



Office of the Administrative Director – Financial Services Department

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Date: June 6, 2025

To: All Interested Providers

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

Subject: **Request for Information for Health & Human Services (103F, HRS) to
Provide Immigration-related Legal Services for Indigent Residents of the
State of Hawaii
RFI J26108**

The Judiciary, State of Hawaii issues this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to seek information and recommendations from interested providers for the planned purchase of Health and Human Services for The Judiciary to Provide Immigration-related Legal Services for Indigent Residents of the State of Hawaii.

Description of the goals of the service

The goal of the requested service is to provide legal representation to individuals in immigration-related legal proceedings in immigration court, including but not limited to deportation defense, asylum applications, and other immigration relief processes, without charge to indigent residents of the State of Hawai‘i.

Description of the target population to be served

The target population consists of indigent residents throughout the State of Hawai‘i. “Indigent” means that clients’ income levels do not exceed 250 per cent of the applicable federal poverty level for Hawai‘i.

Geographic coverage of service

Service areas include the following:

First Circuit	O‘ahu
Second Circuit	Maui, Lana‘i, and Moloka‘i
Third Circuit	Island of Hawai‘i
Fifth Circuit	Kaua‘i

The applicant shall demonstrate actual capacity to provide the required services in the area(s) in which it is applying.

Applicants may propose to service clients in one or more geographic areas. Applicants are not required to submit separate proposals for each circuit/island. If an applicant proposes to service clients from one or more circuits/islands, the proposal shall indicate the specific services and capacities it is proposing for each circuit/island.

General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. The proposed services must meet all required licensing or certification standards, provide assurances for fair hearing and grievance procedures for clientele, civil rights compliance, information and safeguarding practices, and provide proof of insurance coverage.
2. The applicant shall submit in a timely manner any additional information requested by the Judiciary to make a decision on applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal.
3. The applicant shall comply with Chapter 103F, Hawai'i Revised Statutes, Cost Principles for Purchase of Health and Human Services which can be found on the State Procurement Office website by typing "Cost Principles" in the search box. (See Section 5, Proposal Application Checklist, for the website address.)
4. The applicant shall have an accounting system in compliance with generally accepted accounting practices.

Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Service activities shall consist of direct legal services provided by attorneys or attorney-supervised staff to indigent residents of the State of Hawai'i in immigration-related court proceedings. Services may include pro bono, judicial, and administrative advocacy and providing legal advice and information. "Indigent" means that clients' income levels do not exceed 250 per cent of the

applicable federal poverty level for Hawai'i

Written comments in response to the RFI shall be emailed to the Ms. Angela Min at Angela.K.Min@courts.hawaii.gov.

The deadline for the receipt of comments is **12:00 p.m., HST, on Friday, June 20, 2025.**

PLEASE NOTE:

- Participation in the RFI is optional and is not required to respond to any subsequent procurement action a purchasing agency may take. Neither the purchasing agency nor interested parties responding have any obligation under the RFI.
- Neither the Judiciary nor any interested party responding to the RFI has any obligation under this process.
- The purchasing agency reserves the right to adopt or not adopt any recommendations presented in response to the RFI.
- This RFI does not commit the Judiciary to solicit or award a contract or to pay any costs incurred in the preparation of the information submitted. The Judiciary reserves the right to accept, reject, or utilize without obligation, any information submitted in response to this request.