers, brochures, etc. available to date.
- 7) Additional Comments:

Submitted by:

Name & Title Date

Email Phone

For Staff Use Only:

Date Received: _____ Accepted by: _____ Date: _____

EXHIBIT C – SAMPLE INNOVATION GRANT FINAL PROJECT REPORT

THIS IS A SAMPLE ONLY! ALL REPORTING MUST BE DONE ELECTRONICALLY VIA AMPLIFUND SYSTEM

This form MUST be turned in within sixty (60) days after the earlier of 1) the ending of the project or 2) the end of the contract period. Please include an invoice for the final 20% of the awarded amount for payment. If you do not turn this report in in the timeframe specified, you will not receive the balance of funds and will be disqualified from applying for any additional County of Kauai grants.

Name of Organization:			
Contact Name:		Contact Title:	
Contact Phone:		Contact Email:	
Project/Program Title:			
Agreement Effective Date:		Agreement End Date:	
Award Amount:		Did you complete your project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Provide a brief Project Description:			

- 1) Describe how County Program’s funds were used for the project/program.
- 2) Describe how this project was successful in benefiting the County of Kauai and our residents.
- 3) Using the indicators of success identified in your proposal, provide your targeted goals for each of these measures and the actual results achieved through this program. Explain why you did or did not reach the expected outcomes for each measure or indicator of success.
- 4) Describe how this project/program could be improved.
- 5) Describe any COVID-19 safety protocol changes, issues, concerns.
- 6) Attach copies of all news articles, advertisements, flyers, brochures, etc.
- 7) What are the future plans for this program?
- 8) Provide data as required by your Project Manager (if any).

Submitted by: _____
Name & Title Date

EXHIBIT D – SAMPLE PROGRESS/FINAL EXPENSE BUDGET REPORT

THIS IS A SAMPLE ONLY! ALL REPORTING MUST BE DONE ELECTRONICALLY VIA AMPLIFUND SYSTEM

FINAL FINANCIAL REPORT OF ACTUAL EXPENSES AND INCOME

GRANT NAME: _____

See instructions for details on Expense Category	COUNTY CASH		OTHER CASH		IN-KIND		TOTAL EXPENSES	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Administration								
							0	0
							0	0
							0	0
							0	0
Operations								
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
Marketing								
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
EXPENSES	0	0	0	0	0	0	0	0
Grant Administrative Fee (not to exceed 5%)								
TOTAL EXPENSES	0	0	0	0	0	0	0	0

	COUNTY CASH		OTHER CASH		IN-KIND		TOTAL INCOME	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
COUNTY GRANT							0	0
Organization's Contribution							0	0
Other Sponsors/Sources (specify sources for both other cash and in-kind support):							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
TOTAL INCOME	0	0	0	0	0	0	0	0

I hereby certify that all financial statements represented in this final report to the County relating to Grant Name _____ (Agreement), are accurate and that funds allocated through this COUNTY Program under this Agreement have been expended in accordance with the provisions set forth in this Agreement, including the budget that was made a part of said Agreement.

Organizer/Contractor

Signature

Project Title

Print Name

Date Signed