General Information for Applicant:

- Firms will be automatically added to the Professional Services Qualified List for all projects checked provided that the review committee determines the Firm is qualified to perform the type of work indicated.
- Confirmation of the professional service the Firm has been qualified for shall be mailed within four (4) weeks after the deadline of submittals.
- The OHA does not guarantee that selections from this Professional Services Qualified List will be made for all the OHA projects.
- The OHA reserves the right to combine similar type projects in each category and to select firms to provide services for more than one (1) project.

Directions: Please provide the following information.

Name of professional/firm (include dba if applicable):			
Business address (may not be PO Box):			
Mailing address (only if different):			
Local (Hawaii) office (only if different)			
Telephone number:		Facsimile number:	
Federal Employer ID# or SSN (if sole proprietor):		State of HI GET#:	
Name of primary contact person:			
Title:			
Email address:			
Name, title, and email of alternate contact person:			
Type of business (corporation, sole proprietorship, not for profit, etc.):		Average # of employees over the past 5 years:	
State of incorporation:			
Age of firm:		Today's date:	

Assemble your submittal and submit one (1) original and one (1) CD/Flashdrive as follows:
1. Transmittal Letter (a cover letter preferably on the Firm's letterhead), dated and signed by an authorized representative of the Firm.
2. *Attachment A – Checklist of Professional Services* providing Firm's information and indicating the specific Professional Service specialty for which the Firm wishes to be considered.
3. *Attachment B – Client Project Information* providing the names of up to five (5) clients who may be contacted for whom services were rendered.
4. Copy of computer science or engineering license/certification/degree as evidence of Firm's qualification to provide services under GS-1550 or GS-0854 categories.
5. Education, training, and qualifications of the Firm's key employees.
   Provide the job titles of the Firm's staff and the specialization areas within each job title where applicable that would potentially be available to work on the OHA's projects if the Firm were selected to perform services for the OHA. For each job title, provide:
   - the typical education, training, and the amount and types of experience associated with it.
   - the hourly and monthly billing rate.
6. Any promotional or descriptive literature (optional)

* Fillable forms (Attachments A and B) may be obtained by going back on your browser to the list of Professional Services documents and clicking on the "Fillable Forms" PDF attachment.

Copies of all documents on the CD/Flashdrive should be the same as in the hard copy. The document files on the CD/Flashdrive shall be in a common/accessible format like but not limited to Microsoft Offices or Adobe Acrobat. All digitized documents shall be electronically searchable.

Indicate the specific Professional Service specialty for which your firm wishes to be considered:

☐ 1. **Application Requirements Analysis**
- Attach a list of application areas and development environments to which your firm has experience.
- Examples of applications may include: Student Information, Human Resource, Financials, eLearning systems (authoring, and delivery of training materials as well as managing and monitoring their delivery), Collaboration and workflow applications, and experience with Agile Scrum methodologies. Document Imaging services (configuration, scanning services for document preparation, capture, indexing, and loading in image repository), etc.
- Examples of development environments and their associated technologies may include: expertise in (e.g. .NET Framework, Java J2EE, PHP Open Source, Oracle Developer, Domino/Notes, XML, web services, etc.), and HTML5/CSS3 mobile development (Smartphone and Tablets for iOS, Android, and Windows). Also, attach a list of packaged software applications your firm has experience with (e.g.time, attendance, leave accounting, student information systems, project management, document management and content archive, etc.).

☐ 2. **Application Development and Integration**
Attach a list of application development environments, and associated technologies your firm has expertise in (e.g. Visual Studio.NET, NET Framework, Java J2EE, PHP Open Source, Oracle Developer, Domino/Notes, XML, web services, client/desktop services,… etc.). Also, attach a list of packaged software applications your firm has experience with (e.g. Student Information System (SIS), Instructional Management Systems, Student Support Services/Intervention systems, time, attendance systems, SharePoint, Project Management Tools, Workflow Tools, Microsoft Project Server, FileNet Content Services, Financial Management systems, Human Resource Management systems, Geographic Information Systems, etc.).

☐ 3. **Operating Systems**
Attach a list of server implementation and support services your firm has experience with (e.g., server configuration, testing, server consolidation, hardware/ software platform migration, server operational support, etc.). Also list the hardware and operating systems your firm has expertise in (e.g., Windows Server, Solaris, Linux, other UNIX, etc.).

☐ 4. **Network and Infrastructure Services.**
Attach a list of the IT network services your firm has experience with (e.g. design/engineering of physical network infrastructure, networking system implementation, network monitoring and trouble shooting, network forensics, etc.). List the tools your firm has available.

☐ 5. **Data Management**
Attach a list of database platforms your firm has expertise in (e.g., SQL Server, Oracle, MySQL, PostgreSQL, etc.).
- May specify the types of database related services your firm has expertise in (e.g., data architecture, database design, database administration, data warehouse, business intelligence/decision support, etc.).
- May specify industry standard disciplines observed (SIF, CEDS, etc.), and include experience in the use of data cleansing, normalization, and ETL.

☐ 6. **Web Technology**
Internet, intranet, and extranet solutions, applications and services, including recommending appropriate infrastructure for specific web applications (Google, Office365, Amazon Web Services, etc). Include examples Web design and/or Web-hosted services

☐ 7. **Technical Systems Support**
Attach a list of both server and client hardware platforms your firm can configure and support.

☐ 8. **Technical Customer Support**
Attach a list of "user-support" services your firm provides for training and/or supporting users with custom or packaged applications and/or desktop platform technical support (e.g., on-line training material, content development, Help Desk, etc.) Also attach a list of "development-support" services your firm provides to assist application development in the following areas, application programming, application server migration, server OS migration and product selection assistance.