

**NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES  
(PSP 2025-001)**

Pursuant to §103D-304 HRS, the **Office of Hawaiian Affairs (OHA)** anticipates the need for professional services during the Fiscal Year 2025 (July 1, 2024 - June 30, 2025) and invites interested parties to submit letters of interest and statements of qualifications for the categories listed below.

**Submittals must clearly state their specific category of interest and the category must be one of those listed below. Submittals for categories other than those listed below will NOT be considered. Parties applying for more than one category must submit a SEPARATE Letter of Interest and Statement of Qualifications for EACH category.**

1. GS-0510      Accounting
  2. GS-0511      Auditing
  3. GS-0810      Civil Engineering
  4. GS-0819      Environmental Engineering
  5. GS-0854      Computer Engineering
  6. GS-1550      Computer Science
  7. GS-1750      Instructional Systems
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8. Legal Services
    - a. Administrative, Agency, and Regulatory Law (Federal, State, and County)
    - b. Alternative Dispute Resolution
    - c. Business/Corporate/Contract Law
    - d. Collections
    - e. Constitutional Law
    - f. Construction/Construction Management Law
    - g. Environmental Law
    - h. Finance/Banking/Investment Banking/Public Financing/Bond Counsel
    - i. Government Relations/Regulations/Contracts
    - j. Cybersecurity and Privacy Law
    - k. Intellectual Property
    - l. Labor, Employment, and Other Personnel Related Matters
    - m. Land Use/Land Use Litigation
    - n. Litigation, including Complex Litigation
    - o. Native Hawaiian Affairs
    - p. Real Estate Law
    - q. Trust Law

**Submittals must include all of the following information:**

1. The name of the firm or person, the principal place of business, and location of all of its offices;
2. The age of the firm and its average number of employees over the past three (3) years;
3. The education, training, and qualifications of key members of the firm;
4. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
5. Any promotional or descriptive literature which the firm desires to submit (referring to

- the firm's website in lieu of submitting a hard copy is not acceptable); and
6. Range of professional fees, based on hourly rates when applicable.

Parties interested in being retained for any of the Legal Services **must be in good standing, possess an active license**, and include the following additional information:

1. The area(s) of practice in which the attorney or firm is interested in providing services, together with a summary of the number and types of cases/matters handled by each attorney in each category;
2. The range of hourly rates charged by the attorney, paralegal and other billable staff, a summary of the types and amounts of costs charged by the firm, whether any alternatives to hourly billing are available (such as fixed fee per case or project) and a description of the costs or methods on calculating charges under the alternative billing arrangements;
3. A brief description of staff and facilities available to the attorney or firm, including other attorneys, secretarial and paralegal support, and whether the firm has the ability to provide electronic case files during and following the conclusion of the matter or case;
4. The jurisdictions (state and courts) in which the attorneys are licensed and authorized to practice.

**As an agency of the State of Hawai'i, OHA is required to comply with the Uniform Information Practices Act which requires certain information submitted to OHA to be made available for public inspection upon request. Portions of submittals containing proprietary information that an applicant desires be kept confidential must be clearly identified and stated as such.**

Submittals should be emailed to Procurement Manager, Chris Stanley, at [proposals@oha.org](mailto:proposals@oha.org)

All submittals must be received via email by the Procurement Unit of the Office of Hawaiian Affairs no later than **Monday, May 6, 2024**. **Other forms of submittals will not be accepted.** Inquiries regarding this notice can be directed to Michelle Johnson at [proposals@oha.org](mailto:proposals@oha.org).