



Office of the Administrative Director – Financial Services Department

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Dean H. Seki
FINANCIAL SERVICES DIRECTOR

July 21, 2016

MEMORANDUM

TO WHOM IT MAY CONCERN:

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

SUBJECT: **ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J17074**
To Provide Civil Legal Services For Low- and Moderate-Income Persons

Transmitted herewith for your review is one copy of Addendum No. 1, and is hereby made a part of Request for Proposals J17074 for the above Health & Human Services project, 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 Kelly Kimura in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email kelly.y.kimura@courts.hawaii.gov.

ADDENDUM NO. 1
REQUEST FOR PROPOSALS NO. J17074
To Provide Civil Legal Services For Low- and Moderate-Income Persons
The Judiciary, State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals No. J17074 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Questions submitted relating to RFP 17074 with Judiciary Responses:

Section 2

- Q1: Is the goal of the requested service to provide “direct” civil legal services?
- R1: Yes. Section 2.3.1 sets forth the specific service activities required by RFP 17074. Section 2.3.3 states that direct legal services must be provided to clients.
- Q2: Is the definition of civil legal services in 2.1.1 limited to the legal issue areas specifically listed?
- R2: No. Section 2.1.1 states the broad goals of RFP 17074. The specific service activities required by RFP 17074 are set forth in Section 2.3.1, which states that services shall be provided in civil matters, including but not limited to housing, public entitlements, family/domestic issues, civil rights and consumer issues. Direct legal services can also be provided in other areas not specifically listed as long as there is a need for the service.

Amend RFP 17074 as follows:

Revise Section 2.3.2.2 to read as follows:

2.3.2.2 Administrative

Applicants must meet the following administrative requirements:

- (1) Must be duly organized in accordance with applicable laws.
- (2) Have bylaws or policies that describe the manner in which business is conducted, and policies that relate to nepotism and management of conflict of interest situations.
- (3) Have sound financial management systems, a client grievance procedure, and a method of monitoring the quality of legal services provided.
- (4) Have policies and procedures to verify income eligibility for low- and moderate-income clientele.