



Office of the Administrative Director — Fiscal Office, Support Services Division

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April 17, 2014

MEMORANDUM

TO WHOM IT MAY CONCERN

FROM: Janell Kim
Financial Services Administrator

SUBJECT: ADDENDUM NO. 1
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. 1 for your review. A copy of this Addendum No. 1 is also available on the Judiciary webpage at: www.courts.state.hi.us.

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

A handwritten signature in cursive script, appearing to read "Janell Kim".

Janell Kim
Financial Services Administrator

ADDENDUM NO. 1

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 is **deleted** from this section and shall be amended to read:

3.2. EVALUATION CRITERIA

Proposals will be evaluated by an appropriate evaluation committee within each Family Court office. The following elements of the proposal will provide the rating criteria to be used in determining the award of contracts, not necessarily in order of importance:

Evaluation Criteria	Score
<u>Completeness of Proposal & Conformance to Specifications</u> <u>Required Documents and Information submitted</u> Substance of proposal, required documentations, Professional Errors and Omissions, Tax Clearance, and Certificate of Compliance.	10
<u>Qualifications and experience of firms or individuals in the fields of Family Law and/or Child Welfare related services, including the written sample.</u> Description of how services will be provided; organization and staffing plan; related experience, background, and qualifications; quality of service, and writing sample.	30
<u>Scope of Services to be provided</u> Plan as to resources that will be committed to the work, how cases will be assigned and managed, and addressing issues of conflict of interest, quality assurance, and inappropriate sharing of case information including process of collecting data. Addresses services to be provided as a Legal Counsel- [DELETE]	30
<u>Cost of Services-</u> Include a schedule of an itemized budget Cost Formula(20 Points) Administrative Costs (10 Points) including overhead, office space, GE tax, insurance, rent and reasonable cost; Other Related Costs (e.g. -travel, reimbursement, average case per cost); and Schedule of Fees	30
Total Score	100

The following item is **added** to these sections and shall be amended to read:

3.3. CONTRACT AWARDS

Awards will be made to responsible offerors whose proposals are determined in writing to be the most advantageous to the Judiciary taking into consideration price and the evaluation factors set forth in the requests for proposals.

The Judiciary may choose to award up to two (2) providers rather than a single provider. The criteria for awarding multiple contracts are based on the following: completeness of proposals and conformance to specifications, consisting of required documents and information; qualifications and experience consisting of organization and staff, quality of services that will be provided, and writing sample; scope of services to be provided consisting of plan of resources, case management, addressing conflict of interest, quality assurance, and dealing and sharing of case information including collecting data; and cost of service consisting of cost formula, itemized budget, administrative cost consisting of overhead, office space, GE tax, insurance, rent, and other related costs.

A maximum of two offerors may be awarded a contract. However, the Judiciary reserves the right to not award any contract.

Successful offerors receiving an award shall be required to enter into a formal written contract. The award is not final until a contract is executed. No performance or payment bond is required for this contract.

The Judiciary reserves the right to reject any proposals and to waive any defects, when in its opinion, such rejection or waiver is in the best interest of the Judiciary.

4.4. COST PROPOSALS

Cost proposals are requested for the performance of all services listed under Section Two-Scope of Work on an annual basis. Proposals shall include breakdown of expenditures budgeted for this project and shall include all applicable taxes.

The Judiciary may choose to award up to two (2) providers rather than a single provider. The criteria for awarding multiple contracts are based on the following: completeness of proposals and conformance to specifications, consisting of required documents and information; qualifications and experience consisting of organization and staff, quality of services that will be provided, and writing sample; scope of services to be provided consisting of plan of resources, case management, addressing conflict of interest, quality assurance, and dealing and sharing of case information including collecting data; and cost of service consisting of cost formula, itemized budget, administrative cost consisting of overhead, office space, GE tax, insurance, rent, and other related costs.

The cost proposal shall be based on the provision of legal counsel services in four courtrooms. The Judiciary, however, may award contracts to two providers, rather than a single provider. Offerors shall indicate in their proposal whether they wish to be considered for an award of less than four courtrooms.

Offerors should consider that they will be assigned a variety of cases, ranging from simple to complex. In all cases, offerors are only entitled to receive reasonable compensation for necessary expenses. Proposals shall include a detailed schedule of all necessary expenses including proposal cost per case. Cost proposals should be presented with the understanding that the amount proposed during a given year cannot be exceeded.

END OF ADDENDUM NO. 1