



PO Box 4, Kunia, Hawaii, 96759 || 808-622-9026 || www.agstewardshiphawaii.org

REQUEST FOR PROPOSAL
Small Purchase Procurement
(2 CFR §200.320(b) – Simplified Acquisition Procedures)

Project Evaluator

FUNDING SOURCE: This procurement is funded in whole or in part with federal or federal pass-through funds and is subject to the procurement standards set forth in 2 CFR Part 200.

RFP Reference Number: 1111_001_FF

SUBMISSION INSTRUCTIONS

Point of Contact for Questions:

Amanda Shaw, Director of Food Systems
Amanda.Shaw@agstewardshiphawaii.org

Deadline to Submit:

Proposals will be accepted until **July 17th, 2026**. Initial review will begin on and the organization reserves the right to close this RFP at any time.

Method of Submission

Proposals must be submitted electronically via email to:

- Director of Food Systems: Amanda.Shaw@agstewardshiphawaii.org
- Grants Manager: jackson.hart@agstewardshiphawaii.org

**Late submissions may not be considered.*

REQUIRED PROPOSAL CONTENT

- Vendor Legal Name
- Mailing Address and Billing Address
- Email Address and Phone Number

*Agriculture Stewardship Hawai'i is a DBA of:
O'ahu Resource Conservation and Development Council, a 501c3 Nonprofit Corporation*

- Unique Entity Identifier (UEI) [If Applicable]
- Respondents must certify that they are not suspended or debarred from federal contracting (2 CFR 200.214).
- Vendor's Resume or CV
- Relevant References (Name, Relationship, Phone, Email)
- Detailed Price Quote
- Any additional information requested in this RFP

CERTIFICATES & ASSURANCES

By submitting a proposal, the respondent certifies that:

- The vendor is not suspended or debarred from federal contracting, in accordance with 2 CFR §200.214
- The vendor has not been suspended, debarred, or otherwise excluded from participation in federal assistance programs
- All pricing submitted is true, accurate, and reasonable

ASH reserves the right to independently verify vendor eligibility through SAM.gov or other appropriate means.

STATEMENT OF WORK

Period of Performance

The anticipated period of performance is:

START: Mid-July 2026

END: Mid-September 2026

Project Overview

The 2501 Project supports Native Hawaiian & Pacific Islander (NH & PI) socially disadvantaged farmers and ranchers (SDFRs) in building financial literacy, market readiness, USDA program participation, trust with service providers, and long-term sustainability. The evaluator will assess project reach, effectiveness, and outcomes, using culturally responsive methods.

Evaluation Objectives

- Assess increases in financial literacy, business skills, and market readiness
- Evaluate trust-building and relationships with USDA and other service providers
- Identify systemic, cultural, or operational barriers to participation and how they were addressed
- Document early indicators of sustainability and long-term impact

Evaluation Questions

- To what extent did project activities improve NH & PI farmers' skills, knowledge, and market

readiness?

- How effectively were trust and relationships with USDA/service providers built?
- What barriers to USDA participation were addressed, and which remain?
- Who was reached, and were priority communities served equitably?
- What early indicators suggest long-term sustainability of farms and practices?

Availability

- The Consultant will be available during ASH/HDOA's standard working hours (HST) and will be available on evenings and weekends to meet project deadlines when needed.
- This consultancy will be completed in a **remote/hybrid work arrangement**.
- The Consultant may occasionally **work on-site with the ASH team in O'ahu**.
- When working on-site, the Consultant will be available to work at any of ASH's offices or other venues.
- ASH-Approved travel will be reimbursed by the organization.
- Review and Approval Process and Schedule:
 - The contractor will submit completed deliverables to ASH on the dates specified below.
 - ASH will have one week to provide written comments, suggested changes, and feedback.
 - The contractor will then have one additional week to incorporate suggested edits and respond to comments and feedback.
 - ASH will then have three business days to provide approval of the deliverable. If ASH determines that any deliverables submitted do not meet the criteria of the deliverable listed in this contract, ASH reserves the right to not approve deliverables and restart the Review and Approval Process and delay payment until the deliverable is approved by ASH.

Project Activities

* ASH will need to approve deliverables in order for deliverables to be considered complete (View Review and Approval Process and Schedule).

Phase 1: Document Review & Evaluation Plan

Conduct a comprehensive review of existing project materials, including surveys, reports, outreach and communications materials, event documentation, participation records, prior evaluations, and relevant program data. This review will identify key themes, gaps, stakeholder groups, and existing indicators of impact to inform the evaluation approach.

Develop a detailed evaluation plan that outlines:

- Evaluation goals, learning questions, and intended uses of findings
- Proposed methods for data collection and analysis (qualitative and quantitative)
- Sampling strategy and participant outreach approach

- Data collection tools and protocols, including surveys, interview guides, and facilitation methods
- Timeline, roles, and reporting structure
- Culturally responsive and community-informed evaluation practices to ensure accessibility, relevance, and respectful engagement with participants and partners

The evaluation plan will be finalized in collaboration with project leadership to ensure alignment with program priorities, community context, and reporting needs.

Estimated Time Allocation: 10%

Deliverable: Evaluation plan and document review summary (Inception Report), including proposed methods, sampling approach, data collection tools, timeline, and culturally responsive engagement strategies; receive ASH approval.

Draft Submission Date: July 11th,, 2026

ASH Feedback Date: July 21st, 2026

Final Approval Date: July 22nd, 2026

Phase 2: Stakeholder Engagement, Data Collection, and Assessment

Task 2.1: Conduct Focus Group Discussions (FGDs) and Key Informant Interviews

Design and implement a comprehensive stakeholder engagement process to gather qualitative insights from project participants, beneficiaries, implementing partners, community representatives, and other relevant stakeholders. Activities will include:

- Developing data collection protocols, discussion guides, and interview instruments aligned with the evaluation objectives.
- Conducting focus group discussions (FGDs) with project participants and beneficiary groups to explore experiences, perceptions, outcomes, challenges, and recommendations.
- Conducting individual key informant interviews (KIIs) with project staff, partner organizations, community leaders, and other stakeholders to obtain in-depth perspectives on project implementation and effectiveness.
- Ensuring representation across relevant stakeholder groups, geographic locations, and demographic characteristics.
- Documenting findings through detailed notes, transcripts, and summary reports.

Task 2.2: Conduct Site Visits and Direct Observations

Carry out site visits to selected project locations to observe project activities, validate reported results, and assess implementation conditions. Activities will include:

- Developing a site visit and observation protocol.
- Visiting a representative sample of project sites and partner organizations.

- Conducting structured observations of project activities, facilities, and service delivery processes.
- Engaging informally with participants, staff, and community members to contextualize findings.
- Documenting observations, lessons learned, best practices, and implementation challenges.

Task 2.3: Review and Analyze Existing Data

Review and assess all available project monitoring, evaluation, and survey data to identify trends, outcomes, data gaps, and areas requiring further investigation. Activities will include:

- Collecting and reviewing existing survey datasets, monitoring reports, baseline and endline assessments, and other relevant project documentation.
- Evaluating data quality, completeness, and relevance to the evaluation objectives.
- Conducting quantitative and qualitative analyses to identify key findings, patterns, and outcomes.
- Triangulating existing data with information gathered through FGDs, interviews, and site visits.

Task 2.4: Supplementary Data Collection

Where gaps are identified in existing datasets, design and implement supplemental data collection activities to strengthen the evidence base. Activities may include:

- Developing additional survey instruments or rapid assessment tools.
- Administering supplemental surveys or targeted interviews with project participants and stakeholders.
- Collecting additional quantitative and qualitative data needed to address evaluation questions and fill identified information gaps.
- Integrating supplemental data into the overall analysis framework to support robust findings and recommendations.

Deliverables: The consultant will develop a stakeholder engagement and data collection plan; prepare FGD, interview, and site visit tools and protocols; conduct a review of existing data and identify information gaps; compile and analyze qualitative and quantitative data; and produce a preliminary findings and analysis report summarizing key insights and recommendations.

Estimated Time Allocation: 50%

Deliverable: Conduct FGDs, individual interviews, and site visits with project participants and partners
Analyze existing survey data and supplement as needed

Draft Submission Date: August 10th, 2026

ASH Feedback Date: August 20th, 2026

Final Approval Date: August 22nd, 2026

Phase 3: Analysis and Reporting

Task 3.1: Conduct Mixed-Methods Data Analysis

Analyze qualitative and quantitative data collected through surveys, focus group discussions, interviews, site visits, and document reviews. Activities will include:

- Cleaning, organizing, and synthesizing data from multiple sources.
- Conducting qualitative and quantitative analyses to identify key findings, trends, outcomes, and patterns.
- Triangulating findings across data sources to strengthen validity and reliability.
- Identifying successes, barriers, challenges, lessons learned, and opportunities for program improvement.

Task 3.2: Develop Findings and Recommendations

Synthesize analysis results into actionable findings and recommendations. Activities will include:

- Developing evidence-based conclusions aligned with the evaluation objectives.
- Identifying promising practices and areas for improvement.
- Incorporating case examples and participant perspectives to illustrate key findings.
- Developing practical recommendations to inform future program planning and implementation.

Task 3.3: Prepare Draft and Final Evaluation Reports

Prepare and submit draft and final evaluation reports that clearly communicate the evaluation methodology, findings, conclusions, and recommendations. Activities will include:

- Developing a draft evaluation report for review and stakeholder feedback.
- Incorporating comments and revisions into the final report.
- Preparing a final evaluation report, including an executive summary, methodology, findings, case examples, barriers and challenges, conclusions, and recommendations.
- Ensuring the final report does not exceed 25 pages, excluding appendices.

Deliverables:

- Phase 1: Short Evaluation Plan (1 page).
- Draft Evaluation Report: Mid-August.
- Final Evaluation Report: End of August, including an executive summary, findings, conclusions, and recommendations (maximum 25 pages, excluding appendices).
- Optional: Presentation slide deck or community-friendly summary brief summarizing key findings and recommendations (Early September).

Estimated Time Allocation: 40%

Deliverable: Mixed-methods analysis of qualitative and quantitative data. Prepare draft and final report including findings, case examples, barriers, and recommendations

Draft Submission Date: September 5th, 2026

ASH Feedback Date: September 10th, 2026

Final Approval Date: September 21st, 2026

Creative methods encouraged: The consultant is encouraged to incorporate creative and culturally responsive participatory methods that capture participant experiences, relationships, and program impacts beyond traditional data collection approaches. Methods may include story-based impact documentation to highlight personal and community-level outcomes; talk-story facilitation to support open, culturally grounded dialogue; farmer journey mapping to document participant pathways, challenges, and successes over time; photovoice to enable participants to visually document and reflect on their experiences; and visual or network mapping to examine relationships, trust-building, collaboration, and partnerships among stakeholders. These approaches should complement traditional evaluation methods and provide deeper insight into program outcomes, community perspectives, and systems-level change.

Timeline Summary (Mid July- September 2026)

Period	Activities & Milestones
July 2026	Planning and Preparation. Finalize evaluation design and work plan with project team. Review existing program documents and available data. Develop and finalize data collection tools and protocols. Submit Short Evaluation Plan (1 page).
August-September 2026	Data Collection and Analysis. Conduct FGDs, interviews, and site visits. Analyze existing survey and program data. Attend and participate in Resource Fairs (August and September) for observation and participant engagement. Conduct ongoing synthesis of emerging findings and data gaps.
Early September 2026	Draft Reporting: Submit Draft Evaluation Report for review and feedback (Due September 5th, 2026).
Mid to Late September 2026	Final Reporting: Incorporate feedback and finalize analysis. Submit Final Evaluation Report by September 20, 2026. Report includes executive summary,

	methodology, findings, conclusions, and recommendations (≤ 25 pages, excluding appendices).
Early September	Optional Deliverable: Slide deck and/or community-friendly summary brief for dissemination of findings.

Desired Qualifications

- Demonstrated experience conducting evaluations of USDA-funded programs, agricultural initiatives, food systems projects, farmer training programs, or community-based economic development efforts.
- Knowledge of agricultural entrepreneurship, market development, conservation, rural development, and/or workforce development programs.
- Strong cultural competence and experience working with Native Hawaiian and Pacific Islander (NH & PI) communities.
- Familiarity with culturally responsive, community-centered, and participatory evaluation approaches.
- Experience facilitating stakeholder engagement activities, including interviews, focus groups, talk-story sessions, and community consultations.
- Strong mixed-methods evaluation skills, including qualitative and quantitative data collection, analysis, and interpretation.
- Experience designing and administering surveys and conducting interviews, focus group discussions, site visits, and participatory research methods.
- Ability to synthesize data from multiple sources into clear, actionable findings and recommendations.
- Excellent report writing, communication, and presentation skills, including the ability to develop products for both technical and community audiences.
- Experience developing visualizations, case studies, impact stories, or other accessible formats to communicate evaluation findings.

Reporting Requirements

Brief narrative will be included in invoices.

REQUEST FOR PRICE /QUOTE

The total cost of this procurement shall not exceed \$15,000.00 and must be reasonable, allowable, and allocable in accordance with 2 CFR §§200.403–200.405.

Cost or price reasonableness will be evaluated based on comparison to similar services, market rates, and scope of work.

PROCUREMENT METHOD & COMPETITION

This procurement is conducted under Small Purchase (Simplified Acquisition) Procedures in accordance with 2 CFR §200.320(b).

Price or rate quotations are being solicited from an adequate number of qualified sources to ensure full and open competition to the maximum extent practicable.

Internal Policy - Small Purchases

This procurement follows ASH's internal procurement policy for Small Purchases (Simplified Acquisition Procedures): Small purchases are procurement transactions between \$15,000.01 and \$350,000. Small purchases do not require a formal competitive bidding process. A written contract, purchase order, or PRF approved by the Executive Director (or designee) is required. A signature from a board officer or board authorized signatory is required. Competition should be sought to the maximum extent practicable, but multiple quotes are not required. A single quote, public posting, or other indication of price reasonableness is sufficient when documented in the procurement file. In the event that the ASH completes a self-certification of its micro-purchase threshold in accordance with 2 CFR 200.320.a.1.iv, this limit will be adjusted to between \$50,000.01 and \$350,000. For procurement transactions between \$200,000.01 and \$350,000.00, the board will be informed in advance of the planned transaction and provided with the opportunity to require multiple quotes or competitive proposals, at its discretion.

CONFLICT OF INTEREST

Vendors must disclose any actual or potential conflicts of interest that could arise from this engagement. ASH maintains written standards of conduct governing conflicts of interest consistent with 2 CFR §200.318(c).

RECORDS ACCESS & RETENTION

In accordance with 2 CFR §§200.334–200.337, vendors must retain all records related to this contract for a minimum of three (3) years following final payment and must make such records available upon request to ASH, the awarding agency, or authorized representatives.

PROHIBITED TELECOMMUNICATIONS & SURVEILLANCE EQUIPMENT

Pursuant to 2 CFR §§200.216 and 200.471, federal funds may not be used to procure certain telecommunications or video surveillance equipment or services produced by covered entities.

EVALUATION STATEMENT

Proposals will be evaluated based on the following criteria:

- Cost or price reasonableness
- Relevant experience and qualifications
- Ability to meet the scope of work and timeline
- Responsiveness to RFP requirements

ASH reserves the right to:

- Request clarifications
- Negotiate with selected vendors
- Reject any or all proposals
- Make an award in the best interest of the organization

AWARD & CONTRACTING

Award is contingent upon:

- Satisfactory review of proposal
- Verification of eligibility and certifications
- Execution of a written contract

No work may begin until a fully executed contract is in place.
