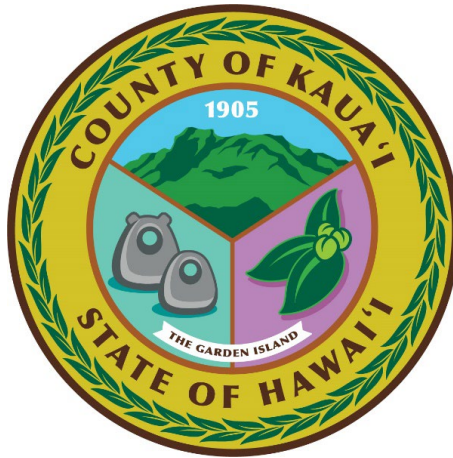


County of Kaua'i
Office of Economic Development



Request for Proposals
Kauai Cultural Programs and Events Grants
For Fiscal Year 2027

RFP ISSUANCE/APPLICATION OPEN DATE: **TUESDAY, JULY 21, 2026, AT 8:00AM**

PROGRAM & EVENT FUNDING THRU OCTOBER 31, 2027

DEADLINE TO APPLY IS THURSDAY, AUGUST 20, 2026, AT 4:00PM

County of Kaua'i
Office of Economic Development
4444 Rice Street, Suite 200
Lihue, HI 96766
Telephone: (808) 241-4946
Fax: (808) 241-6399
Email: odedgrants@kauai.gov
Website: www.kauaiforward.com

REQUEST FOR PROPOSALS (“RFP”)
COUNTY OF KAUAI OFFICE OF ECONOMIC DEVELOPMENT (OED)
KAUAI CULTURAL PROGRAMS & EVENTS GRANT FOR FISCAL YEAR 2027

APPLICATIONS for funding for the County of Kauai’s **Kauai Cultural Programs & Events Grant** will be available at **8:00am HST on Tuesday, July 21, 2026**. Applications must be received on or before **4:00pm. HST on Thursday, August 20, 2026**, via SMapply. Applicants will be notified of funding during the week of September 14, 2026.

The weblink to the application on the SMapply system can be found here:

[Kauai Cultural Programs and Events Grant](#)

We do not accept proposals through US Mail, email, hand delivery or by fax. Proposals received after the deadline will not be considered. The County reserves the right to reject any proposal.

The funding period will be upon full Grant Agreement execution to October 31, 2027. The intent of the grant program is to support the creation or maintenance of community events, activities and experiences for resident education and enjoyment; support Native Hawaiian cultural programming, product enhancement and visitor management programs that relate back to the Kauai Destination Management Action Plan goals or other community plan goals related to management of the visitor industry.

A zoom meeting to discuss the RFP will be held on **Wednesday, July 29, 2026, at 03:00 p.m.** Please register for the meeting using the following link:

https://kauai.zoom.us/webinar/register/WN_fEnq21XsQn6EIPQ5N9btBA

You will receive an email with a webinar link after registration.

We will be posting the recorded webinar on <https://kauaiforward.com> by **4pm on Friday, July 31, 2026**. The deadline for submitting written questions is **Tuesday, August 4, 2026, at 4:00 p.m.** via oadgrants@kauai.gov.

Notification of OED’s approval and recommendation for funding will be made during the **week of September 14th**.

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Therilynn Martin-Haumea at 808-241-4299 or tmhaumea@kauai.gov no later than Friday, July 24, 2026, at 4:00pm. Requests made as early as possible will allow adequate time to fulfill your request.

Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.

Nalani Kaauwai-Brun
Director, Office of Economic Development

REQUEST FOR PROPOSALS
COUNTY OF KAUAI OFFICE OF ECONOMIC DEVELOPMENT (OED)
KAUAI CULTURAL EVENTS AND GRANTS FOR FISCAL YEAR 2027

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SECTION 1: ADMINISTRATION

The County of Kaua'i's Office of Economic Development ("OED") is requesting proposals from qualified not-for-profit organizations incorporated under the laws of the State of Hawaii, non-profit organizations exempt from the federal income tax by the Internal Revenue Service. The non-profit organization's members of its governing board shall have served without compensation and have no material conflict of interest) for this grant program.

1.01 ELIGIBLE PROJECTS OR ACTIVITIES

Eligible proposals will pitch a project that will support the creation or maintenance of community events, activities and experiences for resident education and enjoyment; support Native Hawaiian cultural programming and/or will support product enhancement and visitor management programs that relate back to the [Kauai Destination Management Action Plan](#) goals or other community plan goals related to management of the visitor industry.

1.02 AWARD AMOUNT

OED intends to award grants of **\$5,000-\$20,000** each for different initiatives that align with RFP Project Specifications (see Section 2). Total funding will be no more than **\$165,000**.

1.03 ELIGIBLE ENTITIES

To be eligible for award through this RFP, the proposer shall:

- Be or have a sponsor that is a not-for-profit organization incorporated under the laws of the State of Hawaii and exempt from the federal income tax by the Internal Revenue Service and based on Kaua'i. Non-profit organization governing board members shall have served without compensation and have no material conflict of interest.
- Be a Hawaii based business with a Kaua'i non-profit fiscal sponsor and a project that is based 100% on Kaua'i.
- Non-Profits must have signed, updated by laws or policies that describe the way business is conducted including management, fiscal policies, and procedures (including a clear statement on who is allowed to sign documents on behalf of the organization), and policies on nepotism, equity, and the management of potential conflicts of interest. In addition, such by-laws must clearly state who is authorized to sign grant applications and contract for funding documents.
- Have at least one (1) year of experience with the project or in the program area being offered. The Director may grant an exception to this requirement if the proposer has demonstrated the necessary experience in the program area.
- Have staff or authorized representatives adequately trained to administer and provide the project described.
- Is or can become compliant under the [State of Hawaii Hawaii Compliance Express system](#) prior to funding but no later than sixty days after the date of the award. You do not need to be HCE compliant at the time of application, but it is highly recommended that you start the process now.

1.04 TIMETABLE

The timetable set forth below represents OED's best estimate of the schedule that will be followed in the RFP process. Proposers will be advised by addendum via OED's website of any changes to the timetable.

Activity	Scheduled Date (Tentative)
RFP issued – Applications open Application Link	Tuesday, July 21, 2026 at 8:00am
Zoom Meeting/Webinar to discuss the grant and how to apply. Registration Link is here: https://kauai.zoom.us/webinar/register/WN_fEnq21XsQn6EIPQ5N9btBA Please register in advance!	Wednesday, July 29, 2026 at 3:00pm
Closing Date for Receipt of Questions	Tuesday, August 4, 2026, at 4:00pm
Department's Response to Proposers' Questions – Final Amendments (if any) to RFP	Monday, August 10, 2026, at 4:00pm
Proposal Due Date	Thursday, August 20, 2026, at 4:00pm
Selection / Award Notification	Week of September 14, 2026
Grant Agreement Execution Period	Full Grant Agreement Execution to October 31, 2027

1.05 CONTACT FOR INFORMATION

If the proposer requires additional information, requests for additional information shall be made in writing via email at oedgrants@kauai.gov. Please note that the final day for receipt of questions is **Tuesday, August 4, 2026, at 4:00pm**.

1.06 SUBMISSION OF QUESTIONS

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions herein, the proposer shall submit an inquiry in writing on or before **Tuesday, August 4, 2026**,

at 4:00pm to qualify for an official response from OED. Responses will be posted under the same listing and become addenda to the RFP. OED will respond to questions through addenda only. All other means of communication, whether oral or written, shall not be considered official responses, and may not be relied upon. A ZOOM Meeting to discuss the proposal and the SMAApply Application system will be held **on Wednesday, July 29, 2026, at 3:00pm**. Click here to register: [Registration Link](#)
Please register in advance!

Any questions regarding the interpretation of any provision after proposals have been opened shall be subject to a ruling by the Director of OED, whose decisions shall be final. In addition, the Director shall have the sole power to decide and resolve matters which may arise in the future and/or which may not be covered in the proposal.

1.07 AMENDMENT, ADDENDA, OR BULLETINS

Any proposer who discovers any ambiguities, conflicts, discrepancies, omissions, or other errors in the RFP shall notify OED in writing on or before **4:00pm on Tuesday, August 4, 2026**. Modifications of the RFP shall be made by issuing an addendum, and a written notice of such modifications shall be sent to all people who have submitted written questions to OED as described above. If a proposer fails to notify OED on or before **4:00pm on Tuesday, August 4, 2026**, of any errors in the RFP known to the proposer, the proposer shall submit a proposal at its own risk. If the proposer is selected by OED, the proposer shall not be entitled to additional compensation or time by reason of such errors or their later correction.

Applicants should monitor the posting website www.kauaiforward.com for any addendum necessitated by a modification of the RFP after **Tuesday, August 4, 2026, at the 4:00pm** deadline. Any addendum issued during the time of proposal submission and forming a part of the documents shall be made a part of this Solicitation and shall become a part of the award contract.

1.08 WITHDRAWAL OF PROPOSALS

A proposer may withdraw its proposal by submitting a written request to the Director of OED any time prior to the proposal being scheduled for review and evaluation.

1.09 CANCELLATION OF RFP

This RFP may be cancelled and any or all proposals rejected in whole or in part, without liability to OED or the County of Kaua'i, when it is determined to be in the best interest of OED or the County of Kaua'i.

1.10 CONTRACT PERIOD

Upon award, the contract period will commence on **full execution of the Grant Agreement through October 31, 2027**.

1.11 MULTIPLE PROPOSALS

Multiple proposals from an organization for different and separate projects will be accepted and considered independently from each other.

1.12 PROPOSAL SUBMISSION

All Proposals must be submitted via the online SMAApply System. Proposals via mail, email, hand delivery and faxed will not be accepted.

1.13 PROPOSAL BUDGET

- 1) Please attach your project budget including all income sources of cash, cash matches and in-kind contributions. Indicate the dollar value in the Budget column. Miscellaneous expenses cannot exceed \$500.00. All expenses over \$500 **must be itemized**. Contract or Consultant estimate amounts over \$1,000 must be itemized or provide a written estimate. Failure to itemize budgets may result in your proposal being disqualified for non-compliance with the RFP.

Expenses: Project expense estimates must be reasonable, directly related to the proposed project, and clearly described and justified in the budget narrative. The following list includes examples of some common expenses allowable in this Grant program along with ineligible items:

Eligible Expenses	Ineligible Expenses
• Accounting & Audit Costs • Advertising • Brochures • Contracts with itemized expenses • Collateral materials • Equipment rental • Grant Administration fees (limited to 10%) • *Personnel costs (including salaries needed to complete the project activities including project directors, managers, coordinators or project staff) • Postage • Posters • Printing • Products • Public relations • Salary and wages – all other (at prevailing wages for work that is done on or on behalf of the project)	• Contributions and donations • Equipment purchases that are not directly related to this project. • Fundraising • Indirect expenses • Rents or Lease payments • Organizational start up plans. • Purchase of alcohol. • Proposal preparation expenses (Grant writing, etc.). • Purchase of Real Estate • Purchase of automobiles, ATVs, Quads, 4-wheelers, and boats • Some Travel Expenses • Real Estate Expenses • Subgrants or re-grants • Costs for salaries/positions that are not directly related to this project application.

• Security • Shipping • Some consultants service • Supplies and materials • Some travel • Website development or enhancement <i>*Personnel costs (all project related positions including Project Manager/Coordinator, Project Administrator, Project Assistant and project staff) should not be the primary use of grant funds.</i> To demonstrate financial sustainability, projects will not rely on grant funding for critical operating expenses, including most salaries.	• Activities that are not completed within the project period. • Building, renovation, maintenance of facilities, or other capital expenditures. • Un-itemized miscellaneous or contract costs above \$500. If you have any questions about whether an expense is allowable or not, please contact us at oedgrants@kauai.gov
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SECTION 2: PROJECT PLAN, PROPOSALS & SPECIFICATIONS

Eligible proposals will pitch a project that will support the creation or maintenance of community events, activities and experiences for resident and/or visitor education and enjoyment; support Native Hawaiian cultural programming and/or will support product enhancement and visitor management programs that relate back to the Kauai Destination Management Action Plan goals or other community plan goals related to management of the visitor industry.

2.01 PROJECT LOCATION

This program is intended to support projects that occur 100% in the County of Kaua'i.

2.02 PROJECT SPECIFICATIONS

The purpose of this RFP seeks to fund eligible proposals that pitch a project that will support the creation or maintenance of community events, activities and experiences for resident and/or visitor education and enjoyment; support Native Hawaiian cultural programming and/or will support product enhancement and visitor management programs that relate back to the Kauai Destination Management Action Plan goals or other community plan goals related to management of the visitor industry.

The County of Kauai/OED's work is guided by the goals and objectives of the [Comprehensive Economic Development Strategic Plan](#), the [Kaua'i General Plan](#) and the [Kaua'i Destination Management Action Plan](#) as well as other current community plans referencing these focus areas. Tying your project back to one of these plans will afford you extra points while scoring.

All projects, regardless of type, must clearly demonstrate their potential to generate benefit to Kaua'i residents via business income, employment, reduced expense or efficiency, resident improved experience, or other means. It is not required that projects result in immediate or direct economic benefit if they can demonstrate significant movement toward those outcomes.

Proposals that include new partnerships or collaborations and include diverse organizations or groups that contribute uniquely to the overall strength of the proposal will be given extra consideration.

Successful proposals will clearly show a public or community nexus to the stated project objective of the proposal. Funds may not be used for: purchase of alcohol; business or organizational start-up plans; fundraising; or costs associated with proposal production and submission. Proposals shall be subject to the provisions and stipulations of this RFP.

2.03 PROJECT MATCH REQUIREMENT

There is a match requirement of 10% each for cash and in-kind (Total 20% match) for funds awarded under this program. The match must be a percentage of the total budgeted project costs, and the budget must state how match funds will be used. (Match is restricted to the same uses of funds as allowed for the county funds). The more partnerships identified; the more points will be awarded to the project.

- **CASH MATCHING FUNDS (10% Match Requirement):** Cash matching funds are actual cash contributions or direct payments toward project expenses. Matching funds from the applicant that are used for salaries, operating expenses, or other direct cash payments are to be considered cash matches if the salary is paid for proposed project-related time, and the funds must be available and committed at the time of application. Funds that you use to pay for space or materials for the project may also be considered cash. You can also utilize estimated entry fees.
- **IN-KIND MATCHING FUNDS (10% Match Requirement):** In-kind match is a non-cash contribution that is donated or provided for use toward eligible project activities during the project period. This includes any volunteer time, donated products, or donated services. Examples of in-kind match may include any volunteer labor that you employ, including hours volunteered outside of an employee's normal work schedule. You are allowed to use a building or meeting space cost-free, and products or equipment that you are allowed to use for free would also be considered in-kind. Any donated space and donated materials are considered in-kind.

2.04 PROJECT GRANT ADMINISTRATION FEE CAP

Funding for these grants encompasses overhead and administrative costs for approved projects. **A maximum of 10% of the total grant budget can be allotted for grant administrative costs.** Administrative costs encompass grant expenses associated with administering the grant. These costs can be both personnel and non-personnel, and both direct and indirect. Therefore, the limitation applies to the combined claims for indirect costs and direct administration costs. Generally, direct administrative costs differ from indirect charges in that the latter are considered organization-wide costs. Examples of direct administrative costs are salaries, benefits, and other expenses of the recipient's staff that perform the following functions:

- Overall program management, program coordination, and office management functions including the salaries and related costs of the executive director, project director and/or project evaluator;
- Preparing program plans, budgets schedules, and related amendments;
- Monitoring programs, projects, subrecipients and related systems and processes;
- Developing systems and procedures, including management information systems, for assuring compliance with program requirements;
- Preparing reports and other documents related to the program requirements;
- Evaluating program results against stated objectives; and
- Divisional level administrative services such as program specific accounting, auditing, insurance or legal activities.

2.05 PROPOSAL PREPARATION

The proposer shall prepare a proposal in accordance with the requirements of this Section and provide the proposal to OED via the SMAApply system. Proposers shall submit all data and information specified and requested in the system to qualify its proposal for evaluation and consideration for the award. Noncompliance shall be deemed sufficient cause for disqualification of the proposal without further notice. OED will not pay any costs incurred by the Proposer or for preparing and/or submitting their proposal.

2.06 DISQUALIFICATION OF PROPOSALS

OED reserves the right to consider acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and that demonstrate alignment with Project Specifications. Any proposal offering terms and conditions contradictory to those included, requested, or required by this RFP, shall be disqualified without further notice. OED reserves the right to ask for clarification at any time of any item in the proposal.

A Proposer will be disqualified, and the proposal automatically rejected for any one or more of the following reasons:

- The non-profit and/or business is not in good standing with the DCCA, County of Kaua'i, State of Hawaii or the BBB.
- The Proposer's lack of responsibility or cooperation as shown by past work, projects, or services.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- The proposal includes expenses over \$500 that are not itemized within the project budget.
- The proposal has any provision reserving the right to accept or reject an award, or to enter a contract pursuant to an award, or provisions contrary to those required in this RFP.
- The proposal shows any noncompliance with applicable law.
- The project has already been awarded grant funds from the County of Kaua'i for this program year.

2.07 PROPRIETARY INFORMATION

The proposer shall designate in writing those portions of the proposal that contain trade secrets or other proprietary data that are to remain confidential, so that the material designated as confidential shall be readily separable from the proposal to facilitate inspection of the nonconfidential portion of the proposal.

2.08 PROJECT PROPOSAL INFORMATION REQUIRED

A. PROJECT DETAILS

1. Organization Information
2. Project Funding Request Summary – State the total project amount and break it down between what your grant funding request and all other funds secured for this project.
3. Project Title – (Maximum 150 Characters)
4. Date(s) and Location(s) of Event(s).
5. Anticipated Grant Completion Date.
6. Project Overview.
7. Project Information (details).
8. Project Goals
9. Project Personnel
10. Project Workplan
11. Project Budget
12. Other Documentation (optional)

B. ORGANIZATIONAL INFORMATION REQUIRED: Applicant information will include (but is not limited to) the following:

- Non-Profit Organizational Information including mission.
- IRS 501(c)(3) determination letter
- DCCA COGS Certificate (Certificate of Good Standing)
- Operating Budget for 2026.
- Most recent 2026 Profit & Loss statement.
- HCE Compliance Notice (not required to apply but must be compliant prior to funding or within sixty (60) days of award notice)
- List of the Board of Directors and/or leadership including names, titles and affiliations.

- Signed Bylaws and/or policies that are signed that show:
 - A statement from the Organization affirming that the members of its governing board have no material conflict of interest and serve without compensation.
- Corporate Resolution that authorizes the person listed on the Grant application is allowed by the Organization to sign the Grant Agreement (unless specifically stated in the SIGNED By-laws).
- Letters of Recommendation and Support (not required but always welcome).
- Signed W9 of Non-Profit Organization

2.09 PROPOSAL SUBMISSION INSTRUCTIONS

Applicants are required to submit their proposals through the SMAppl System. Proposals must be received **on or before 4:00 p.m. Hawaii Standard Time on Thursday, August 20, 2026**. Proposals received after the deadline or not via the SMAppl system will not be considered. After the award, all proposals shall become public information.

SECTION 3: EVALUATION CRITERIA

This RFP shall be evaluated and awarded through a Three (3) phase process. A scoring system will be utilized to maximize the objectivity of the evaluation. Scoring is intended to help the committee sort and assess proposals to assist in the committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through deliberations as a group.

3.01 EVALUATION COMMITTEE

The Director of OED shall select an evaluation committee with knowledge of the objectives of the program to provide initial proposal review and ranking of the proposals. Such a committee shall include at least three governmental employees with sufficient qualifications to assess each application (H.A.R. 3-122-45.01). Proposals shall be evaluated based on the Proposal Evaluation Criteria listed below. Any committee member with a potential conflict of interest with a proposer shall recuse themselves from the review of that proposer's submission.

3.02 EVALUATION PHASES

Evaluation phases will be conducted as follows:

- Phase 1: Screening
- Phase 2: Initial Proposal Evaluation
- Phase 3: Final Proposal Evaluation

PHASE 1 – SCREENING, INITIAL COMMITTEE REVIEW AND INITIAL SCORING

An initial screening shall take place immediately after the proposals are downloaded by the Office of Economic Development. The initial screening involves reviewing all submitted proposals for eligibility and completeness. Incomplete proposals or proposals not meeting these RFP requirements may be rejected and dropped from further consideration.

PHASE 2 – INITIAL PROPOSAL GRANT EVALUATION CRITERIA

The Grant review committee will review proposals based on the following criteria. Scoring is intended to help the committee sort and assess proposals to assist the committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through the committee's deliberations as a group.

Proposal Review Criteria	Possible Points
Organizational Capacity Organization mission – do they have a clear, well-defined and achievable mission? Who comprises the board of directors and senior leadership responsible for building the mission? Is the	10

organization's leadership diverse? Is the organization's general structure and program aligned with its mission? • Organization Finances – Does the organization have a consistent and reliable funding stream to carry out its work? How diversified is the revenue stream? How much does the organization have in liabilities? Do they track funds in a detailed way that meets modern accounting practices? Have they filed their Form 990? Have they been audited recently? • Organization impact – Is the organization making a measurable difference in the world and in people's lives? Does the organization exhibit a rigorous interest in self-evaluation and self-improvement? Is the organization engaged in policy and advocacy efforts to bring about long-term change? • Organization includes a diverse set of leaders including board members and staff.	
Applicant Readiness • Demonstrates sufficient planning, management experience and staff/volunteer resources to ensure that the project is likely to succeed. Experience could include successful completion of past projects utilizing external funding. • Demonstrates financial viability of the applicant organization such that there is high likelihood that the project would be completed within the grant term. • Community Support and Involvement: Evidence of partnerships with outside organizations. Project has broad based community support and is in line with community values and community resources.	10
Special Focus • Project directly aligns with one or more of Kaua'i County Goals outlined in links to attachments in the RFP or other community plans.	5
Project Proposal • Provides complete descriptions and time estimates of the project activities, goals, and deliverables necessary to achieve desired outcomes. • The work plan is well-aligned with the scale of effort and timeframe necessary to achieve the desired outcomes. • Clearly states the economic benefit(s) a project will have on Kauai and/or Niihau. • Provides information on completed tasks/dependencies that ensure the project will be ready to begin when the grant contract is executed and will be completed on time, including secured permits, approvals, agreements, materials, etc. • Provides information on in-progress tasks/dependencies that need to be completed before the grant-funded project begins, and a plan for their completion.	50
Project Budget • All funding has been secured or has a plan to be secured to complete the proposed project, including grant and match amounts for all activities in the work plan • Describes the total project cost and how the grant request fits within the complete project financing strategy • Includes supporting documentation <i>including quotes, bids and estimate details</i> • The cost elements of the project appear to be complete, consistent with the work plan, and reasonable (the amount requested is proportional with the outcome achieved) • Valid sources of revenue	25
TOTAL POSSIBLE POINTS	
	100

PHASE 3 – FINAL PROPOSAL EVALUATION

In Phase 3, a final evaluation of all projects will commence and shall be based on the secondary review of each proposal using the Proposal Review Criteria. Scoring is intended to help the committee sort and assess proposals to assist committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through deliberations as a group.

OED reserves the right to make an award based only upon proposals as submitted or may require the submission of additional information, or oral presentation, or both.

OED may conduct discussions with proposal contacts to facilitate arriving at an agreement that will provide the best value to the County, taking into consideration the evaluation factors set forth in this RFP. Discussion shall be coordinated by OED and all information regarding date, place, purpose, and attendance shall be recorded. Priority listed proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals. OED also reserves the right to discuss with one or more proposers and request best and final offers provided that no proposer's proposal or information regarding its negotiation with OED shall be public information or shared with any other proposer until after an award is made. Upon award, the existing contract file, including but not limited to a copy of all successful and unsuccessful proposals, shall be made available for public inspection.

The Director of OED shall assist the committee in the final selection of the proposals, which will best accomplish the needs of the County and in accordance with the availability of funds.

3.03 RECOMMENDATION FOR CONTRACT AWARD

The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendations for award of contracts. The awards shall be made to the Proposers submitting the top proposals as determined by the evaluation committee with final evaluation assistance from the Director of OED. The award recommendation shall be based on the proposal deemed to best meet the Proposal Objective and not necessarily on the lowest cost.

3.04 REJECTION OF PROPOSALS

The Director of OED reserves the right to accept or reject any or all proposals and to waive any defects in said RFP if deemed to be in the best interest of the County.

SECTION 4: AWARD OF CONTRACT

4.01 AWARD OF CONTRACT

The Proposer, upon being selected for grant funding, will be notified of the award by OED by email. Said notice shall not be construed to be authorized to proceed with the performance of any program. Any services performed by the Proposer prior to execution of the grant contract shall be at the Proposer's own risk and expense.

4.02 EXECUTION OF CONTRACT

A contract document shall be executed by OED and the selected Proposer via digital signature and will take effect on the date all signatures have been received. This document will serve as the official and legal contractual instrument between both parties. This document ("Contract") will incorporate (by attachments or reference) the terms of this RFP, with all addendums; and the Proposer's proposal; all of which becomes part and whole of the "contract." Upon receipt of the Letter of Award and contract documents, the Proposer shall have five (5) business days to digitally execute and return the contract documents digitally to the County of Kaua'i. The award of contract may be withdrawn by OED if successful Proposer is unable to meet contract execution requirements. This Contract shall not be binding or of any force until said Contract has been fully and properly signed by all the parties thereto. Completed sets of the fully executed contract will be digitally sent to the Proposer. A copy of the contract provisions is attached hereto for reference as Exhibit A.

4.03 FUNDING

Funding for this grant will occur as follows:

- **80%** of the awarded amount listed in Paragraph 1 will be paid upon receipt of the final executed copy of the Contract, a written request for payment is received and HCE Compliance is confirmed by OED.
- **20%** of the awarded amount will be made upon satisfactory completion of the project and submission and approval of the Final Written and Budget Report via the County of Kauai's Open Forms system.

Funding can be made sooner or later should the project exceed or be delayed from its anticipated timeline and deliverables. The Proposer must communicate with their OED Project Manager for all variances to the budget, timeline, and deliverables.

4.04 INDEMNIFICATION

If selected, the Proposer shall perform the contract as an independent contractor and shall indemnify and save the County and its officers and employees harmless from any and all deaths, injuries, losses and damages to persons or property, and any and all claims, demands, suits, action and liability therefore, caused by error, omissions or negligence in the performance of the contract by the Contractor or the Contractors subcontractors, agents and/or employees, until such time as action against the Contractor for death, injuries, losses and damages is barred by the provisions of Chapter 657, HRS, as amended, relating to

limitations of action.

4.05 REPORTING REQUIREMENT

If selected, the Proposer shall be required to provide **quarterly** progress reports, including a final report of the funded project to OED through the COK Open Forms system. A link to the report is on the [OED Website](#). Department funding must be acknowledged in this report and in all other publications based on the project results. Interim reports will be required by the contractual agreement. All project reports and results are considered public property and cannot be patented, copyrighted, or restricted in any manner unless specifically agreed to by both parties. You will be assigned a Sector Manager. You will be required to turn in reports **on time** and to **communicate** with your sector grant manager on a regular basis. Site visits will be held to ensure the reporting is accurate. Any projects that are not on schedule (based on the timeline provided), must contact their sector grant manager and turn in an updated timeline and explain the timeline difference. During the project period, the sector grant manager may require that you keep impact data that will be specific to your project. At the end of the contract, you will be required to turn in the Final Report, Final Budget, and any data requirement as set up by your OED Sector Manager. Failure to complete reports on time are reported in the next grant cycle and points can possibly be deducted for organizational capacity.

4.06 CONTRACT PROVISIONS

Please see Exhibit “A” for sample contract.