

NOTICE TO LICENSED ATTORNEYS

Request for Qualifications (RFQ) No. J27134

Professional Legal Services

Hawaii Revised Statutes §103D-304

The Judiciary, State of Hawaii, invites licensed attorneys interested in providing professional legal services during the fiscal year beginning **July 1, 2026**, to submit a **Statement of Qualifications and Expression of Interest** in accordance with **Hawaii Revised Statutes §103D-304**. Qualified attorneys will be considered for legal service contracts as needs arise.

Each attorney must submit an individual Statement of Qualifications and Expression of Interest. Attorneys affiliated with the same law firm must submit separate statements.

Submission Instructions

Statements of Qualifications must be signed and submitted by email no later than the deadline indicated below.

Email submissions shall be sent to:

Ms. Tritia Cruz

Financial Services Department

Judiciary, State of Hawaii

Email: Tritia.L.Cruz@courts.hawaii.gov

Include the following in the email subject line:

RFQ J27134 – Statement of Qualifications

Previous Fiscal Year Submittals

Attorneys who submitted a Statement of Qualifications and Expression of Interest for the fiscal year ending **June 30, 2026**, and wish to use the same submission for the fiscal year ending **June 30, 2027**, may do so by emailing Ms. Tritia Cruz to certify that there are no changes to the previously submitted information.

If there are any changes, including but not limited to attorney fees, costs, insurance, or conflicts of interest, a new Statement of Qualifications and Expression of Interest must be submitted.

Required Form

The Statement of Qualifications and Expression of Interest form is available on:

- The Judiciary website under **General Information > Business with the Judiciary**
- The State Procurement Office's Hawaii Awards & Notices Data System (HANDS)

All submissions must be made using the official form available from these websites.

Submission Deadline

Statements of Qualifications must be received by the Judiciary, State of Hawaii, Financial Services Department no later than:

12:00 p.m. (HST), Friday, July 31, 2026

Timely submissions will be considered for inclusion on the Judiciary's **Fiscal Year 2027 Qualified List**.

Insurance Requirement

At the time of contract execution, selected attorneys must provide proof of current Professional Liability (Errors and Omissions) Insurance with minimum coverage of:

- **\$1,000,000** per claim; and
- **\$2,000,000** annual aggregate.

Qualification List

Qualified attorneys whose Statements of Qualifications are received by the submission deadline will be included on the Judiciary's Fiscal Year 2027 Qualified List.

Statements received after the deadline will continue to be accepted and, if determined qualified, the attorney will be added to the qualified list and may be considered for assignments during the remainder of the fiscal year.

All Statements of Qualifications will remain on file through **June 30, 2027**. After that date, the Judiciary may issue a new solicitation for professional legal services for the subsequent fiscal year.

Questions

Questions regarding this Request for Qualifications should be directed to:

Ms. Tritia Cruz

Contracts and Purchasing Office

Email: Tritia.L.Cruz@courts.hawaii.gov