



Office of the Administrative Director – Financial Services Department

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August 25, 2015

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Director

SUBJECT: **ADDENDUM NO. 2, REQUEST FOR PROPOSALS NO. J16184**
Health & Human Services for providing civil legal services to indigent persons

Transmitted herewith for your review is one copy of Addendum No. 2, and is hereby made a part of Request for Proposals J16184 for the above Health & Human Services project, pursuant to HRS 103F, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Should you have any programmatic questions regarding this addendum, please call the individual listed in the service specifications. Other questions regarding the Request for Proposal may be directed to Jonathan Wong in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email jonathan.h.wong@courts.hawaii.gov.

/s/ Janell Kim
Janell Kim
Financial Services Director

ADDENDUM NO. 2

REQUEST FOR PROPOSALS NO. J16184

Health & Human Services for providing civil legal services to indigent persons
for the Period October 1, 2015 – June 30, 2016
The Judiciary, State of Hawaii

The item listed hereunder are hereby made a part of Request for Proposals No. J16184 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Question submitted relating to RFP J16184, with Judiciary Responses:

Section 1

Q1: *Section 1.8.4.4 - Is a wage certificate required?*

R1: A wage certificate is not required for RFP J16184

Q2: *Section 1.8.7 - Should a copy of the Proposal Application page be submitted in hard copy if submitting CD's?*

R2: Yes. A copy of the Proposal Application page should be submitted in hard copy if submitting CD's.

Section 2

Q3: *Section 2.2.3 - A single proposal only? May it be scaled?*

R3: Yes, single proposal only. RFP Section 2.2.3 states, "Applicants may submit scalable proposals as described in Section 2.1.4. Applicants who submit scalable proposals shall combine all proposals into one proposal (combined proposal). A combined proposal shall clearly state that multiple scalable proposals are being submitted and shall clearly delineate each separate proposal".

Q4: *Section 2.3.2.1 - Are Criminal History checks needed for attorneys? Is it good enough that the attorney is in good standing with the Bar Assoc. to satisfy the sex offender check?*

R4: The "good standing" requirement is sufficient since attorneys have to report convictions when renewing their licenses each year.

Q5: *Section 2.3.2.4 - Are the Performance and Output Measurement tables required to be completed?*

R5: Yes, applicants shall maintain a record of all clients served and services provided for output measures. Applicants shall also utilize measurement tools by which

effectiveness of the services may be determined for outcome measures. No specific format is required to provide data.

Section 3

Q6: *Section 3.4 - Are we looking for specific numbers, e.g. 10 families?*

R6: The applicant may provide specific numbers, e.g., 10 families. The applicant may also state, for example, that in the past they were able to provide services to 30 clients on the island of Kauai, and their goal for this proposal is to increase that amount by 10%. There is some leeway in how applicants want to describe their service delivery.

Q7: *Section 3.5.2 - Is an Annual Financial Review sufficient?*

R7: If your company does not conduct a financial audit, please state so in your proposal and submit a comparable financial report.

General Conditions

Q8: *Section 1.4 - Errors and Omissions insurance is missing.*

R8: The Errors and Omissions insurance requirements have been added to RFP J16184 through Addendum No. 2.

Amend RFP J16184 as follows:

1. Revise Special Conditions to add the following:

Professional liability insurance by the PROVIDER used to carry out services specified in this Contract. The amount shall be at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per claim. Prior to or upon execution of this Contract, the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. The Provider will immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration.

Failure of the Provider to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the Judiciary to exercise any or all of the remedies provided in this contract for a default of the contractor.