

**NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES  
(PSP 2021-03)**

Pursuant to §103D-304 HRS, the **Office of Hawaiian Affairs (OHA)** anticipates the need for professional services during the Fiscal Year 2021 (July 1, 2020 - June 30, 2021) 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 with this information for EACH category.**

1. GS-0101      Social Service
2. GS-0184      Sociology
3. GS-0460      Forestry
4. GS-0510      Accounting
5. GS-0511      Auditing
6. GS-1730      Education Research
7. GS-1740      Education Services

**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.

**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 must be emailed to Procurement Lead Specialist, Charmaine Matsuura, at: [charmainem@oha.org](mailto:charmainem@oha.org). An email will be sent to confirm your submission. If you do not receive one, please email Charmaine Matsuura.

All submittals must be received via email by the Procurement Unit of the Office of Hawaiian Affairs no later than **August 25, 2020**. **Other forms of submittals will not be accepted.** Inquiries regarding this notice can be directed to Nietzsche Ozawa at [nietzscheo@oha.org](mailto:nietzscheo@oha.org).