

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

GS-0510 Accounting

Pursuant to §103D-304 HRS, the **Office of Hawaiian Affairs (OHA)** anticipates the need for professional services during the fiscal year July 1, 2015 - June 30, 2016 and invites interested parties to submit letters of interest and statements of qualifications to verify accuracy and completeness of Act 178 public land trust revenue reports for Fiscal Year 2015.

Parties applying must submit a letter of interest and statement of qualifications to include a compact disk (CD) or a flash drive with this information.

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 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: Charmaine Matsuura
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, May 20, 2016. Facsimiles, emails, and other forms of electronic submittals will not be accepted.** Inquiries regarding this notice can be directed to Charmaine Matsuura at (808) 594-0273.

OHA: May 12, 2016