

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

OHA PS IT 2019-10

Pursuant to §103D-304 HRS, The **Office of Hawaiian Affairs** (OHA) anticipates the need for professional services during the Fiscal Year 2019 (July 1, 2018 – June 30, 2019) and invites interested parties to submit letter of interest and statements of qualifications for the category of **Computer Science and Computer Engineering**.

Submittals must clearly state the specific category of interest and the category must be one listed below. Submittals for categories other than those listed below will **NOT** be considered.

1. PROFESSIONAL SERVICES RELATED TO INFORMATION TECHNOLOGY

The OHA anticipates the need for Professional Services primarily in the category of **Computer Science and Computer Engineering**. This series covers positions that manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services. This series covers only those positions for which the paramount requirement is knowledge of IT principles, concepts, and methods; e.g., data storage, software applications, networking.

Information technology refers to systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. Information technology includes computers, network components, peripheral equipment, software, firmware, services, and related resources. The **GS-1550 Computer Science** and **GS-0854 Computer Engineering** series includes, but is not limited to, the following specialties:

- 1.1. Application Requirements Analysis:** Work that involves developing business requirements, functional requirements, and/or technical requirements for applications. It includes applying analytical processes to the planning, design and implementation of new and existing applications.
- 1.2. Application Development and Integration:** Work that involves the design, development, documentation, modification, testing, installation, implementation, and support of new or existing applications software. It also includes application performance management software tools. This category also includes implementing vendor-developed packaged software, and integrating vendor-supplied software with other relevant OHA applications.
- 1.3. Operating Systems:** Work that involves the planning, installation, configuration, testing, implementation, and management of the systems environment in support of the organization's IT architecture and business needs, including managed services, when applicable.
- 1.4. Network and Infrastructure Services:** Work that involves the planning, analysis, design, development, testing, quality assurance, configuration, installation,

implementation, integration, operational support maintenance, and/or management of networked systems including data center server, storage, and network infrastructure used for the processing and transmission of information in voice, data, and/or video formats.

- 1.5. Data Management:** Work that involves the planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data. It includes the areas of database design, database administration, longitudinal data systems, business intelligence, geographic information systems, data storage management, data transfer, data synchronization, and the use of application tools and best practices to optimize data accuracy.
- 1.6. Web Technology:** Work that involves the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including recommending appropriate infrastructure for specific web applications in order to achieve functional, performance and system security goals. This specialty also includes the design, optimization, and technical management of web sites and web-hosted services.
- 1.7. Technical Systems Support:** Work that involves planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.
- 1.8. Technical Customer Support:** Work that involves the planning and delivery of customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training. This may include the development of training plans, training materials (including on-line, video, or other media) and user documentation and technical documentation.

2. DEADLINE FOR SUBMITTALS

This solicitation shall remain open through June 30, 2019 or until superseded by the following fiscal year's notice. First Deadline: To be considered for the first review, firms must submit Statements of Interest as described under SUBMITTAL REQUIREMENTS by:

3:30 p.m., Hawaii Standard Time, October 31, 2018

Late Submittals: The OHA will continue to receive submittals after the first review, but these submissions shall be considered late. In order to facilitate efficient review of any late submittals, submissions received subsequent to this first review date shall remain sealed, and shall not be reviewed until ten (10) or more submissions are available for evaluation or the OHA, at its sole discretion, opts to reconvene the review committee.

3. SUBMITTAL REQUIREMENTS

- 3.1.** Interested firms are invited to submit one (1) original and one (1) CD/Flashdrive of

current statements of qualifications and expressions of interest to the OHA and shall include, but not be limited to:

- 3.1.1. Transmittal Letter (a cover letter preferably on the Firm's letterhead), dated and signed by an authorized representative of the firm.
- 3.1.2. *Attachment A – Checklist of Professional Services providing Firm's information and indicating the specific Professional Service specialty for which the Firm wishes to be considered.
- 3.1.3. *Attachment B – Client Project Information providing the names of up to five (5) clients who may be contacted for whom services were rendered, as more specifically described in Attachment B.
- 3.1.4. Copy of computer science or engineering license/certification/degree as evidence of Firm's qualification to provide services under GS-1550 or GS-0854 categories.
- 3.1.5. **Education, training and qualifications of the Firm's key employees. Provide the job titles of the Firm's staff (e.g., project manager, business analyst, senior programmer/analyst, junior programmer/analyst, etc.) and the specialization areas within each job title where applicable (e.g., Data Base Administrator, User Experience specialist, Quality Assurance, etc.) that would potentially be available to work on OHA projects if the Firm were selected to perform services for OHA. Where the job titles include the specialization in the title, or where a specialization is not applicable to the job title, no additional specialization need be included.

For each job title, provide:

- the typical education, training, and the amount and types of experience associated with it.
- the current hourly and monthly billing rate.

3.1.6. For each specialty, the hourly and monthly billing rate.

3.1.7. Any promotional or descriptive literature (optional).

* Fillable forms (Attachments A and B) may be obtained by going back on your browser to the list of Professional Services documents and clicking on the "Fillable Forms" PDF attachment.

Copies of all documents on the CD/Flashdrive should be the same as in the hard copy. The document files on the CD/Flashdrive shall be in a common/accessible format like, but not limited to, Microsoft Offices, or Adobe Acrobat. All digitized documents shall be electronically searchable.

3.2. Format of Submittal: Interested professionals shall submit one (1) original and one (1) CD/Flashdrive of statements of interest described above.

3.3. Delivery of Submittal: Submittals shall be mailed or hand delivered; **submittals**

transmitted via electronic mail or facsimile will not be accepted.

Applicants must submit current statements of qualifications and expressions of interest to:

**Office of Hawaiian Affairs
Attn: Miki Lene
Procurement Unit
560 North Nimitz Highway
Honolulu, Hawai'i 96817**

4. GENERAL INFORMATION

Under the requirements of §103D-304, Hawaii Revised Statutes (HRS) such professional services are subject to competitive selection.

- 4.1. **Qualified List:** Qualified firms to this solicitation will be placed on a list to provide such services and, as needs arise, will be considered for selection in accordance with §103D-304, HRS. Qualified firms shall express their interest in providing services in the various specialty(ies) in the manner specified under SUBMITTAL REQUIREMENTS.
- 4.2. **Confirmation of Receipt:** Confirmation of the Professional Service the Firm has been qualified for shall be emailed within four (4) weeks after the first deadline of submittals.
- 4.3. **Confirmation of late submittals:** Confirmation of receipt of late submittals shall be made within one (1) week via email. Confirmation of the Professional Service the firm has been qualified for shall be mailed within four (4) weeks after the review committee reconvenes to evaluate late submittals.
- 4.4. **Selection Criteria and Award:** As projects arise, selection criteria specific to the project shall be established and employed to select a Contractor for the project. Criteria employed in descending order of importance are:
 - 4.4.1. Experience and professional qualifications relevant to the project type;
 - 4.4.2. past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
 - 4.4.3. capacity to accomplish the work in the required time;
 - 4.4.4. any additional criteria determined in writing by the selection committee to be relevant to the OHA's needs or necessary and appropriate to ensure full, open, and fair competition for professional services contracts, which may include the Firm's billing rates, and any other applicable cost factors.

The selection committee may conduct confidential discussions with any firm on the qualified list regarding the services which are required and the services they are able to provide. Qualified firms may be asked to submit additional information specific to the anticipated project at that time. In conducting discussions, there shall be no disclosure of any information derived from the competing professional service offerors. The OHA intends to award multiple contracts, based on the specific needs of the anticipated

projects. The head of the selection committee shall negotiate a contract with the first ranked firm for each anticipated project, including a rate of compensation which is fair and reasonable, established in writing, and based upon the estimated value, scope, complexity, and nature of the services to be rendered.

Award(s) if any, will be posted online at: <https://hands.ehawaii.gov/hands/awards>

- 4.5. Contract/Contract Terms:** If selected for a project, the Firm is required to enter into a contract with the OHA.

The contract period may be for the current fiscal year only, or may include optional provisions to extend the contract for up to four (4) additional years (for a total contract period of five (5) years), but will be determined as appropriate for the project, and dependent upon available funding.

The “General Conditions for Goods and Services, Form OHA - 2018 103D General Conditions” attached hereto, will be applicable to the resulting contract.

- 4.6. Certificate of Insurance:** In addition, upon award of the contract, the Firm shall furnish a certificate of insurance in accordance with the following minimum insurance coverage and limits:

(1) General liability (GL) shall be no less than \$1 million per occurrence and \$2 million in the general aggregate (the maximum **amount** paid for claims during a policy term), and (2) automobile (auto) insurance shall be no less than \$1 million per accident. The OHA may also require other types of insurance, or that the OHA be named as additionally insured on the Firm’s policy(ies), if determined appropriate for the type of contracted service and project.

- 4.7. Special Conditions:** The OHA may choose to include Special Conditions in the contract related to such matters as ownership and copyright, liquidated damages, and the exchange, handling, safekeeping and ownership of confidential and personal Information. The Special Conditions shall serve to supplement the General Conditions; both documents remain part of the Contract with full force and effect. In the case a conflict between the General Conditions and Special Conditions, the Special Conditions shall control to the extent necessary to resolve the conflict.

- 4.8. Vendor Certificate Required:** The Firm should be prepared to submit an original consolidated *Certificate of Vendor Compliance* as proof of compliance with §3-122-112, HAR. The *Certificate of Vendor Compliance* is issued by the Hawaii State Procurement Office via the online system, “Hawaii Compliance Express.” Details regarding this online application process can be viewed at <http://vendors.ehawaii.gov/hce/>. **The certificate is not required at this time;** firms will **be** notified in writing when the certificate must be submitted.

- 4.9. Project Specific Solicitations:** At the discretion of the OHA, certain projects may be advertised on a project-specific basis. In that event, a new solicitation for professional services, independent of this solicitation, will be published and interested firms shall

respond to these solicitations in the manner specified in the legal notice.

5. CONTACT INFORMATION

Inquiries regarding this notice should be directed to: Miki Lene, Procurement Specialist IV, phone 594-1933, email mikic@oha.org.

PNS: October 17, 2018