

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. J19041

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, 2018. Attorneys will provide Legal Counsel services for the Family Court of the First Circuit during the period July 1, 2018 through June 30, 2019. The contract term will be for one (1) year from July 1, 2018 to June 30, 2019. Contracts may be extended for an additional two (2) 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 for the first year beginning with the date of the appointment with compensation not to exceed Twenty Four Hundred and 00/100 Dollars (\$2,400.00) per case annually; Two Hundred and 00/100 Dollars (\$200.00) per case per year for the second year of representation with compensation not to exceed Twenty Four Hundred and 00/100 Dollars (\$2,400.00) per case annually; and compensation at the third year not to exceed Three Hundred and 00/100 Dollars (\$300.00) per case per annum.

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 Friday, June 1, 2018** to: The Judiciary-State of Hawai'i; Fiscal and Support Services Office: 1111 Alakea Street, Kauikeaouli Hale, Sixth Floor; Honolulu, Hawaii 96813-2807, Attn: Deepa Sheehan

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.

Qualified persons whose submittals are received by the June 1, 2018 deadline will be included on the Judiciary's 2018-2019 List. Qualified persons whose submittals are received after the deadline will be added to the list and will be considered for services for the balance of the fiscal year. All submissions will be kept on file through June 30, 2019, after which date the Judiciary may issue a new solicitation to prospective providers to provide Legal Counsel Services for Fiscal Year.

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