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

REQUEST FOR PROPOSAL

Small Purchase Procurement (Non-Federal Funds)

Consultant: District Management Services for West O'ahu Soil and Water Conservation District

FUNDING SOURCE: This procurement is funded entirely with non-federal funds. Federal procurement regulations under 2 CFR Part 200 do not apply.

RFP Reference Number: 1108_001_NF

SUBMISSION INSTRUCTIONS

Point of Contact for Questions:
Dave Dutra Elliott, Executive Director
dave.dutraelliott@agstewardshiphawaii.org

Deadline to Submit:
Midnight on October 25th. Applications will be screened upon submission.

Method of Submission
Proposals must be submitted electronically via email to:

- Executive Director: dave.dutraelliott@agstewardshiphawaii.org
- Health Agroecosystems Program Manager: sophie.moser@agstewardshiphawaii.org
- Grants Manager: jackson.hart@agstewardshiphawaii.org

REQUIRED PROPOSAL CONTENT

- Vendor Legal Name
- Mailing Address and Billing Address
- Email Address and Phone Number
- Vendor's Resume or CV

- Cover Letter (max one page)
    i. Respondents must confirm via written statement in cover letter that they are not suspended or debarred from federal contracting (2 CFR 200.214).
- Relevant References (Name, Relationship, Phone, Email)

CERTIFICATES & ASSURANCES

By submitting a proposal, the respondent certifies that:

- The information provided is true and accurate to the best of their knowledge
- The vendor has the capacity and qualifications to perform the services described
- All pricing submitted is true, accurate, reasonable, and reflects fair market value

ASH reserves the right to verify vendor qualifications and references as part of its due diligence.

STATEMENT OF WORK

Period of Performance
The anticipated period of performance is:
START: November 1, 2026
END: April 30, 2027

Description of services

Agriculture Stewardship Hawaiʻi (ASH) administrates the West Oʻahu Soil and Water Conservation District (WOSWCD). WOSWCD helps farmers, landowners, and land managers in western Oʻahu protect soil health and water quality through conservation planning, technical assistance, and education, including reviewing and approving cooperators' conservation plans.

The District Manager (Consultant) provides support to the WOSWCD and is responsible for:

- Coordinate and attend monthly meetings, and take meeting minutes
- Publicly post agendas and minutes in compliance with the Sunshine Law
- Coordinate agendas with conservation planners, cooperators, and other partners
- Set up and host physical and virtual (Zoom) meeting spaces, and send calendar invites
- Announce monthly meetings in the e-newsletter
- Check mail and deposit checks
- Maintain the books
- Prepare and file expense reports with DLNR
- Attend HACD quarterly meetings (2 hours each) and the annual meeting (3 days), and serve as the point of contact with HACD and other partners
- Ensure Directors have timely access to the information they need to make informed decisions
- Sustain client relationships and conduct outreach
- Check and respond to emails
- Support FSA registration for about 3 clients per month, providing one-on-one technical assistance with the FSA forms
- Send invoices to all West SWCD donors and clients
- Maintain and update the West SWCD Handbook

- Provide project coordination and other miscellaneous support

Availability and Communication. Consultant shall determine the method, details, and means of performing the Services. Consultant shall maintain reasonable availability for coordination and communication during Hawaii Standard Time business hours as necessary to fulfill project deliverables. Consultant agrees to respond to communications in a timely and professional manner and to meet agreed-upon deadlines. Nothing in this Agreement shall be construed to require Consultant to adhere to a fixed daily schedule or specific working hours.

Hours Required Per Month.

In the first three months of work, The Consultant is expected to provide approximately 40 hours of service per month, not to exceed 40 hours without prior written approval from ASH. The additional hours are provided to account for training and onboarding.

After the first three months, the Consultant is expected to provide approximately 30 hours of service per month, not to exceed 30 hours without prior written approval from the District. All hours must be documented in the hourly log submitted with each invoice.

Preferred Qualifications

- Experience working in agricultural or agribusiness in Hawai‘i
- Experience working with agricultural producers in Hawai‘i
- Office administration or project management experience
- Attention to detail
- Financial management; ability to balance budgets

Reporting Requirements

Each invoice must include a detailed hourly log listing the date, hours worked, and a brief description of the activities performed for each entry. Invoices without a complete log will not be processed for payment.

COMPENSATION & CONTRACT TERM

The Consultant will be compensated at a fixed rate of $45.00 per hour. Total compensation for the initial six (6) month contract period shall not exceed $9,450. Payment will be made only for hours actually worked and documented in the hourly log submitted with each invoice.

Following the initial six-month period, Ag Stew intends to renew the contract for an additional twelve (12) month period, subject to satisfactory performance, available funding, and the District's needs. Renewal is not guaranteed.

PROCUREMENT METHOD & COMPETITION

This procurement is conducted as a Small Purchase under ASH's internal procurement policy.

Small purchases are procurement transactions between $15,000.01 and $350,000.00. These procurements 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; however, multiple quotes are not required. A single quote, public posting, or other documented indication of price reasonableness is sufficient when maintained in the procurement file.

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 and reserves the right to disqualify vendors where conflicts cannot be adequately mitigated.

RECORDS ACCESS & RETENTION

Vendors must retain records related to this contract in accordance with ASH's records retention policies and applicable state law, and must make such records available to ASH upon reasonable request.

EVALUATION STATEMENT

Proposals will be evaluated based on the following criteria:

- 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

CONTRACTING

Contracting is contingent upon:

- Satisfactory review of proposal
- Verification of qualification and references
- Interview with Executive Director
- Execution of a written contract

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