

**THE JUDICIARY- STATE OF HAWAI'I**  
**Notice to Attorneys**  
**Interested in Providing Legal Counsel Services to the**  
**Family Court of the First Circuit for Parents in the Hawai'i Revised Statutes ("HRS")**  
**Chapter 587A Proceedings**

**Request for Qualifications (RFQ) No. J24054**  
**ADDENDUM NO. 1**

The Judiciary, State of Hawai'i hereby invites licensed attorneys to submit a letter of interest and statement of qualifications to provide legal services on a contract basis as the need arises for the fiscal year commencing July 1, 2024. The objective is to provide the Judiciary with legal counsel services for indigent 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. Attorneys will provide Legal Counsel Services for the Family Court of the First Circuit during the period July 1, 2023 through June 30, 2024.

**Length of contract**

The contract term will be for one (1) year from July 1, 2023, through June 30, 2024. 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.

**Compensation (July 1, 2024 to June 30, 2025):**

Compensation shall be at the rate of Two Hundred Fifty and 00/100 Dollars (\$250.00) per case per month beginning with the date of the attorney's appointment order. Compensation shall not exceed Three Thousand and 00/100 Dollars (\$3,000.00) per case annually.

**Distribution of cases**

The Judiciary reserves the right to distribute case assignments based on needs of the court and is not guaranteeing any number of cases to attorneys. The Judiciary will make every effort to distribute cases in a manner in which all attorneys are provided opportunities based on self-imposed maximum limits, total number of cases, and expected number of monthly cases. Court Officers will have full discretion to distribute opportunities ad hoc to serve the court in its best interest.

**Maximum number of cases**

Counsel must state the maximum number of cases they are willing to accept/serve. This maximum number will be considered when evaluating the statements of qualifications and when distributing cases to counsel. At any time counsel may request in writing to Program Specialist or the Designee, an increase or decrease in the maximum number of cases they will accept/serve.

### **Statement of qualifications**

Due to the recent challenges posed by the spread of COVID-19, Attorneys licensed to practice Law in the State of Hawaii and interested in and capable of providing these services should email a letter of interest, together with a statement of qualifications no later than 12:00 p.m. H.S.T. on Monday, May 1, 2023.

Submittals for this RFQ are to be directed by email only to the following person with "RFQ J24054- Statement of Qualifications" in the subject line to:

Ms. Tritia Cruz

[Tritia.L.Cruz@courts.hawaii.gov](mailto:Tritia.L.Cruz@courts.hawaii.gov)

The statement of qualifications shall include:

1. The name, attorney license number, business address, telephone and fax number(s), and e-mail address of the attorney.
2. Background description of the attorney, along with a statement of qualifications and experience for work as a parent's attorney in HRS Chapter 587A proceedings.
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. Include information regarding (a) sanctions imposed upon the applicant, reasons for sanctions, and a statement of whether sanctions were paid/complied with; and (b) any awards of recognition, name of the presenting organization(s), and year award given.
4. Three (3) references whom the Judiciary may freely contact.
5. Have an active attorney license and be in good standing to practice law in the State of Hawai'i.
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 (20) 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 substance abuse. Include the name of the training the date(s) the attorney attended the training and the number hours training hours each attorney received.
8. Attorney must have current compliance documents per HRS, section 103D-310, which must be submitted prior to contract execution. Alternately, attorneys are encouraged to utilize the Hawai'i Compliance Express certificate to satisfy this provision at [<https://vendors.ehawaii.gov/hce/splash/welcome.html>].

9. Attorney must have proof of current Professional Liability insurance (Errors and Omissions) in the minimum amount of \$1,000,000 per claim and \$2,000,000.00 annual aggregate at the time of contract execution.

10. The attorney shall provide consents for the Judiciary to obtain information from the Department of Human Services-Child Welfare Services, Office of Disciplinary Counsel (ODC), JIMS, Criminal Justice Informational System, National Crime Information System, Lexis Nexis, 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. The maximum number of cases counsel is willing to accept and can serve in a professional manner. The maximum number of cases is negotiable and the Judiciary reserves the right to assign cases in the best interest of Judiciary. The recommended is a caseload of no more than 50-100 cases depending on what the attorney can handle competently.

12. The contract manager will offer qualified contracted attorneys who are capable and willing of becoming a mentor, the opportunities to become an advisor/consultant for other attorneys interested in practicing Family Law. The establishment of a mentor program will be to sustain the future of attorneys for parents in the Child Welfare hearings.

13. The contract manager may convene attorney(s) to participate in quarterly or semiannual meetings, individually or with the group, if the attorney(s) are notified and the meeting is scheduled at least 30 days in advance of the meeting date.

14. Any other information or materials that an individual believes would be useful and relevant in being considered to provide legal counsel services to parents in HRS Chapter 587A proceedings.

15. A qualification submittal may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in section 3-122-97, HAR.

16. 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 contract term.

/s/ Terri Gearon

Terri Gearon  
Financial Services Director  
The Judiciary, State of Hawai'i