

Proposal Evaluation Guide, Section B

The offeror must address all General Qualifications & Experience items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated "Item Reference #"). To facilitate the proposal evaluation committee finding each applicable answer, the offeror must detail the proposal page number(s) for each item in the appropriate "Proposal Page #" space below. The proposal evaluation committee will not be responsible for finding the required information.

The project manager and proposal evaluation committee will independently review, evaluate and score proposals to determine if the general qualifications and experience items have been addressed as required. The offeror must respond to each general qualification and experience item; if not, the offeror’s score may be negatively impacted.

OFFEROR LEGAL ENTITY NAME:		
Proposal Page # (Offeror completes)	Item Ref. #	Section B— General Qualifications & Experience Items
	B.1.	Detail the name, e-mail address, physical and mailing address (list both if addresses are different), telephone number, and facsimile number of the person the HDOA should contact regarding the offeror’s general qualifications and experience (See Attachment 1, Notice of Intent to Respond).
	B.2.	Describe the offeror’s form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and business location (physical and mailing address (list both if addresses are different) (See Attachment 1, Notice of Intent to Respond).
	B.3.	Indicate the number of years offeror has been in business (See Attachment 1, Notice of Intent to Respond).
	B.4.	Describe the offeror’s number of employees, client base, and location(s) of additional offices (See Attachment 1, Notice of Intent to Respond).
	B.5.	Briefly describe how long the offeror has been performing projects and/or services that has required similar goods, scope, organization and skills as specified in this RFP and the SOW (see Attachment 3).
	B.6.	Provide a statement, to the best of the offeror's knowledge, whether any of the offeror’s employees, agents, independent contractors, or subcontractors, who will be involved in the delivery of goods or performance of services on a contract pursuant to this RFP, have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony. If so, include an explanation providing relevant details. If none, so state.
	B.7.	Provide a statement of whether, in the last ten (10) years, the offeror has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a

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		receiver, trustee, or assignee for the benefit of creditors. If so, include an explanation providing relevant details. If none, so state.
	B.8.	Provide a statement of whether there is any material, pending litigation against the offeror that the offeror reasonably believes could adversely affect its ability to meet contract requirements pursuant to this RFP or is likely to have a material adverse effect on the offeror’s financial condition. If such exists, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the offeror’s performance in a contract pursuant to this RFP. If none, so state.
	B.9.	Provide a statement noting that the offeror understands that all persons, agencies, firms, or other entities that provide legal opinions regarding the offeror must be properly licensed to render such opinions. The HDOA may require the offeror to submit proof of license for each person or entity that renders such opinions.
	B.10.	Provide a statement of whether there are any pending or in progress Securities Exchange Commission investigations involving the offeror. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the offeror’s performance in a contract pursuant to this RFP. If none, so State.
	B.11.	Provide a brief, descriptive statement detailing evidence of the offeror’s ability to deliver the goods or services sought under this RFP (i.e., prior experience, training, certifications, resources, program and/or quality management systems).
	B.12.	Provide a personnel roster listing the names of key people or other key personnel who the offeror will assign to deliver the goods or services required by this RFP along with the estimated number of hours that each individual will devote to that performance.
	B.13.	For each of the key personnel listed, indicate the individual responsibilities regarding participation in this PDP. Use managers skilled in supervision and management of large projects with multiple stages and tasks overlapping on the project.
	B.14.	For each of the key personnel listed, include a resume or similar document indicating their title, current position, and a brief employment history description (including length of employment with your company).
	B.15.	For each of the key personnel listed, the resume or similar document must detail the personnel’s education, experience in handling hazardous

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		materials, and collecting, packaging, transporting and disposing of pesticides or other hazardous materials.
	B.16.	<p>Provide a statement of whether the offeror intends to use subcontractors to meet the requirements of this RFP, and if so, detail:</p> <ul style="list-style-type: none"> (a) the name(s) of the subcontractor(s) along with the contact person, mailing address, telephone number, and e-mail address for each; (b) a description of the delivery of goods or performance of the services the subcontractor(s) will perform; <u>and</u>, (c) a statement specifying that each proposed subcontractor has expressly agreed to being proposed as a subcontractor in the offeror’s answer to this RFP and will perform the indicated tasks requested in this RFP and accompanying attachments. <p><i>NOTE: see Attachment 2, Sub-offeror’s Statement to the Notice of Intent to Respond.</i></p>
	B.17.	<p>Provide a statement regarding the offeror’s commitment to diversity represented by at least one of the following:</p> <ul style="list-style-type: none"> (a) <u>Business Strategy</u>. Provide a description of the offeror’s existing programs and procedures designed to encourage and foster commerce with DCCA registered business entities owned by minorities, women, veterans or small business enterprises; (b) <u>Business Relationships</u>. Provide a listing of the offeror’s current contracts with DCCA registered business entities owned by minorities, women, veterans or small business enterprises. Please include the following information: <ul style="list-style-type: none"> (i) <u>brief</u> contract description; (ii) business name and ownership characteristics (i.e., minority, veteran); (iii) business contact name and telephone number; or, (c) <u>Estimated Participation</u>. Provide an estimated level of participation by locally owned, DCCA registered business entities owned by minorities, women, veterans or small business enterprises if a contract is awarded to the offeror pursuant to this RFP. Please include the following information: <ul style="list-style-type: none"> (i) a percentage (%) indicating the participation estimate. (Express the estimated participation number as a percentage of the total estimated contract value that will be dedicated to doing business with subcontractors and supply contractors having such ownership

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		<p>characteristics only and DO NOT INCLUDE DOLLAR AMOUNTS);</p> <p>(ii) business name and ownership characteristics (i.e., minority, veteran);</p> <p>(iii) anticipated goods or services provided by the business.</p> <p>(d) Workforce. Provide the percentage of the offeror’s total current employees by ethnicity and gender.</p> <p><i>NOTE: The HDOA will recognize the positive qualifications and experience of an offeror that does business with DCCA registered business entities owned by minorities, women, veterans, Hawaii small business enterprises, or businesses who offer a diverse workforce.</i></p>
	B.18.	<p>Provide a statement of whether or not the offeror has any current contracts with the State of Hawaii or has completed any contracts with the State of Hawaii within the previous five (5) year period. If so, provide the following information for all of the current and completed contracts:</p> <p>(a) the name, title, telephone number and e-mail address of the State contact knowledgeable about the contract;</p> <p>(b) the procuring State agency name;</p> <p>(c) a <u>brief</u> description of the contract’s scope of services;</p> <p>(d) the contract period; and</p> <p>(e) the contract number.</p> <p><i>NOTE:</i></p> <ul style="list-style-type: none"> ▪ <i>Current or prior contracts with the State are <u>not</u> a prerequisite and are <u>not</u> required for the maximum evaluation score, and the existence of such contracts with the State will <u>not</u> automatically result in the addition or deduction of evaluation points.</i>
	B.19.	<p>Provide three (3) current letters of support (who are <u>not</u> current or former officials or staff of the State of Hawaii) for projects similar to the services sought under this RFP and may be contacted by the HDOA regarding the offeror's job performance.</p> <p>All references must be provided in the form of letters of support that have been fully completed by the individual providing the reference as required. The letter of support (see RFP Attachment 6, Letter of Support), <u>must</u> be used and completed as required. References that are not completed as required will be considered non-responsive and will not be considered.</p>

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		The offeror will be <u>solely</u> responsible for obtaining the fully completed letters of support, and for including the sealed and signed envelopes within the offeror’s sealed proposal response.
	B.20.	<p>In order to obtain and submit the completed letters of support, as required, follow the process detailed below.</p> <p>(1) Customize the letter of support (see RFP Attachment 6, Letter of Support) by adding the offeror’s legal entity name, and make duplicates for completion by references.</p> <p>(2) Send the customized letter of support to each individual chosen to provide a reference along with a new standard #10 envelope.</p> <p>(3) Instruct the person that will provide a reference to:</p> <ol style="list-style-type: none"> a. complete the provided letter of support; b. sign <u>and</u> date the completed letter of support; c. seal the completed, signed, and dated, letter of support within the standard #10 envelope.; d. sign his or her name in ink across the sealed portion of the envelope; and e. return the sealed envelope containing the completed letter of support directly to the offeror (the offeror may wish to give each reference a deadline, such that the offeror will be able to collect all required references in time to include them within the sealed proposal response). <p>(4) For the offeror: <u>DO NOT open the sealed references upon receipt.</u></p> <p>(5) Enclose all <u>sealed</u> reference envelopes within a larger envelope. The larger envelope should be labeled, “RFP No. PDP-A2XW-23 LETTERS OF SUPPORT”, for inclusion in the proposal response as required.</p> <p><i>NOTE:</i></p> <ul style="list-style-type: none"> ▪ <i>The HDOA will not accept late references nor references submitted by any means other than that which is described above, and each letter of support submitted must be completed as required.</i> ▪ <i>The HDOA will not review more than the number of required references indicated in item B.19.</i> ▪ <i>While the HDOA will base its reference check on the contents of the sealed reference envelopes included in the proposal response package, the HDOA reserves the right to confirm and clarify information detailed</i>

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		<i>in the completed letters of support, and may consider clarification responses in the evaluation of references. The HDOA is under <u>no</u> obligation to clarify any reference information.</i>
	B.21.	Provide a statement and any relevant details addressing whether the offeror is presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any Federal or State department or agency, if none, so state.
	B.22.	Provide a statement and any relevant details addressing whether the offeror has within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or grant under a public transaction, if none, so state.
	B.23.	Provide a statement and any relevant details addressing whether the offeror is presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local).
	B.24.	Provide a statement and any relevant details addressing whether the offeror has within a three (3) year period preceding the contract had one or more public transactions (Federal, State, or local) terminated for cause or default, if none, so state.
	B.25.	Provide a statement and any relevant details addressing whether the offeror is currently or has within a three (3) year period preceding the contract, been in violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, if none, so state.
SCORE (for <u>all</u> Section B—Qualifications & Experience Items above):		
<i>HDOA Use Only – Proposal evaluation committee member signature, printed name & date:</i>		