



**NOTICE TO ATTORNEYS AND LAW FIRMS
INTERESTED IN PROVIDING LEGAL SERVICES
TO THE OFFICE OF HAWAIIAN AFFAIRS**

PS:CC 2017-28

Pursuant to Chapter 103D-304 (b) Hawai'i Revised Statutes, additional notices shall be given if a new need for professional services arise. The OHA has determined the need to publish an additional notice for number 47. Legal Services under Category 39x – Litigation.

The OHA anticipates that it may retain attorneys or law firms qualified to practice in the State of Hawai'i in the following area for the remainder of the FY2017 (April 6, 2017 through and including June 30, 2017). All Statement of Qualifications shall be submitted to OHA by **12 noon** Hawai'i Standard Time on **Thursday, April 13, 2017**. Those interested person shall submit their letter of interest and state of qualifications in response to this Notice should be addressed and delivered or mailed to:

Office of Hawaiian Affairs
Phyllis Ono-Evangelista, Procurement Manager
560 North Nimitz Highway, Suite 200
Honolulu, Hawai'i 96817

Inquiries regarding this notice can be directed to Phyllis Ono-Evangelista at (808) 594-0273 or by email phylliso@oha.org.

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 active licensed attorneys** 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; and
4. The jurisdictions (state and courts) in which the attorneys are licensed and authorized to practice.

The 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.