



Released: August 29, 2016

HIGH TECHNOLOGY DEVELOPMENT CORPORATION-INNOVATE HAWAII REQUEST FOR INTEREST (RFI) SUMMARY

I. BACKGROUND

Pursuant to §3-122-16.31, Hawaii Administrative Rules, the High Technology Development Corporation, an agency of the State of Hawaii is seeking assistance from non-profits focused on supporting Hawaii manufacturers to assist in a grant application for the U.S. Department of Commerce National Institute for Standards and Technology (NIST) Manufacturing Extension Partnership (MEP) Center and carrying out activities (value added services) that assist manufacturing small businesses. Those providers selected could be listed as a sub-grant recipient in the application and may result in subsequent award of grants (if grant is approved) to the selected providers.

NIST announced the MEP federal funding opportunity on June 30, 2016. Two million five hundred thousand dollars (\$2,500,000) is available to the selected Hawaii MEP center (also known as INNOVATE Hawaii) over the next five years. Applications are due on Sept. 27, 2016. Each state is limited to one Center and HTDC- INNOVATE Hawaii is the incumbent Center. The recipient of the funds must be a State or non-profit agency. Accordingly, HTDC has determined that the time required to respond to the funding opportunity precludes the use of other source selection methods to select a provider for this federal grant. The purpose of the MEP program is to support Hawaii manufacturers. Details of the grant can be found at <http://www.nist.gov/mep/ffo-state-competitions-04.cfm>.

II. SELECTION CRITERIA

Experience & Qualifications

- Experience, qualifications, and track record relevant to supporting manufacturers. Cite previous experience with other economic development related Federal and State grants in the past 10 years if any. (30 points).

MUST have some prior experience working with HTDC-INNOVATE Hawaii MEP or any other MEP Center across the U.S. (Please identify)

MUST have Statewide outreach on all major islands. (Please provide name of organization/person).

- Information (resumes/CV/etc..) on staff that will be assigned to assist on these activities (30 points).

Examples of Projects & Skills

- Examples/descriptions of past project/events/services the Applicant conducted to assist manufacturing companies and small businesses. (30 points).
- Project skills and capacity to accomplish the work in the required time (10 points).

III. SUBMISSION AND SUBMISSION DEADLINE

All submissions must be received by Wednesday, September 7th, 12:00 PM (HST). Any submissions received after this time will be automatically disqualified.

Submissions must be electronically submitted via email to HTDC by the date and time as cited in this notice.

Submissions to be emailed to: rfi@htdc.org

Subject: RFI-17-001-HTDC

Timely receipt of submissions shall be evidenced by the date and time of email delivery. Submissions received after the deadline shall not be accepted.

It is the responsibility of the Applicant to ensure that their submission has been successfully received by HTDC. HTDC will provide an email confirmation to Applicant upon receipt of proposal. If Applicant does not receive a confirmation, Applicant may contact the Official Contact Person and Contract Administrator to ensure that the Submission was successfully received.

IV. QUESTIONS

All questions regarding this RFI shall be in writing and submitted to the rfi@htdc.org with Subject line: RFI-17-001-HTDC. Only those questions received by August 31, 2016 at 12:00PM HST will be accepted.

V. SUBMISSION FORMAT

All applicants shall submit their RFI in the following format:

Application Information

- Coversheet containing company information to include: 1) principal name of business, 2) address, 3) contact name, 4) telephone number, 5) email address, and 6) website address.
- A statement that the Applicant understands that HTDC reserves the right to incorporate or not incorporate in the State's application for the NIST MEP federal funding opportunity any recommendations presented in response to the request.

- A statement that the Applicant understands that neither HTDC nor the interested provider has any obligation under this request.

Experience & Qualifications

- Experience, qualifications, and track record relevant to supporting manufacturers. Cite previous experience with other economic development related Federal and State grants in the past 10 years if any.
- Information (resumes/CV/etc..) on staff that will be assigned to assist on these activities.
- Include a brief description of specific target population (geographic, cluster or both) of clients being served by your organization and in relation to this application.

Examples of Projects & Skills

- Examples/descriptions of past project/events/services the Applicant conducted to assist manufacturing companies and small businesses in relation to the HTDC-INNOVATE Hawaii program.

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

VI. AMENDMENTS/CLARIFICATIONS/ADDITIONAL INFORMATION

Addenda, if any, shall be issued to all prospective providers who registered with HTDC. You may register with HTDC by emailing rfi@htdc.org with your contact information.

Costs for developing submissions or assisting the Application process are solely the responsibility of the Applicant. Whether or not any award results from this RFI, HTDC will not reimburse such costs.

HTDC 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 DBEDT.

VII. AWARD

All qualified selected Applicant(s) shall be notified in writing.

VIII. OFFICIAL CONTACT PERSON AND CONTRACT ADMINISTRATOR

Sandi Kanemori, Contracts Administrator
High Technology Development Corporation (HTDC)
2800 Woodlawn Drive, Suite 100, Honolulu, HI 96822
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