



OFFICE OF PLANNING STATE OF HAWAII

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2021 HAWAII STATEWIDE COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

REQUEST FOR INTEREST (RFI) RFI OP-01-20

April 22, 2020

SUMMARY

Pursuant to §3-122-16.31, Hawaii Administrative Rules, the State of Hawaii Department of Business, Economic Development, and Tourism (DBEDT) Office of Planning (OP) herein referred to as “STATE” is seeking service providers to assist OP in preparing the 2021 Hawaii Comprehensive Economic Development Strategy (CEDS). A comprehensive economic development strategy (CEDS) is designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen regional economies. The CEDS should analyze the regional economy and serve as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action, and identifying investment priorities and funding sources. A CEDS must be the result of a continuing economic development planning process with broad-based and diverse public and private sector participation, and must set forth the goals and objectives necessary to solve the economic development problems of the region.

The 2021 Hawaii Statewide Comprehensive Economic Development Strategy (CEDS) will support and promote the development of key industry clusters in Hawaii through proposed strategies and projects for implementation.

Further information on the CEDS may be found in a flyer prepared by the Economic Development Administration at: <https://www.eda.gov/files/ceds/CEDS-Content-Guidelines-full.pdf>.

Requirements for the CEDS are also detailed in the Public Works and Economic Development Act of 1965, as amended at: <https://www.eda.gov/pdf/about/Comprehensive-PWEDA.pdf>

In particular, OP is interested in assistance with an analysis of the economy, identifying goals and objectives, targeted cluster industries and priority economic development activities and projects in each of the four counties and also developing a coordinated and cohesive statewide document. In addition, OP is interested in services to obtain broad-based and diverse public and private sector participation in each county, in part, to identify economic development projects.

For reference, please review the 2016 CEDS which may be found online at http://files.hawaii.gov/dbedt/op/spb/CEDS_2016_final.pdf.

Provider(s) selected could be listed as a sub-grant recipient(s) in the CEDS application and may result in subsequent award of grant(s) (if grant is approved).

OP will apply for grant funding from the Federal Economic Development Administration for this project. The Federal grant funds require a one-to-one dollar match. The sub-grant recipient(s) shall assist in identifying as much eligible non-federal, one-to-one dollar match that will be utilized for this project as possible. The match can be cash funds or services-in-kind. The match cannot include those services provided by the sub-grantee(s). Contributions may include purchased or donated labor equipment, supplies, materials, or venue rentals. The match shall not be met by costs borne from another federal grant, federal procurement contract, or any other award of federal funds. The selected sub-grantee(s) will be required to provide documentation of all matching contributions, which includes verification that these funds are not already being used as federal match. Documentation of match may include timesheets, volunteer sign-in sheets, receipts, etc. as approved by OP.

The purpose of this RFI is to assist OP in preparing the 2021 Hawaii CEDS.

REGISTRATION

All interested applicants must register with the Office of Planning by 11:59 p.m. on April 30, 2020. Registration is by email only at: dbedt.op.spbranch@hawaii.gov.

If you do not register your company, any applicable Addenda will not be sent to you, and your submission will be automatically rejected.

Registration should reference the 2021 CEDS RFI, and should include:

- Name of Company
- Mailing Address
- Name of Contact Person
- Telephone Number
- Email address

SUBMISSION DEADLINE

All submissions must be received by 11:59 p.m. on May 20, 2020. Any submissions received after this time will be automatically disqualified.

Submissions must be emailed to the following Internet address: dbedt.op.spbranch@hawaii.gov and SUBJECT LINE shall say RFI – 2021 CEDS.

QUESTIONS

All questions regarding this RFI shall be in writing and emailed to the address listed above. Only those questions received by 11:59 p.m. on April 30, 2020 will be accepted.

SUBMISSION FORMAT AND CONTENT

All applicants shall submit their RFI in the following format:

- Coversheet containing company information to include:
 - ❖ Name of Company
 - ❖ Mailing Address
 - ❖ Name of Contact Person
 - ❖ Company DUNS Number
 - ❖ Telephone Number
 - ❖ Email address
 - ❖ Authorized Signature
- Names and resume of key executive employee(s).
- Complete and current client listing, including three (3) references (including names, titles, organizations, telephone numbers, email and postal addresses) that may be contacted by the STATE as to the applicant's past and current job performance.
- List of previous federal and state grant awards (including dollar value of each award).
- List of relevant activities and initiatives organized or implemented to show applicant has sufficient experience and track record to prepare an economic development plan. Include a brief description of specific target population (geographic, cluster, or both) of clients served.
- A maximum two-page description of the proposed project the applicant intends to carry out, describing their Work Plan including:
 - ❖ Project goals, objectives, and tasks;
 - ❖ Methods on how tasks will be accomplished;
- Estimated budget to carry out project for one year period including a breakdown of costs within the prescribed timeframes for completing the tasks of the Project.
- A statement that the applicant understands that STATE reserves the right to incorporate or not incorporate in the State's application for the CEDS grant any recommendations presented in the response to the request.
- A statement that the applicant understands that neither STATE nor the interested provider has any obligation under this request.

Applicant may amend or clarify statements of qualifications at any time by filing a new statement prior to the submission deadline. Applicant shall inform STATE of any change in their submission that would disqualify provider from being considered for this RFI.

SELECTION CRITERIA

Unfavorable references may be justification for rejection of a RFI. The STATE reserves the right to use whatever resources are available to the STATE to seek additional reference in addition to those submitted in the RFI. Submitting incomplete RFI contents or failure to sign the RFI documents may be justification for rejection of a RFI.

An evaluation committee shall be appointed by the OP Director. The committee shall evaluate responsive submissions in accordance with the SUBMISSION FORMAT AND CONTENT (see above) and based on the evaluation criteria in this section.

Evaluation Criteria:

- Experience in preparing regional, statewide and/or county comprehensive economic development plans. (30 points).
- Experience and track record in coordinating and working with economic development organizations and agencies in Hawaii. (15 points)
- Experience in obtaining diverse public and private sector participation in economic development planning in Hawaii. (10 points)
- Previous experience with economic development related federal grants in past 10 years. (5 points)
- Proposed tasks the applicant intends to carry out including estimated budget for one year. (30 points)
- Project skills and capacity to accomplish the work in the required time. (10 points)

AMENDMENTS/CLARIFICATIONS/ADDITIONAL INFORMATION

Addenda, if any, shall be issued to all prospective providers who registered with STATE.

Costs for developing submissions are solely the responsibility of the applicant. Whether or not any award results from this RFI, STATE will not reimburse such costs.

STATE reserves the right to cancel this RFI and to reject any and all submissions in whole or in part when it is determined to be in the best interest of STATE.

AWARD

All qualified selected provider(s) shall be notified in writing by email.