

THE JUDICIARY- STATE OF HAWAII

Notice to Attorneys and Non-Attorneys Interested in Providing Legal Counsel and/or Guardian Ad Litem (GAL) Services to the Family Courts in the Hawaii Revised Statutes (“HRS”) Chapter 587A Proceedings

Request for Qualifications (RFQ) No. J19230

The Judiciary, State of Hawai'i hereby invites licensed attorneys and non-attorney applicants to submit letters of interest and statements of qualifications to provide legal services and/or GAL services on a contract basis as the need arises for the fiscal year commencing July 1, 2019. Attorneys may provide Legal Counsel or GAL services or both for the Family Court of the Second Circuit during the period July 1, 2019 through June 30, 2020. The contract term will be for one (1) year from July 1, 2019 to June 30, 2020. 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 parents and young adults participating in the Voluntary Foster Care Program under HRS Chapter 346, Part XIX, GAL services for parties in HRS Chapter 587A, and GAL services for youngsters in HRS Chapter 271 proceedings that are heard in the Family Court of the Second Circuit. Contractors shall be compensated at the following rates:

GUARDIAN AD LITEM/LEGAL COUNSEL:

- Two Thousand Five Hundred and 00/100 Dollars (\$2,500.00) per case for the initial twelve (12) months of service from the date of appointment.
- Six Hundred and 00/100 Dollars (\$600.00) per case per quarter for the First Year Carry Over (months 13-24) from the date of appointment with compensation not to exceed Two Thousand Four Hundred and 00/100 Dollars (\$2,400.00) per case annually.
- Three Hundred Sixty and 00/100 Dollars (\$360.00) per case per quarter for the Second Year Carry Over (months 25-36) from the date of appointment with compensation not to exceed One Thousand Four Hundred Forty and 00/100 Dollars (\$1,440.00) per case annually.

FAMILY COURT DRUG COURT (FCDC) LEGAL COUNSEL/GUARDIAN AD LITEM:

- Compensation for GAL Services for each new FCDC case shall be in the amount of Four Hundred Sixty and 00/100 Dollars (\$460.00) per month for a period not to exceed twelve (12) months from initial date of assignment.

- Compensation for Legal Counsel Services for each new FCDC case assigned shall be in the amount of Five Hundred and 00/100 Dollars (\$500.00) to assist in admission into the FCDC program.
- Each active FC-S/FC-J case transferred to the FCDC program with the same GAL, shall receive an additional compensation so that the monthly compensation rate will equal the rate for new FCDC cases.
- Each active FC-S/FC-J case transferred to the FCDC program with a new GAL, shall be compensated at the same rate as a new FCDC case.
- Compensation for GAL services for each active FCDC case shall be Three Hundred and 00/100 Dollars (\$300.00) per month for months thirteen (13) through eighteen (18).
- Compensation from month nineteen (19) shall be made in the same manner as outlined in the previous section for non-FCDC cases.

YOUNG ADULT VOLUNTARY FOSTER CARE PROGRAM LEGAL COUNSEL

- Compensation shall be in accordance to Section 571-87, Hawaii Revised Statutes.

TRAVEL REIBURSEMENT

- Regular Carryover Cases: Reimbursable travel cost and expenses per quarter for GAL and Legal Counsel services for each Molokai and Lanai case shall include three (3) roundtrip air or boat fare, three (3) day rent-a-car expense, and two (2) night lodging expense (Molokai only).
- FCDC Cases: Reimbursable travel cost and expenses for GAL and Legal Counsel services for each Molokai and Lanai FCDC case shall not exceed one (1) night lodging expense per month, one (1) round trip air or boat fare per week, and one (1) day rent-a-car expense per week.

Attorneys licensed to practice law in the State of Hawaii and/or those who possess graduate degrees and necessary licenses in social work, psychology, or other human services field 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, January 15, 2019** to: The Judiciary-State of Hawai'i; Fiscal and Support Services Office: 1111 Alakea Street, Kauikeaouli Hale, Sixth Floor; Honolulu, Hawaii 96813-2807, Attn: Ms. Tritia Cruz

1. The name, business address, telephone and fax number(s), and e-mail address of the applicant.
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 or possess a graduate degree and the necessary licenses in social work, psychology, or other human services field. Individuals who are not licensed to practice law in the State of Hawaii will be responsible for obtaining and paying for their own legal counsel as needed and/or required by case events or when personal representation is needed.
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 applicant 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 applicant submitting his last payment.
8. Applicant 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. Applicant must have current professional liability insurance (errors and omissions) of \$1,000,000.00 at the time of contract execution.
10. The applicant shall conduct a State and Federal fingerprint-based criminal history record check for any person, including but not limited to, any officer, employee, volunteer or subcontractor who provides care or care placement services to children, disabled individuals, or the elderly. 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, and/or conviction of any felony or of a misdemeanor involving a "crime of violence" that "involves injury or threat of injury to the person of another" 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 January 15, 2019 deadline will be included on the Judiciary's 2019-2020 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, 2020, after which date the Judiciary may issue a new solicitation to prospective providers to provide Legal Counsel and/or GAL Services for Fiscal Year.

/s/ Terri Gearon
Terri Gearon
Financial Services Director
The Judiciary, State of Hawaii