



**Office of the Administrative Director – Fiscal Office, Support Services Division**

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April 29, 2014

MEMORANDUM

TO WHOM IT MAY CONCERN

FROM: Janell Kim  
Financial Services Administrator

SUBJECT: ADDENDUM NO. 2  
REQUEST FOR PROPOSAL No. J14150  
Providing Legal Counsel Services for Parents through the Family Court of the First Circuit during the period July 1, 2014 through June 30, 2015

Transmitted herewith is one copy of Addendum No. 2 for your review. A copy of this Addendum No. 1 is also available on the Judiciary webpage at: [www.courts.state.hi.us](http://www.courts.state.hi.us).

**This is to inform you that the due date to submit completed proposals will be postponed to May 7, 2014. Completed proposals must be postmarked before midnight on May 7, 2014, or hand delivered by 4:00 p.m., Hawaii Standard Time.**

Please direct questions to Gordean Akiona in the Family Court, First Circuit at (808) 954-8221 or email: [Gordean.L.Akiona@courts.hawaii.gov](mailto:Gordean.L.Akiona@courts.hawaii.gov).

Janell Kim  
Financial Services Administrator

## ADDENDUM NO. 2

### REQUEST FOR PROPOSAL No. J14150 Providing Legal Counsel Services for Parents through the Family Court of the First Circuit during the period July 1, 2014 through June 30, 2015

The items listed hereinafter are hereby made a part of Request for Proposal No. J14150 for the above project and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

The following item shall be amended to read:

#### **2.4. SUMMARY OF SERVICE ACTIVITY**

Proposals are being solicited for providers to retain, manage, and compensate attorneys qualified to perform contracts to provide legal counsel services to parents involved with HRS Chapter 587A proceedings and Chapter 346. To avoid a conflict of interest, the provider shall not himself/herself represent any of the parties in a case in which the provider has assigned an attorney from the legal counsel group to represent one of the parties.

The successful offeror(s) will be assigned carryover cases from prior contract. There are approximately 880 active cases and additional 250 new cases filed each year. These cases are heard by Family Court judges assigned to four (4) designated courtrooms. The Judiciary will designate courtroom assignments upon execution of the contract.

~~Funding amounts are not known at the time of this solicitation and funding may change and is subject to legislative appropriation. [DELETE]~~

**The following item is added:**

**The current funding amount is \$910,000.00 legal counsel services. It is uncertain that the funding will remain at the current levels. Funding may be adjusted and are subject to legislative appropriation. The amount of a contract or award may be negotiated by the parties based on the cost items in the applicant's proposal.**

All proposals shall include all applicable taxes and shall be accompanied by current verification of sufficient insurance. A Current Hawaii Compliant Express Certificate (HCE) is required and must be submitted prior to contract execution.

All proposals shall include an itemized budget, including cost of service, administrative cost, and other related cost, and schedule of fees for all four court rooms The following item is added:

**END OF ADDENDUM NO. 2**