



Request for Proposals County of Kaua'i Grants FY 2023-2024

Project Funding Period September 1, 2023, thru August 31, 2024

DEADLINE TO APPLY
TUESDAY, AUGUST 1, 2023, by 4:30 p.m.

ISSUE DATE: JULY 15, 2023

County of Kaua'i
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REQUEST FOR PROPOSALS (“RFP”)
COUNTY OF KAUA’I
NOTICE OF REQUEST FOR PROPOSALS:

The County of Kaua’i is requesting proposals for the 2023-2024 fiscal year. Project funding period will be September 1, 2023, thru August 31, 2024. The intent of the grant program is to provide benefits to the people of the County of Kaua’i via services or activities that meet a distinctive cultural, social, or economic need for which adequate federal or state funding cannot be secured. Proposals submitted shall be reviewed and considered for the receipt of funding.

Proposals must be received on or before 4:30 p.m. Hawai’i Standard Time, Tuesday, August 1, 2023, via online application. Proposals received after the deadline will not be considered. The County reserves the right to reject any proposal.

The deadline for submitting written questions is July 21, 2023, via lagoot@kauai.gov.

Notification of the County’s approval and recommendation for funding will start on or about August 15, 2023.

The Garden Island
Publication Date: July 15, 2023

**COUNTY OF KAUA’I OFFICE OF ECONOMIC DEVELOPMENT
INNOVATION GRANTS FOR FISCAL YEAR 2020-2021
REQUEST FOR PROPOSALS**

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SECTION 1: ADMINISTRATION

The County of Kaua'i is requesting proposals from qualified not-for-profit organizations incorporated under the laws of the State of Hawai'i, non-profit organizations exempt from federal income tax by the Internal Revenue Service, educational institutions with a non-profit fiscal sponsor, or Kaua'i-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 Kaua'i based business with a non-profit fiscal sponsor.

1.1 ELIGIBLE PROJECTS OR ACTIVITIES

Eligible proposals include existing or new programs or projects that provide benefits to the people of Kaua'i via services or activities that meet a distinctive cultural, social, or economic need.

1.2 AWARD AMOUNT

Awards will be considered up to \$10,000 per project proposal.

1.3 ELIGIBLE ENTITIES

To be eligible for award through this RFP, the Applicant shall:

- Be a not-for-profit organization incorporated under the laws of the State of Hawai'i, a non-profit organization exempt from federal income tax by the Internal Revenue Service, or an educational institution or Kaua'i-based business 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.
- Have bylaws or policies that describe the manner in which business is conducted including management, fiscal policies and procedures, and policies on nepotism 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 County may grant an exception from this requirement if the Applicant has demonstrated the necessary experience in the program area.
- Have staff or authorized representatives adequately trained to administer and provide the service described.

1.4 TIMETABLE

The timetable set forth below represents the County’s best estimate of the schedule that will be followed in the RFP process. Applicants will be advised via email of any changes to the timetable.

ACTIVITY	SCHEDULED DATE (Tentative)
RFP issued	July 15, 2023
Closing Date for Receipt of Questions	July 21, 2023, by 4:30 p.m.
County’s Response to Questions – Final Amendments (if any) to RFP	July 27, 2023, by 4:30 p.m.
Proposal Due Date	August 1, 2023, by 4:30 p.m.
Selection / Award Notification	August 15, 2023, by 4:30 p.m.
Grant Agreement Execution Period	September 1, 2023, thru August 31, 2024
Tentative Agreement Commencement Date	September 1, 2023

1.5 CONTACT FOR INFORMATION

If the Applicant requires additional information, requests shall be made via email at lagoot@kauai.gov.

1.6 SUBMISSION OF QUESTIONS

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions herein, the Applicant shall submit an inquiry via email on or before 4:30 p.m. on Friday, July 21, 2023, to qualify for an official response from the County.

Any questions regarding the interpretation of any provision after proposals have been opened shall be subject to a ruling by the County, whose decision shall be final. In addition, the County 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.

1.7 AMENDMENT, ADDENDA, OR BULLETINS

Any Applicant who discovers any ambiguities, conflicts, discrepancies, omissions, or other errors in the RFP shall notify the County via email on or before July 21, 2023. Modifications of the RFP shall be made by issuing an addendum, and a written notice via email of such modifications shall be sent to all persons who have submitted written questions to the County as described above. If an Applicant fails to notify the County on or before 4:30pm HST, Friday, July 21, 2023, of any errors in the RFP known to the Applicant shall submit a proposal at its own risk. If the Applicant is selected by the County, the applicant shall not be entitled to additional compensation or time by reason of such errors or their later correction.

1.8 WITHDRAWAL OF PROPOSALS

An Applicant may withdraw its proposal by submitting a written request via email to the County at any time prior to the proposal being scheduled for review and evaluation.

1.9 CANCELLATION OF RFP

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

1.10 AGREEMENT PERIOD

Upon award, the Agreement period will commence on September 1, 2023, through August 31, 2024.

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 online application.

1.13 PROPOSAL UPDATED BUDGET:

If the Applicant is awarded less than what was requested in their RFP proposal, they will need to submit an updated budget showing how the money will be distributed before an agreement can be executed.

SECTION 2 - PROJECT SPECIFICATIONS

Proposals must be submitted under one of the following categories:

- Cultural
- Social
- Economic

2.1. PROJECT LOCATION:

This program is intended to support projects that occur in the County of Kaua'i.

2.2 PROJECT SPECIFICATIONS:

The intent of the grant program is to provide benefits to the people of the County of Kaua'i via services or activities that meet a distinctive cultural, social, or economic need for which adequate federal or state funding cannot be secured.

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.

SECTION 3: PROPOSALS

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

3.1 PROPOSAL PREPARATION

Proposals shall be prepared in accordance with all requirements of this RFP and submitted via the County of Kaua'i grant portal. Applicants shall submit all data and information related to project for review and consideration for award. Noncompliance shall be deemed sufficient cause for disqualification of the proposal. The County will not pay any costs incurred by the Applicant in preparing or submitting their proposal.

3.2 DISQUALIFICATION OF PROPOSALS

The County 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 the Project Specifications. Any proposal offering terms and conditions contradictory to those included, requested, or required by this RFP shall be disqualified. The County reserves the right to ask for clarification at any time, of any item in the proposal.

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

- The Applicant's lack of responsibility or cooperation as shown by past work 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.

3.3 PROPOSAL SPECIFICATIONS REQUIRED:

A. PROJECT DESCRIPTION – A brief description of the proposed project:

1. Overall timetable of the proposed project – project must be initiated after the contract period begins on September 1, 2023, and conclude by August 31, 2024..
2. Budget summary (differentiate County Grant funds from other funds)

B. PROJECT OUTPUTS AND OUTCOMES – Explain what the project will

accomplish by describing the following:

1. Describe how the project will meet a distinctive cultural, social, or economic need of the community. Please categorize your project using one of the three specific categories (cultural, social, economic).
2. Describe all planned project activities, timeline, and the location and/or facilities used.
3. Explain what is new, different, and innovative about the proposed project compared to past or current projects, including similar projects sponsored by other organizations.
4. Explain the roles and qualifications of project personnel.
5. 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, result-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.
6. Describe how the project’s outcome will help to solve the identified need.

C. BUDGET NARRATIVE

1. Provide a detailed explanation of funding sources committed to the proposed project.
2. EXPENSES – Explain expenses in terms of the project activities described above.
3. Describe plans for sustaining the project beyond the grant period.

D. SUSTAINABILITY

Evidence of sustainability and outside support, in the form of financial contributions, will be a factor in the RFP evaluation. Please be sure to disclose any such support in the budget narrative.

E. ORGANIZATION QUALIFICATION – Briefly discuss organizational qualifications including:

1. Describe the Applicant’s history, mission, goals, targeted population served, past accomplishments, including community partners or examples of past partnership.
2. Explain the Applicant’s experience or expertise in performing work similar

- to the proposed project.
3. Explain the duration and strength of project partnerships.
 4. Describe fiscal and administrative controls in place to properly manage County funds.

3.4 BUDGET INSTRUCTIONS

INCOME:

- List all income sources of cash and in-kind contributions.

EXPENSES:

- List all expenses.
- Enter the dollar amount in the correct funding source column.
- The maximum allowed for Administrative Fee for management of the grant is no more than 15 percent of the expenses allocated to the County Cash column. Typical Administrative Fees include grant management, grant reporting, and fiscal management activities such as bookkeeping, banking, and recordkeeping. For the purpose of this RFP, we are seeking projects where the community organization is an integral part of the project and not simply to be a fiscal sponsor.

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)
- 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.

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

CALCULATIONS: Total Project Income and Total Project Expenses must be the same. Total cash match and total in-kind contribution income must match the expenses allocated to each funding source.

3.5 SUBMISSION INSTRUCTIONS

Proposals must be received on or before 4:30 p.m. Hawaii Standard Time Tuesday, August 1, 2023. Proposals received after the deadline will not be considered. After award, all proposals shall be public information.

Proposals shall be evaluated and awarded through a three (3) phase process. A quantitative scoring system will be utilized to maximize the objectivity of the evaluation.

SECTION 4: EVALUATION CRITERIA

4.1 EVALUATION COMMITTEE

The County shall select an evaluation committee with knowledge of the program objectives to provide initial review and ranking of the proposals. 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 him or herself from the review of that Proposer's submission.

Discussions may be conducted with individual Proposers whose proposals are determined likely to be selected for award, but proposals may be accepted without such discussions. Selected Proposers should be prepared to give a presentation to the County in support of their proposal prior to final selection if deemed necessary. The County reserves the right to request information from Proposers at any time to clarify their proposal.

4.2 EVALUATION PHASES

Evaluation phases will be conducted as follows:

- Phase 1: Screening
- Phase 2: Initial Proposal Evaluation
- Phase 3: Final Proposal Evaluation/Selection

PHASE 1 – SCREENING

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 Proposals to be included in Phase 3 of the evaluation process. No discussions with Applicants shall take place during Phase 2 except for clarification purposes.

Phase 2 evaluation of the proposal will be conducted using the categories and numerical points below. The evaluation criteria have been assigned maximum numerical point values with all criteria totaling 100 points. The rating system is set up such that the highest points represent the best rating. The proposal's total score will be determined by an average of total points assigned to each proposal, by all evaluators. Proposals with a total score of 65 or less will not advance to Phase 3 of the evaluation process.

Proposals selected for the priority list shall be referred to as "Priority Listed Proposals" and will be included in Phase 3 of the Evaluation.

EVALUATION CATEGORIES AND VALUE

The maximum points available in Phase 3 is 100 points, divided among the following categories:

- A. Proposal: Maximum 50 points.
 - Project's ability to attain product/outcome or program objectives;
 - Project's feasibility and ability to implement goals and objectives;
 - Project's measures for evaluation and effectiveness;
 - Degree of community support or collaboration-evidence of partnerships with outside organizations; and
 - Work plan and timeline reasonable to execute the project.
- B. Qualification and Experience: Maximum 20 points.
 - Depth and breadth of experience in the performance of similar work;
 - Level of integrity, reliability and credibility of the organization;
 - Organization mission aligns with the proposed project;
 - Staff resources of contractors/subcontractors including relevant expertise of individuals responsible for planning, developing, and implementing proposed project or activity; and
 - Ability to produce, implement, and execute the project.
- C. Fiscal Accountability: Maximum 30 points.

- Demonstrates organizational and financial capability;
- Accurate and feasible budget for the project;
- Valid sources of revenue; and
- Reasonableness of estimated expenses comparable to similar event/activity.

The evaluation committee will use the scoring system to choose Priority Listed Proposals that will move on to Phase 3. Applicants whose proposals are not chosen will be notified of non-selection.

PHASE 3 – FINAL PROPOSAL EVALUATION

In Phase 3, a final evaluation of all projects will commence and shall be based on the review of each proposal using the criteria mentioned in this Section and include scoring from Phase 2.

The maximum total evaluation points available for each proposal in Phase 2 is 100. Each Priority Listed Proposal's final score will be determined by an average of total points assigned to each proposal by all evaluators. The evaluation committee reserves the right to have additional discussions with Applicants prior to selection for clarification purposes only.

The County 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.

The County may conduct discussions with Applicants 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. Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The County also reserves the right to discuss with one or more Applicants and request best and final offers provided that no Applicant's proposal or information regarding its negotiation with the County shall be public information or shared with any other Applicant until after an award is made. Upon award, the existing contract file, including but not limited to a copy of all successful and unsuccessful proposals shall be made available for public inspection upon request.

4.3 RECOMMENDATION FOR AWARD

The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendations for award. Award recommendation shall be based on the proposal deemed to best meet the proposal objective and not necessarily on lowest cost.

4.4 REJECTION OF PROPOSALS

The County 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 5: AWARD OF AGREEMENT

5.1 AWARD AGREEMENT

The Applicant (hereinafter Grantee), upon being selected for grant funding, will be notified of award by the County. Said notice shall not be construed to be authorization to proceed with the performance of any program. Any services performed by the Grantee prior to execution of the grant Agreement shall be at the Grantee's own risk.

5.2 EXECUTION OF AGREEMENT

An Agreement document shall be executed between the County and the selected Grantee via digital signature. This Agreement will serve as the official and legal contractual instrument between both parties. The Agreement will incorporate (by attachments or reference) the terms of this RFP, with all addendums, and the Grantee's proposal; all of which becomes part and whole of the Agreement. Upon receipt of the Letter of Award and Agreement documents, the Grantee shall have five (5) business days to sign and return the contract documents digitally to the County of Kaua'i. The award of the Agreement may be withdrawn by the County if Grantee is unable to meet Agreement execution requirements. This Agreement shall not be binding or of any force until said Agreement has been fully and properly signed by all parties. A copy of the fully executed Agreement will be digitally sent to the Grantee, along with a Notice to Proceed.

5.3 INDEMNIFICATION

If selected, the Grantee shall perform the Agreement as an independent contractor and shall indemnify and hold harmless the County and its officers and employees 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 Agreement by the Grantee or the Grantee's subcontractors, agents and/or employees, until such time as action against the Grantee for death, injuries, losses and damages is barred by the provisions of Chapter 657, HRS, as amended, relating to limitations of action.

5.4 REPORTING REQUIREMENT

If selected, the Grantee shall be required to provide quarterly progress reports, including a final report of the funded project to the County. Interim reports may also 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.

5.5 AGREEMENT PROVISIONS

- A. The Grantee's organization must be a private organization that is a not-for-profit organization, corporation, unincorporated association, chartered, or otherwise engaging in charitable activities in the County of Kaua'i.
- B. The purpose for which the not-for-profit corporation or association is organized provides benefits to the people of the County of Kaua'i.
- C. Grantee shall, whenever possible, obtain competitive bids for goods and services to be purchased with grant funds.
- D. In addition to any statutory laws described or incorporated herein, Grantees shall 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 Hawai'i.
- E. Grantees under this program are hereby notified of the applicability of Section 11-205.5, Hawai'i Revised Statutes, which states that campaign contributions are prohibited from specified State of County government contractors or grantees during the term of the contract or grant if the contractors or grantees are paid with funds appropriated by a legislative body.
- F. Grantee will comply with all applicable federal and state laws prohibiting discrimination against any person, on the grounds of race, color, national origin, religion, creed, sex, or age, in employment and any condition of employment with the recipient or in participation in the benefits of any program or activity funded in whole or in part by government funds.
- G. Grantee will comply with all applicable licensing 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 recipient's activities.
- H. Grantee will have in its employ or within its' membership such persons as are qualified to engage in the activity funded in whole or in part by government funds.
- I. Grantee to comply with such other requirements as the Director of Finance may prescribe to ensure adherence by the provider or recipient with county, state, and federal laws and to ensure quality in the service or activity rendered by the recipient.

J. Grantee shall 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 expenditure of county funds.