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**NOTICE TO RESPONDENTS
(CHAPTER 103D, HAWAII REVISED STATUTES)**

REQUEST FOR INFORMATION (RFI) NO. RFI OCS-OEA-17-01

Notice is hereby given that pursuant to Chapter 103D, Hawaii Revised Statutes (HRS), the Department of Labor and Industrial Relations Office of Community Services is issuing this request for information to obtain feedback on the State of Hawaii Defense and Military Sector Community and Industry Adjustment and Diversification Assessment, Analysis and Strategy Project.

Background

The State of Hawaii (State) intends to issue a request for proposals (RFP) seeking professional services to support its project to systematically identify and study its defense supply chain so that Hawaii will be better able to adjust and adapt to the military's changing requirements in a timely manner.

The defense industry is Hawaii's second largest sector in our economy. The President's pivot to the Pacific has drawn attention and resources to the region. Hawaii is unique in that we are home to all military services, with six (6) commands and eighteen (18) installations geographically located across our islands. As a result, over the years, Hawaii has built a sizable defense contractor community that has been an effective partner in preserving the security of the nation and region.

However, data about the defense supply chain is woefully unavailable. As a result, this sector in our economy is not well managed and supported. This project will enable the State to develop an infrastructure and data set to inform our efforts to better organize this sector and align planning and resources to better enable the continued capabilities of this sector.

Project Organization

This project is being managed by the State of Hawaii, Department of Labor and Industrial Relations (DLIR), Office of Community Services (OCS), in partnership with the Office of the Governor. Subject Matter Experts (SMEs) from across the State will provide information and support. In addition, The Chamber of Commerce Hawaii, Military Affairs Council (MAC) is a critical stakeholder in this project.

A consultant team is being sought to provide expertise and services in three (3) areas:

1. Research and Analysis
2. Information Technology
3. Communications/Outreach

Deliverables for this project include the following:

- A stakeholder directory;
- An asset and supply chain map; and
- A collection of economic data and infographics;
- An Action Plan for the future based on collected information.

These deliverables will require that a methodology, tools and technologies be created to enable ongoing data collection and analysis. In the past, point in time assessments of the impact of Hawaii's defense community have been completed. While informative, these assessments had limited utility because they were not maintainable over time. Thus, by creating a methodology, tools and technologies that can be used over time to collect/refresh data, the utility of this project's deliverables will be prolonged. In order to minimize technical development costs, existing technologies may be leveraged for this project.

Period of Performance/Schedule

The Period of Performance (POP) for this project is 12 months. It will start on July 1, 2016 and will conclude on June 30, 2017. It will take a two (2) to four (4) months to initiate the project and procure consultant services. Thus, the consultant contract schedule is anticipated to be eight (8) to ten (10) months. The consultant can begin work as soon as a contract is executed.

I. Project Initiation & Planning	II. Prototype Development	III. Deployment	IV. Refinement & Analysis
July 1 – October 31, 2016	November 1, 2016 – January 31, 2017	February 1, 2017 – March 31, 2017	April 1 – June 30, 2017
Procure & contract consultant services	Develop prototype methodology; Deploy with “beta” stakeholders; Analyze preliminary data; Improve methodology and tools	Deploy methodology and tools across the state to collect data; Analyze results; Improve methodology and tools	Collect data to “fill in” model, as needed; Analyze results

Procurement Approach: This project is being funded by the U.S. Department of Defense (DoD), Office of Economic Adjustment (OEA), and is subject to the availability of Federal funds. Federal and State procurement guidelines apply.

This is a cost-reimbursement contract. The consultant proposal shall propose a cost-justified hourly rate and level of effort estimate for each task identified in this Scope of Work.

Vendor selection will be made based on the evaluation team's assessment of the best value proposal, consistent with 2 CFR Part 200, including the consideration of cost in the selection criteria. The projected five year cost for operation and maintenance of the technologies used for this project will be included in the project evaluation criteria, but not included in the contract award. The contract awarded will be limited to the Scope of Work below and the period of performance of the grant.

Project Scope of Work

There are three major components of this Scope of Work (Phase II – IV) to create the project deliverables: (a) a comprehensive stakeholder map and directory of parties that are part of the military supply chain, (b) a supply chain map, including baseline economic model; (c) an action plan to enable Hawaii to build a more resilient defense contractor community based on the data collected; and (d) increased community awareness:

1. Research and Analysis

2. Information Technology
3. Communications/Outreach

Task 1: Research and Analysis

The Research/Analysis effort is focused on designing and deploying the overall research methodology, including design of the data collection and analysis tools to ensure that the stakeholder map (Deliverable A), supply chain map (Deliverable B) and action plan (Deliverable C) can be created.

Task 1.A: Methodology & Prototype Design (Phase II)

For this task, the consultant will design the data collection and analysis methodology to create the stakeholder map and supply chain map.

Upon completion of this task, a project design requirements document will be used to create prototype tools that will be tested with a “beta” group of stakeholders. The “beta” data collection results will be analyzed to identify opportunities to improve the prototype tools prior to broader deployment in Phase III.

Task 1.B: Broad Deployment (Phase III)

For this task, the consultant will analyze the real-time data being collected in order to identify any opportunities for potential adjustment in the technology/tools or outreach effort.

Task 1.C: Refinement and Analysis (Phase IV)

For this task, the consultant will analyze the data collected and identify any gaps where additional data may be needed. The consultant will review the project findings with the Project Leadership Team and other stakeholders to identify actionable tasks that can be undertaken based on the data collected and analyzed. The action plan will address opportunities for Hawaii’s defense supply chain to adjust and adapt to the military’s changing requirements in a timely manner.

Upon completion of this task, the following will be delivered:

- A. A final stakeholder map
- B. A final supply chain map, including a baseline economic model
- C. An action plan document based on the data analysis and feedback of the Project Leadership Team and other stakeholders

Task 2: Information Technology (IT)

In order to support the data collection and presentation of data, the IT effort will be focused in two areas: (1) developing a database, user interface and tools to support the collection of data and (2) develop tools to present the data collected, including infographics for analysis. The Research and Analysis effort (Task 1) will provide the research methodology design for deployment. The Communications/Outreach effort (Task 3) will provide the branding and messaging for the web-based user interface.

Task 2.A: Prototype (Phase II)

For this task, the consultant will design the IT infrastructure, including database, needed to support the data collection and analysis effort (Task 1). The consultant will develop a prototype website, including the data collection and analysis tools and test/deploy the tools with a “beta” team of users. Improvements will be made to the technology developed to enable public launch.

Upon completion of this task, a website, including data collection and analysis tools, will be created for launch. Basic documentation of the IT infrastructure will be delivered.

Task 2.B: Deployment (Phase III)

During this phase, bug fixes and enhancement will be completed to the IT.

Upon completion of this task, a stable web-platform will be delivered. Updated documentation will be delivered.

Task 2.C: Refinement & Analysis (Phase IV)

During this phase, additional enhancements to the IT may be completed to support the Research/Analysis and Outreach efforts.

Upon completion of this task, final documentation will be delivered.

Task 3: Outreach/Communication

The Outreach/Communication effort is focused on branding and messaging to reach two audiences (Deliverable D): (a) stakeholders to participate in the data collection effort and (b) general community members and policy makers who should be aware of this effort and its findings.

Task 3.A: Prototype (Phase II)

During this phase of work, the Outreach/Communications effort will develop general branding and messaging for deployment on the web-platform.

Upon completion of this task, a web-platform will be deployed to reflect the branding and include the messaging. Web-hits will be measured to assess stakeholder/community engagement.

Task 3.B: Deployment (Phase III)

For this task, the Outreach/Communications effort will be focused on identifying and engaging stakeholders across the state to participate in the data collection effort.

Upon completion of this task, diverse (geographically and industry) stakeholder data will be collected to fill in the stakeholder map (Deliverable A) and supply chain map (Deliverable B).

Task 3.C: Refinement and Analysis (Phase IV)

For this task, the Outreach/Communications effort will work with the Research/Analysis team to solicit participation from missing stakeholders and communicate the analysis results and action plan to increase community and policy maker awareness of the project outcomes.

Upon completion of this task, the web-presence will be finalized to include final project artifacts, including the action plan (Deliverable C).

Task 4: IT Hosting/ASP Web Services

In order to enable development and testing of the technology needed to support this project, IT hosting and/or Application Service Provider (ASP) web services will be procured. This project will need IT resources to include, but not be limited to, the following: registration and hosting of a domain name, servers/services to establish a web presence for this project to support the

outreach/communications and data collection, and servers/services to complete the data analysis and develop the infographics.

Upon completion of this task, the necessary IT infrastructure will be provided for the duration of this project.

Submittal Information

DLIR OCS will be holding an RFI meeting on **July 20, 2015, at 10:00am** at
830 Punchbowl Street Room 420
Honolulu, HI 96813

Via web at

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Via phone at

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All submittals must be received by **4:30PM (HST) on July 20, 2015**, either by mail or in person to
Department of Labor and Industrial Relations, Office of Community Services
830 Punchbowl Street Room 420
Honolulu, HI 96813

Neither the State nor the respondent has any obligation under this request. DLIR OCS reserves the right to incorporate in a RFP any recommendations, in whole or in part, submitted in response to this RFI.

Contact Person

Questions relating to this RFI shall be directed to (b)(6)



Performance Report - State of Hawaii (DIA)

Organization: State of Hawaii	Program Type: Defense Industry Adjustment	Project Type: State Grants
GMS: Catherine Tiffner	PM: Sigmund Csicsery	Project Number : ST1603
Grant Number: ST1603-16-01	FAIN: HQ00051610178	Report Code: Quarterly
Authorizing Official: Rona Suzuki	Grant Start - End Date: 07/01/2016 - 06/30/2017	Delegated Authority: (b)(6)
Approved Amount: \$849,176.00	Total Paid: \$0.00	Balance Remaining: \$849,176.00

Activity Details

Reporting Period:	1	Date Due:	10/31/2016
Reporting Period Covered From:	07/01/2016	Reporting Period Covered To:	09/30/2016
Report Type:	Quarterly		

Objectives and Accomplishments

Compare actual accomplishments to the objectives established for the period.

Approval of the grant was received on 6 June, with a 1 July start date. There were two primary objectives identified for the first quarter:

1) Hire the DLIR/OCS Program Manager, identified as the key grant-funded position, to coordinate and manage the project. William Landers was selected for the position and his resume was submitted to OEA for approval. That OEA approval was received on 28 July and Mr. Landers started work on 16 August.

2) Begin the procurement process to bring on consultant/contractor services to start work by 1 November 2016. The consultant/contractor will provide services for research and analysis, information technology, communications/outreach, and IT/ASP web services. An RFI was posted on 5 July and a meeting was held with interested vendors on 20 July. An RFP was posted on 2 September.

There were five tasks identified for Phase 1: Project Initiation and Planning (Phase 1 was July 1 - October 31).

1) Onboarding the project staff. The Program Manager was hired as discussed above. The Project Coordinator position has not been filled.

2) Researching existing data sets and designing prototype methodology and tools were deferred to the RFP for contractor to develop.

Conferring with SMEs has been ongoing and has been part of the Project Leadership Team development.

Developing project requirements for the RFP was completed and the RFP was released.

3) Developing project management artifacts. The Scope of Work is in development. The SOW will go into the contract which is currently in development. The contractor will be required to provide the program manager with a weekly status report outlining progress made that week, goals for the next week, costs incurred, and any issues that need to be resolved. A basic organization chart has been created. A roll-up Excel spreadsheet has been created to further monitor costs. TWProject (teamwork project) has been selected, procured, and installed to be used to help track and monitor project progress (project set-up will be accomplished

once sub-deliverables/schedule are established for the contract).

4) Engaging the project leadership team. Most of the PLT members have been identified and engaged but we are still looking for at least one more member.

5) Procuring and contracting for consultant services. An RFP was posted on 2 September with a proposal due date of 3 October. The procurement was competitive and evaluation criteria included a cost component. An award was made on 13 October. The next performance report will include a discussion of the procurement process, number of bidders, range of cost, final selection, and a copy of the contract.

Provide reasons for slippage if established objectives were not met.

1) The Project Coordinator position has not been filled. DLIR/OCS has been focused on the RFP is still defining what skillsets will be required for this position. We expect to have the position filled by December 5. The delay will have no impact to the project schedule.

Project Expenses

Project Expenses

Provide an accounting of actual and projected quarterly expenditures by the budget line items approved in the grant. The amount of Federal cash on hand at the beginning and end of the reporting period must also be provided.

This Period Cumulative

a. Federal share of expenditures \$14,722.00 \$14,722.00

Non-Federal share of expenditures \$2,192.00 \$2,192.00

b. Reimbursements requested \$0.00 \$0.00

Reimbursements received to date \$0.00

Reimbursements due \$0.00

c. Cash Receipts \$0.00 \$0.00

Cash Disbursements \$0.00 \$0.00

Cash on Hand \$0.00

Category	Approved - Federal	Approved - Nonfederal	Spent - Federal	Spent - Non-Federal	Cumulative Federal	Cumulative Non-Federal
Personnel	\$140,000.00	\$44,750.00	\$9,845.00	\$1,465.60	\$9,845.00	\$1,465.60
Fringe Benefits	\$69,356.00	\$22,169.15	\$4,877.00	\$726.06	\$4,877.00	\$726.06
Travel	\$4,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$2,400.00	\$6,400.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Costs	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$547,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$763,856.00	\$85,319.15	\$14,722.00	\$2,191.66	\$14,722.00	\$2,191.66

Additional Information

Provide additional pertinent information as appropriate.

William Landers attended the 23 August OEA Supply Chain Mapping meeting hosted by the Center for Regional Economic Competitiveness in Rosslyn, Virginia.

A copy of the RFI posted on 5 July, a list of interested vendors who attended (in person or virtually) the RFI meeting held 20 July, a copy of the RFP posted 2 September, and a copy of the RFP Questions and Answers response that was posted on 23 September are all attached.

The next performance report will include a discussion of the procurement process, number of bidders, range of cost, final selection, and a copy of the consultant contract.

DLIR/OCS has read the General Assistance Agreement Terms and Conditions, National Policy Requirements, and Grant Program-Specific Terms and Conditions and continues to comply with these conditions as applicable. These Terms and Conditions will also be passed on the consultant contractor as part of their contract award.

Additional File Attachments

#	File Name	Size	Date
1.	<u>DOD OEA Q1 financial report.pdf</u>	740 KB	10/28/2016 16:49
2.	<u>DOD OEA Q1 financial report summary .pdf</u>	20 KB	10/31/2016 15:43
3.	<u>OCS-OEA-17-01 RFI.docx</u>	20 KB	10/25/2016 16:45
4.	<u>QA response (002).DOCX</u>	60 KB	10/25/2016 16:52
5.	<u>RFI Meeting July 20 2016.docx</u>	13 KB	10/25/2016 16:51
6.	<u>RFP OCS-OEA-17-01W.doc</u>	490 KB	10/25/2016 16:52

DAVID Y. IGE
GOVERNOR

SHAN S. TSUTSUI
LIEUTENANT GOVERNOR



LINDA CHU TAKAYAMA
DIRECTOR

LEONARD HOSHIJO
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September 23, 2016

TO: Interested Parties

FROM: (b)(6)
Program Manager, Defense Industry Adjustment (DIA)

SUBJECT: Responses to questions for RFP OCS-OEA-17-01W, Defense Military Sector
Community and Industry Adjustment and Diversification Assessment, Analysis and
Strategy Project

This addendum is to provide responses to questions received for RFP OCS-OEA-17-01W. The State has received the following questions for RFP OCS-OEA-17-01W. Answers are included.

1) Respectfully request the State provide more clarification on what types of stakeholders the state is looking to identify in the "Stakeholder Directory"?

The State requires a business stakeholder directory which includes a list of all companies doing business in Hawaii providing contracted or purchased products and/or services to the DoD in Hawaii. This would include both *direct* and *indirect* suppliers: tier 1 (prime contractor), tier 2 (subcontractor to a prime contractor), tier 3 (subcontractor to a subcontractor), and tier 4 (others further down the chain; these may not even know that their products or services are going to the DoD). The directory will not include businesses with *induced* impacts, those that are impacted by household spending (dry cleaners, restaurants, department stores, etc.).

2) Your RFP say, "ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN October 3, 2016 and received by the State purchasing agency no later than 10 days from the submittal deadline." I believe that would be October 13, 2016. However, in paragraph 1.4, you state proposal evaluations will be October 4 – 10. Please clarify.

The proposal deadline information explained on the Proposal Mail-in and Delivery Information Sheet is correct. All other schedule dates are approximate.

RFI Meeting for RFI OCS-OEA-17-01

State of Hawaii Defense and Military Sector Community and Industry Adjustment and
Diversification Assessment, Analysis and Strategy Project

July 20, 2016

	Name	Company
1.	(b)(6)	Referentia
2.		John M. Knox & Associates
3.		Hexad Analytics
4.		Matrix Design
5.		Chmura Economics
6.		Belt Collins Hawaii
7.		Whale Environmental Services

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