



**Office of the Administrative Director – Financial Services Department**

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6<sup>TH</sup> FLOOR • HONOLULU, HAWAII 96813-2807  
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**Dean H. Seki**

FINANCIAL SERVICES DIRECTOR

May 19, 2017

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Dean H. Seki, Financial Services Director /s/ Dean H. Seki

SUBJECT: ADDENDUM NO. 1, REQUEST FOR QUALIFICATIONS, J18001 For Legal Counsel Services to the Family Courts for Parents in the Hawaii Revised Statutes (“HRS”) Chapter 587A Proceedings the period July 1, 2017 – June 30, 2018

Transmitted herewithin for your review is one copy of Addendum No. 1, and is hereby made a part of Request for Qualification J18001, for the above Professional Services, pursuant to HRS 103D-304, and shall govern the work taking precedence over previously issued notice governing the items mentioned.

Should you have any questions regarding this addendum, please contact Ms. Tritia Cruz in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email [Tritia.L.Cruz@courts.hawaii.gov](mailto:Tritia.L.Cruz@courts.hawaii.gov).

**ADDENDUM NO. 1**

**REQUEST FOR QUALIFICATIONS NO. J18001**

The items listed hereunder are hereby made a part of Request for Qualifications No. J18001 for the above Legal Counsel Services, and shall govern the work taking precedence over previously issued notice governing the items mentioned.

1. Paragraph two is modified to state the following:

The objective is to provide the Judiciary with legal counsel services for indigent parties and any other parties that court deems in need of court appointed counsel, who are involved with HRS Chapter 587A proceedings that are heard in the Family Court of the First Circuit. Compensation shall be at the rate of Two Hundred and 00/100 Dollars (\$200.00) per case per month, not to exceed Twenty Four Hundred and 00/100 Dollars (\$2,400.00) per case annually. Compensation for professional legal services shall not exceed a total of Thirty Six (36) consecutive months, absent a court order, and will be reduced to zero thereafter.

2. Attached is Revised Professional Services Notice for RFQ J18001

# THE JUDICIARY- STATE OF HAWAII

## Notice to Attorneys Interested in Providing Legal Counsel Services to the Family Courts for Parents in the Hawaii Revised Statutes (“HRS”) Chapter 587A Proceedings

### Request for Qualifications (RFQ) No. J18001

The Judiciary, State of Hawai'i hereby invites licensed attorneys to submit letters of interest and statements of qualifications to provide legal services on a contract basis as the need arises for the fiscal year commencing July 1, 2017. Attorneys will provide Legal Counsel services for the Family Court of the First Circuit during the period July 1, 2017 through June 30, 2018. The contract term will be for one (1) year from July 1, 2017 to June 30, 2018. Contracts may be extended for an additional three (3) twelve (12) month periods, subject to appropriation and availability of funds, satisfactory performance of services by provider, and as deemed to be in the best interest of the Judiciary.

The objective is to provide the Judiciary with legal counsel services for indigent parties and any other parties that court deems in need of court appointed counsel, who are involved with HRS Chapter 587A proceedings that are heard in the Family Court of the First Circuit. Compensation shall be at the rate of Two Hundred and 00/100 Dollars (\$200.00) per case per month, not to exceed Twenty Four Hundred and 00/100 Dollars (\$2,400.00) per case annually. Compensation for professional legal services shall not exceed a total of Thirty Six (36) consecutive months, absent a court order, and will be reduced to zero thereafter.

Attorneys interested and capable of providing these services should submit a letter of interest, together with a statement of qualifications which includes the following information and materials by or before **12:00 p.m. H.S.T. on Wednesday, May 24, 2017** to: The Judiciary-State of Hawai'i; Fiscal and Support Services Office: 1111 Alakea Street, Kauikeaouli Hale, Sixth Floor; Honolulu, Hawaii 96813-2807, Attn: Tritia Cruz

1. The name, business address, telephone and fax number(s), and e-mail address of the attorney.
2. Background description of the attorney, along with statement of qualifications and experience for the type of work in which the applicant is interested in providing.
3. Description of past performance on projects of similar scope performed for both public and/or private organizations within the past five (5) years in the State of Hawai'i including corrective actions and other responses to notices of deficiencies, if any.
4. Three (3) references whom the Judiciary may freely contact.

5. Have a license to practice law in the State of Hawaii.
6. Verification of completion of the Court Appointed Special Advocate (CASA) Program training, or similar training approved by the Judiciary, within 90 days of contract execution.
7. Documentation to verify that the attorney has completed a minimum of twenty hours of training each fiscal year in areas such as the dynamics of child abuse and neglect, child development, cultural competence, child sex abuse, sex offender treatment, family dynamics, domestic violence, and/or related topics prior to the attorney submitting his last payment.
8. Attorney must have current compliance documents per HRS, 103D-310, which must be submitted prior to contract execution. Alternately, it is encouraged to utilize the Hawaii Compliance Express certificate to satisfy this provision <https://vendors.ehawaii.gov/hce/splash/welcome.html>.
9. Attorney must have current professional liability insurance (errors and omissions) of \$1,000,000.00 at the time of contract execution.
10. The applicant shall provide consents for the Judiciary to obtain information from the Department of Human Services-Child Welfare Services, Office of Disciplinary Counsel (ODC), Hawaii Judiciary Informational System, Criminal Justice Informational System, National Crime Information System, Juvenile Statewide Informational System, and Sex Offender Registry.

A confirmed report of child abuse or neglect will disqualify an applicant from receiving a contract.

11. Any other information or materials that an individual believes would be useful and relevant in being considered to provide the type of service set forth above.

12. Rejection of Qualifications

A qualification submittal may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in 3-122-97, HAR.

All submissions will be kept on file through June 30, 2018, after which date the Judiciary may issue a new solicitation to prospective providers to provide Legal Counsel Services for Fiscal Year.

/s/ Dean H. Seki  
Dean H. Seki  
Financial Services Director  
The Judiciary, State of Hawaii