



**Department of Agriculture**  
STATE OF HAWAII

**Title: Available Funds to Increase Production of Specialty Crops in Hawaii (RFP-17-02-ADD)**

**Agency: Hawaii Department of Agriculture (HDOA)  
Agricultural Development Division**

**Action: Announcement of Request for Proposals (RFP) for the Specialty Crop Block Grant Program-Farm Bill (SCBGP), FY 2016  
Project to Increase the Production of Specialty Crops Statewide (SCIP16)**

**Description:**

The [Agricultural Act of 2014](#) (2014 Farm Act), was signed on February 7, 2014, and will remain in force through 2018. The 2014 Farm Act reauthorized specialty crop block grants with increased funding, with the amount of the grant to the states based on the value and acreage of specialty crop production in the state. The grants were authorized through the 2014 Farm Bill as part of an effort to enhance the competitiveness of specialty crops and provide resources to strengthen American agriculture. These grants are to be utilized by state departments of agriculture solely to enhance the competitiveness of specialty crops.

The SCBGP is administered by the USDA Agricultural Marketing Service (AMS), which is required to report on the outcomes of the SCBGP at a national scale to demonstrate the performance of the program. To meet this requirement, the AMS has published new performance measures and a new template that must be used when submitting proposals in response to this solicitation. The new performance measures are detailed in the document, **“Outcome 4 and Outcome 8 and Associated Indicators”**, and a proposal template, **“Specialty Crop Increasing Production\_template”**, both of which are attached to this RFP. The outcomes and indicators (Outcome 4, Indicator 2a. and Outcome 8, Indicators 6. and/or 7.) are specific to this solicitation.

The HDOA will administer a competitive process to award up to **\$57,000** in federal funds for three to five proposals that solely enhance the competitiveness of specialty crops in amounts from \$10,000 to \$19,000 per project. Higher amounts will be considered for projects with extraordinary statewide benefit or exceptional merit and benefit to the specialty crop industry. Projects shall be completed within 24 months. Matching funds, either in-kind or cash, are not required, however, applicants are encouraged to provide evidence of matching funds, either in-kind or cash, which will be calculated into the scoring criteria. Letters of support from project partners and supporters describing their commitment as a partner or indicating the level of support are encouraged.

The application deadline is **12:00 noon on Friday, December 16, 2016.**

RFP-17-02-ADD solicits proposals for projects that benefit the specialty crop industry and provide the highest measurable outcomes of those benefits for the specialty crop farmers and producers in Hawaii. **Proposals should include the priority categories listed on page 6.**

Funds will likely be available in February 2017. Due to the limited funds, funding to an eligible organization is likely limited to one project in this funding cycle.

Refer to the USDA website for more information on the Specialty Crop Block Grant Program <http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateN&rightNav1=SpecialtyCropBlockGrant0Program&topNav=&leftNav=CommodityAreas&page=SCBGP&resultType>

Proposals that support research of Hawaii's specialty crops that do not increase production during the term of the project **should not apply unless the research project provides the outcome and indicator(s) as described in the attached document, "Outcome 4 and Outcome 8 and Associated Indicators"**. Research projects may apply for the Specialty Crop Research Initiative (SCRI) that received mandatory funding of \$80 million each year through Fiscal Year 2018. Of that amount, \$25 million was set aside for citrus disease research. Please refer to: <http://sustainableagriculture.net/publications/grassrootsguide/sustainable-organic-research/specialty-crop-research-initiative/>

**Contact Information:**

The contact person for this solicitation is Sharon Hurd, Market Development Branch, Phone: (808) 973-9465, Fax: (808) 973-9590, E-mail: [sharon.k.hurd@hawaii.gov](mailto:sharon.k.hurd@hawaii.gov).

**Submitting Proposals:**

Applicants must submit their proposals electronically in MS word format with all attachments via email to [hdoa.addrfp@hawaii.gov](mailto:hdoa.addrfp@hawaii.gov) with SCIP16 in the subject line. In addition to submitting proposals in electronic form, applicants may also, but not in lieu of, send a completed proposal with all attachments in hard copy to the address below. All proposals must be received by **12:00 p.m. noon on Friday, December 16, 2016**, as evidenced by the HDOA time clock.

Hawaii Department of Agriculture (HDOA)  
SCIP16 -- Specialty Crop Block Grant Program-Farm Bill (SCBGP), FY 2016  
Agricultural Development Division  
1428 South King Street  
Honolulu, HI 96814-2512

Bid security is not required for this RFP.

Any and all costs incurred by the offeror in preparing or submitting a proposal shall be the offeror's sole responsibility whether or not any award results from this solicitation. The State shall not reimburse such costs.

**Definition of Specialty Crops:**

For the purpose of this program, specialty crops are defined as “fruits and vegetables, tree nuts, dried fruits and nursery crops (including floriculture)”. Eligible plants must be intensely cultivated and used by people for food, medicinal purposes, and/or aesthetic gratification to be considered specialty crops. Processed products must be comprised of more than 50 percent of the specialty crop by weight, exclusive of added water. Livestock, dairy products, eggs, fish and shellfish, sugarcane, peanuts, soybean, tofu, feed crops, oil seed crops and food grains **are not eligible**. Please visit the USDA website to view a complete list of eligible crops at <https://www.ams.usda.gov/services/grants/scbgp/specialty-crop>.

**Eligible Applicants:**

Proposals that solely enhance the competitiveness of specialty crops are encouraged from eligible Hawaii non-profit and for-profit entities and individuals familiar with Hawaii agriculture. Organizations, institutions, and individuals are encouraged to participate as project partners. Offerors will be limited to one proposal per entity or individual.

According to USDA guidelines, funds cannot be awarded to projects that solely benefit a particular branded commercial product or provide a profit to a single organization, institution, or individual. In addition, recipients and sub recipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services.

**Eligible Projects:**

To be eligible for award, projects shall solely enhance the competitiveness of Hawaii-grown specialty crops, increase production of Hawaii specialty crops and be completed within 24 months. Projects must include at least one of the new performance measures that are included in the document, “**Outcome 4 and Outcome 8 and Associated Indicators**”, and submitted in the format “**Specialty Crop Increasing Production\_template**”, both of which are attached to this RFP.

**Contract Term:**

The term of the contract shall be from the effective date of the contract to the end of the project period, unless an extension is granted in accordance with the AG-008 103D General Conditions, paragraph 19, Modifications of Contract, or other applicable provision.

The RFP and the successful offeror’s proposal may become part of the contract. All proposals shall become the property of the State.

No work is to be undertaken by an offeror awarded a contract prior to the official commencement date in the contract. The State shall not be liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the offeror prior to the official commencement date.

**Pre-Proposal Conferences:**

No pre-proposal conferences are scheduled for this RFP.

**Priority-listed Offerors:**

In accordance with HAR §3-122-53, discussions may be conducted with “priority listed offerors” who submit the highest ranked acceptable or potentially acceptable proposals.

However, the Hawaii Department of Agriculture (HDOA) may accept proposals without discussion.

**Responsibility of Offerors:**

Offerors are advised that in order to be awarded a contract under this solicitation, the offeror will be required to be compliant with all laws governing entities doing business in the State, including the following chapters and pursuant to HRS section 103D-310(c):

1. Chapter 237, General Excise Tax;
2. Chapter 383, Hawaii Employment Security;
3. Chapter 386, Workers' Compensation;
4. Chapter 392, Temporary Disability Insurance;
5. Chapter 393, Prepaid Health Care; and
6. Section 103D-310(c), Certificate of Good Standing for entities doing business in the State.

Offerors may collectively apply for certification of compliance with all of the above on Hawaii Compliance Express (HCE).

**Hawaii Compliance Express:** HCE allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Vendor Compliance." The HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance" indicating that vendor's status is compliant with the requirements of §103D-310(c), HRS, shall be accepted for both contracting purposes and final payment. Vendors that elect to use the HCE services will be required to pay an annual fee, currently \$12.00, to the Hawaii Information Consortium, LLC (HIC). Vendors choosing not to participate in the HCE program will be required to provide the paper certificates certifying compliance from the relevant governmental departments.

**Timely Submission of all Certificates:** The above certificates should be applied for and submitted to the HDOA as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an otherwise responsive and responsible proposal may not receive the award.

**Final Payment Requirements:** The Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, must accompany the invoice for final payment on the contract.

**Certificate of Insurance:** Prior to the contract start date, the Contractor shall procure and maintain at its sole expense insurance coverage acceptable to the State throughout the term of the Contract. The Offeror shall provide proof of insurance for the following minimum insurance coverage(s) and limit(s) in order to be awarded a contract. The type of insurance coverage is listed as follows:

Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities or contractual liability by the Contractor, its employees and subcontractors during the term of the Contract. This insurance shall include

the following coverage and limits specified or required by any applicable law: bodily injury and property damage coverage with a minimum of \$1,000,000 per occurrence; with an aggregated limit of \$2,000,000. The commercial general liability policy shall be written on an occurrence basis and the policy shall provide legal defense costs and expenses in addition to the limits of liability stated above. The Contractor shall be responsible for payment of any deductible applicable to this policy.

Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of \$1,000,000 for bodily injury for each person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage for each accident.

Appropriate levels of per occurrence insurance coverage for workers' compensation and any other insurance coverage required by Federal or State law.

The Contractor shall deposit with the State, before the contract start date, certificate(s) of insurance necessary to satisfy the State that these provisions have been complied with, and shall keep such insurance in effect and provide the certificate(s) of insurance to the State during the entire term of the Contract. Upon request by the State, the Contractor shall furnish a copy of the policy or policies.

The State shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the State, the insurance provisions in the Contract do not provide adequate protection, the State may request that Contractor obtain additional insurance sufficient in coverage, form, and amount to provide the protection required. The request shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks involved. If the Contractor is unable to provide the additional coverage as requested, the State reserves the right to terminate the Contract with prior written notice.

The insurance policy required by the Contract shall contain the following clauses:

- (1) "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days' written notice has been given to the State of Hawaii, Department of Agriculture, 1428 South King Street, Honolulu, HI 96814-2512."
- (2) "The State of Hawaii, its departments, attached agencies, officers, employees, and agents are added as additional insured with respect to operations performed for the State of Hawaii."
- (3) "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under the Contract, entitling the State to exercise any or all of the remedies provided in the Contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder or to fulfill the indemnification provisions and requirements of the Contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged

for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with the Contract.

**Priority Categories:**

Project proposals should focus on the following state and specialty crop priority categories and shall be submitted in the format “**Specialty Crop Increasing Production\_template**,” attached to this RFP:

- Include measurable outcomes that demonstrate an increase in the production of specialty crops statewide.
- Introduce innovative farming techniques such as open trellis systems for fruit production, or pruning practices to increase production of specialty crops.
- Field trials for new crops that provide ingredients in support of value-added products that are emerging statewide, such as hops, spices, and medicinal plants that are in demand by the producers of beer, sauces, confections, snacks and nutraceuticals, interested in sourcing locally-grown ingredients.
- Increase production of specialty crops that support food security in Hawaii such as pulse crops and super foods with health benefits.
- Improve access to specialty crops in underserved communities.
- Benefit socially disadvantaged and beginning farmers.
- Development of fledgling specialty crops and organic programs;
- Increase in production of Hawaii-grown specialty crops that target the unique characteristics of local and regional areas such as culture, geography, history and types of agricultural production.

**Project Oversight:**

HDOA’s Market Development Branch (MDB) will directly oversee the planning and implementation of the project and will monitor the performance of all project activities and ensure that work is completed within the required timeline and in compliance with all program regulations.

**Restrictions and Limitations of Funds:**

SCBGP-FB funds shall not be used to cover the following expenses:

- Political and lobbying activities;
- To replace State funds previously allocated for the expense; can supplement State funds;
- Capital expenditures for general purpose equipment, buildings, and land are not allowed as direct or indirect charges;
- Capital expenditures for special purpose equipment over \$5,000 require prior approval; and
- Fund any activities prohibited in the State Procurement Code, Hawaii Revised Statutes (HRS) Chapter 103D.

**Special Terms and Conditions:**

For FY 2016 awards, a **DUNS number** and the **nine-digit Zip Code** are required for any entity that receives an award and specific reporting requirements are required for awards of \$25,000 or more. A DUNS number is available at <http://www.dnb.com/get-a-duns->

[number.html](#) . When applying for a DUNS number, check that your street address information has been entered into the template. The address is important for reporting required information to the USDA.

**Further Proposal Requirements:**

A complete proposal must show how funds will solely enhance the competitiveness of specialty crops and shall:

- Be submitted in the format of the attached “**Specialty Crop Increasing Production\_template**”.
- Include the Contact and Title Page (see page 10)
- Include the signed Endorsement Statement (see page 9)

**Evaluation Review Process:**

Each proposal will be evaluated by an evaluation committee to determine that it meets the requirements of the RFP. Proposals will be evaluated strictly on a merit basis according to the following criteria. The total number of points used to score a proposal is 100.

- Experience and Qualifications 25 points
- Timeline, Action and Work Plan (activities necessary) 25 points
- Quantifiable Metrics 30 points
- Budget 25 points

Proposals will be evaluated by members of the evaluation committee. A numerical score sheet shall be used for all proposals by each member of the evaluation committee. For each proposal, members will assign a point value and after all members have evaluated and scored each of the proposals, the scores for the entire committee will be averaged to determine a proposal’s final score.

After the final score assignment, proposals, along with funding level recommendations, will be presented to the Chairperson, Board of Agriculture, who will make the final determination. Proposals will then be funded in order of final scores until all available funds have been expended.

**Acknowledgement of Proposals:**

Receipt of proposals will be acknowledged to the respective offeror by e-mail, whenever practical. Therefore, offerors shall provide an e-mail address in the proposal. There will be no notification of late, incomplete and unqualified proposals.

**Confidentiality:**

The name of offerors, the names of individuals identified in the proposals, the content of proposals, and the committee evaluations of proposals will be kept confidential during the evaluation process, except to those involved in the evaluation and award process. Upon posting of award, the proposals both successful and unsuccessful, contracts, and contract file shall be available for public inspection. Offerors shall designate any portion of their proposal that contains trade secrets or any other proprietary data that are to remain confidential. In accordance with HAR §3-122-58, such information shall be marked and readily separable from the rest of the proposal, in order to facilitate public access to the non-confidential portion of the proposal.

**Right to a Debriefing:**

Pursuant to HAR §3-122-60, non-selected offerors may request a debriefing to inform them of the basis for the contract award.

A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The procurement officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

A protest by the requestor submitted pursuant to HRS §103D-303 (h), following a debriefing, shall be filed within five (5) working days.

**Protest:**

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers; and further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract.

The notice of award(s), if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website: <http://www.hawaii.gov/spo2/source/>

Any protest pursuant to HRS §103D-701 and HAR §3-126-3, shall be submitted in writing to: Chairperson, Board of Agriculture, 1428 South King Street, Honolulu, Hawaii, 96814-2512.

**Additional Information:**

For additional information on the Specialty Crop Block Grant Program-Farm Bill (SCBGP), please view the program website

at: [http://www.usda.gov/wps/portal/usda/usdahome?contentid=kyf\\_grants\\_ams1\\_content.html](http://www.usda.gov/wps/portal/usda/usdahome?contentid=kyf_grants_ams1_content.html)

***The HDOA reserves the right to deny any or all proposals received; request additional information on project proposals; recommend partial funding for proposals that may be less than the amount requested in the proposal; and link the release of project funds to completion of necessary, timely progress reports. All funding is subject to the availability and receipt of federal funds.***

**Endorsement Statement:**

Please include the following language below in your application and sign off:

*I certify that the information provided is true and correct to the best of my knowledge, and that I agree to all of the terms, conditions, and provisions of the solicitation. If awarded a contract under the solicitation, I agree the organization will assume sole responsibility of any and all debts or liabilities that may be incurred from this project; and will provide the required documentation to HDOA upon request. I understand that if this proposal is funded, I will be required to sign a contract agreement and other necessary documentation containing terms and conditions upon which funds will be released.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

## CONTACT AND TITLE PAGE SCBGP-FB, FY 2016/ SCIP16

Title of Project:

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Start and End Date of the project: Start \_\_\_\_\_ End \_\_\_\_\_

Time of Performance (i.e. number of months) \_\_\_\_\_

### **Applicant and Alternate Contact Information:**

Primary contact:

Name and Title:

Alternate contact:

Name and Title:

Business Entity:

Business Entity:

Address:

Address:

Phone:

Phone:

E-mail:

E-mail:

Web Address:

Web Address:

**State tax ID** \_\_\_\_\_

**Federal Tax ID** \_\_\_\_\_

Project Partners (Name and Title):

**Name** – MUST be as shown on the Hawaii Compliance Express certificate or as recorded for legal purposes such as tax identification, DCCA, DLIR

**Title** – indicate if title authorizes signing on behalf of the Business Entity

**Business Entity** – i.e. corporation, partnership, joint venture, sole proprietorship or other legal form as shown on legal documents

**Address** – official address of the business entity as shown on legal documents; nine-digit zip code