

**NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES  
(PU 2017-18)**

Pursuant to §103D-304 HRS, the **Office of Hawaiian Affairs (OHA)** anticipates the need for professional services during the Fiscal Year 2018 (July 1, 2017 - June 30, 2018) 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 to include a hard copy and a compact disk (CD) or flash drive with this information for EACH category.**

1. GS-0020 Community Planning
2. GS-0101 Social Science
3. GS-0110 Economist
4. GS-0150 Geography
5. GS-0170 History
6. GS-0190 General Anthropology
7. GS-0193 Archaeology
8. GS-0406 Agricultural Extension
9. GS-0457 Soil Conservation
10. GS-0460 Forestry
11. GS-0475 Agricultural Management
12. GS-0510 Accounting
13. GS-0511 Auditing
14. GS-0801 General Engineering
15. GS-0808 Architecture
16. GS-0810 Civil Engineering
17. GS-0819 Environmental Engineering
18. GS-0830 Mechanical Engineering
19. GS-0850 Electrical Engineering
20. GS-0854 Computer Engineering
21. GS-0890 Agriculture Engineering
22. GS-1373 Land Surveying
23. GS-1380 Forest Products Technology
24. GS-1420 Archivist
25. GS-1530 Statistician
26. GS-1550 Computer Science
27. GS-1701 General Education & Training
28. GS-1710 Education & Vocational Training
29. GS-1720 Education Program
30. GS-1730 Education Research
31. GS-1750 Instructional Systems
  
32. Legal Services
  - a. Administrative, Agency and Regulatory Law (Federal, 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 (including 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 an 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: Miki Lene  
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., Monday, April 17, 2017. Facsimiles, emails, and other forms of electronic submittals will not be accepted.** Inquiries regarding this notice can be directed to Miki Lene at (808) 594-1993.

PNS: March 19, 2017