

THE JUDICIARY- STATE OF HAWAII

Notice to Attorneys and Non-Attorneys  
Interested in Providing Legal Counsel and Guardian Ad Litem Services to the Family Courts in  
the Hawaii Revised Statutes (“HRS”)  
Chapter 587A and 571 Proceedings

Request for Qualifications (RFQ) No. J22002

The Judiciary, State of Hawai'i, hereby invites licensed attorneys and qualified non-attorney applicants to submit letters of interest and statements of qualifications to provide Guardian Ad Litem and Legal Counsel services on a contract basis as the need arises for the period commencing July 1, 2021. Attorneys will provide both Legal Counsel and Guardian Ad Litem services for the Family Court of the Third Circuit during the period of July 1, 2021 through June 30, 2023. The contract term will be for two (2) years from July 1, 2021 to June 30, 2023. Contracts may be extended for an additional two (2) years subject to appropriation and availability of funds, satisfactory performance of services by contractor, and as deemed to be in the best interest of the Judiciary.

The objectives are to assist the Judiciary to provide Legal Counsel services for parents and Guardian Ad Litem services for parties in HRS Chapter 587A proceedings, and Guardian Ad Litem services for juveniles in HRS Chapter 571 proceedings. Non-attorneys are encouraged to apply to provide Guardian Ad Litem services.

**COMPENSATION:**

Contractors shall be compensated at the following rates:

**GUARDIAN AD LITEM APPOINTMENTS:**

FIRST YEAR (months 1 through 12):  
\$245 per month / \$2,940.00 total

SECOND YEAR (months 13 through 24):  
\$195 per month / \$2,280.00 total

THIRD YEAR (months 25 through 36):  
\$110 per month / \$1,320.00 total

FOURTH YEAR (months 37 through 48):  
\$250.00 per day; not to exceed \$500.00 for permanent plan hearings

## **LEGAL COUNSEL APPOINTMENTS:**

FIRST YEAR (months 1 through 12):  
\$200 per month / \$2,400.00 total

SECOND YEAR (months 13 through 24):  
\$135 per month / \$1,620.00 total

THIRD YEAR (months 25 through 36):  
\$75 per month / \$900.00 total

FOURTH YEAR (months 37 through 48):  
\$250.00 per day; not to exceed \$500.00 for permanent plan hearings

## **QUALIFICATIONS:**

Possess a graduate degree and necessary licenses in social work, psychology or a related field OR licensed to practice law in the State of Hawaii. (Note: Any contractor not licensed to practice law in the State of Hawaii will be considered only for Guardian Ad Litem services and will be responsible for obtaining and paying for legal representation when necessary). Any person interested in 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. Wednesday, March 31, 2021**.

Submittals for this RFQ are to be directed by email only to the following person with "RFQ J22002 - Statement of Qualifications" in the subject line to:

Ms. Tritia Cruz  
Tritia.L.Cruz@courts.hawaii.gov

The statement of qualifications shall include:

1. The name, business address, telephone and fax number(s), and e-mail address of the Applicant.
2. Documentation or other evidence of a minimum of one (1) year experience in HRS Chapters 587A, 571, 586, UCCJ, Divorce and/or Paternity cases, or provide verification of having two (2) years experience working with children and families.
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. Documentation stating the Applicant has completed training and/or education 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.

6. Documentation showing the Applicant is compliant with applicable laws per HRS 103D-310. Alternately, it is encouraged to utilize the Hawaii Compliance Express certificate to satisfy this provision. <https://vendors.ehawaii.gov/hce/splash/welcome.html>
7. Proof of Professional Liability insurance (Errors and Omissions) in the minimum amount of \$1,000,000.00 per claim and \$2,000,000.00 annual aggregate with an effective period that includes July 1, 2021.
8. 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 Statement confirming the Applicant shall consent to and submit for fingerprinting through the Judiciary-Third Circuit Program Specialist as mandated by The National Protection Act of 1993 (NCPA), Public Law 103-209, and the Volunteers for Children Act (VCA), Public Law 105-521, as well as Section 846-2.7, Hawaii Revised Statutes, as amended. This authorizes national and state fingerprint-based criminal history record checks for employees, volunteers, including applicants, who provide care for, or have direct unsupervised access to children, the elderly, or individuals with disabilities.

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

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

#### **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.

**APPROVAL AND RETENTION OF APPLICATIONS:**

Qualified persons whose submittals are received and approved by the date mentioned above will be considered for professional service contracts for the period July 1, 2021 through June 30, 2022. Qualified persons whose submittals are received after the deadline set forth above will be considered for contracted services for the balance of the fiscal year. All submissions will be kept on file through June 30, 2022, after which date the Judiciary may issue a new solicitation to prospective contractors to provide Legal Counsel and/or Guardian Ad Litem Services for the respective Fiscal Year.

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