

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

Pursuant to §103D-304 HRS, the **Office of Hawaiian Affairs (OHA)** anticipates the need for professional services during the fiscal year July 1, 2016 - June 30, 2017 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. Parties applying for more than one category must submit a separate letter of interest and statement of qualifications to include a compact disk (CD) or a flash drive with this information for each category.

1. GS-0510 Accounting
2. GS-0511 Auditing
3. GS-0850 Anthology
4. GS-0890 Agriculture Engineering
5. GS-1171 Appraisal Series
6. GS-0193 Archaeology
7. GS-0808 Architecture
8. GS-1420 Archivist
9. GS-0511 Auditing
10. GS-0430 Botany
11. GS-1165 Loan Specialist (including Collection Agency)
12. GS-0020 Community Planning (including media consulting, radio production and broadcast, research and marketing, administrative services, federal advocacy, partnership advocacy and development)
13. GS-0854 Computer Engineering (including website contractor, software development and modification, hardware installation, system analysis and design)
14. GS-1550 Computer Science
15. GS-1720 Education Program
16. GS-1730 Education Research
17. GS-1740 Education Services
18. GS-1710 Education & Vocational Training
19. GS-0819 Environmental Engineering
20. GS-0460 Forestry
21. GS-0190 General Anthropology
22. GS-1701 General Education & Training (including printing services, mailing services, video production, professional writing, grant writing, photography services)
23. GS-0801 General Engineering
24. GS-0480 General Fish & Wildlife Administration
25. GS-0150 Geography
26. GS-0170 History
27. GS-1315 Hydrology
28. GS-1373 Land Surveying
29. GS-0807 Landscape Architecture
30. GS-0140 Manpower Research & Analysis
31. GS-0180 Psychology
32. GS-1725 Public Health Education
33. GS-0454 Rangeland Management

34. GS-1171 Appraisal Series (including real estate appraisal)
35. GS-0184 Sociology
36. GS-0457 Soil Conservation
37. GS-0470 Soil Science
38. GS-0485 Wildlife Refuge Management

39. Legal Services
 - a. Administrative, Agency and Regulatory Law (federal and state and county)
 - b. Alternate Dispute Resolution
 - c. Appellate Practice
 - d. Bankruptcy/Receivership
 - e. Bond Counsel
 - f. Business/Corporate/Contract Law
 - g. Civil Rights
 - h. Collections
 - i. Commercial Law
 - j. Constitutional Law
 - k. Construction/Construction Management Law
 - l. Education & Health
 - m. Environmental Law
 - n. Finance/Banking/Investment Banking/Public Financing/Bond Counsel
 - o. Government Relations/Regulations/Contracts
 - p. Information and Computer Technology
 - q. Insurance
 - r. Intellectual Property/Copyright/Cyber law
 - s. Inter-governmental Matters
 - t. Internet/News Media Law
 - u. Labor, Employment and Other Personnel Related Matters
 - v. Land Use/Land Use Litigation
 - w. Legislation (federal, state and county)
 - x. Litigation, including complex litigation
 - y. Native Hawaiian Affairs (sovereignty, Native Hawaiian rights and entitlements, land acquisition and claims, water rights, blood quantum, NAGPRA, NHPA, kuleana escheat and eminent domain)
 - z. Public Benefits (including ADA)
 - aa. Public Policy Law
 - bb. Real Estate Law (including financing, development, due diligence, land use and landlord/tenant)
 - cc. Risk Management
 - dd. Securities
 - ee. Tax Law
 - ff. Tort Law (including products, design or construction liability)
 - gg. Transportation Law
 - hh. Trust Law (including fiduciary duties and responsibilities)
 - ii. Workers Compensation 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 applicant desires be kept confidential must be clearly identified and stated as such.

Submittals should be delivered or mailed to:

**Office of Hawaiian Affairs
Attn: Wendell Tengan
560 N. Nimitz Hwy., Suite 200
Honolulu, Hawai'i 96817**

All submittals must be postmarked or delivered to the Office of Hawaiian Affairs no later than **2:00 p.m., Friday, April 15, 2016. Facsimiles, emails, and other forms of electronic submittals will not be accepted.** Inquiries regarding this notice can be directed to Wendell Tengan at (808) 594-1993.