

**NOTICE TO PROVIDERS OF
PROFESSIONAL SERVICES**

Project No. PS D16-001

This notice shall remain posted until JUNE 30, 2016 or until superseded by the following year's notice.

First Deadline for Submittals: 2:00 p.m., Hawaii Standard Time, Thursday, July 30, 2015

PREVIOUS SOLICITATIONS:

Professionals who responded to and qualified under the previous solicitation conducted during fiscal year 2012-2013, 2013-2014, and 2014-2015 pursuant to DOE Project No. PS D13-001, PS D14-001, and PS D15-001 respectively, **must respond** to this solicitation to be considered for projects during the 2015-2016 fiscal year.

1. EDUCATIONALLY RELATED PROFESSIONAL SERVICES CATEGORIES:

The State of Hawaii, Department of Education (HIDOE) anticipates during fiscal year 2015-2016 the need for Professional Services primarily in the **Education** category as follows:

- 1.1 Educational Therapist:** This series includes professional work requiring the application of knowledge of the concepts, principles, and practices of education and rehabilitation therapy. Educational therapists plan and carry out treatment, which involves the use of educational situations, equipment, and methods to rehabilitate patients. They evaluate the learning ability or educational level of patients by use of educational tests and measurements. Some educational therapists participate in the rehabilitation of blind patients. The activities of educational therapists are directed to achieving therapeutic objectives such as diminishing emotional stress of a patient, providing a sense of achievement, and channeling energies into acceptable forms of behavior.
- 1.2 General Education and Training:** This series includes professional work primarily in the field of education and training when the work is not more appropriately covered by another professional series in this or any other group. Included is work where (1) the work has characteristics that may be identified with more than one professional education series with none predominant, (2) the combination of professional knowledge required by the work is not specifically covered by another series, or (3) the work is in a specialized professional field not readily identifiable with other existing series in this or any other group.
- 1.3 Education and Vocational Training:** This series includes professional work that requires applying full professional knowledge of the theories, principles, and techniques of education and training to instructional and educational administration work in education programs operated by federal agencies. Some work may also require specialized knowledge of one (1) or more subjects in which the instruction is given.
- 1.4 Education Program:** This series covers professional education work involving promoting, coordinating, and improving education policies, programs, standards, activities, and opportunities in accordance with national policies and objectives. Work in this series primarily involves the performance, supervision, or formulation and implementation of policy concerning education problems and issues. This work requires a professional knowledge of education theories, principles, processes, and practices at early childhood, elementary, secondary, or post-secondary levels, or in adult or continuing education. They also require knowledge of the federal government's interrelationships with state and local educational agencies or with public and private post-secondary institutions.

- 1.5 Education Services:** This series includes professional work to administer, supervise, promote, conduct, or evaluate programs and activities designed to provide individualized career-related or self- development education plans. The work requires knowledge of education theories, principles, procedures, and practices of secondary, adult, or continuing education. Some work requires skill in counseling students or enrollees to establish educational and occupational objectives.
- 1.6 Instructional Systems:** This series includes professional work to administer, supervise, advise on, design, develop, or provide educational or training services in formal education or training programs. The work requires knowledge of learning theory and the principles, methods, practices and techniques of one (1) or more specialties of the instructional systems field. The work may require knowledge of one (1) or more subjects or occupations in which educational or training instruction is provided.

2. DEADLINE FOR SUBMITTALS

This solicitation shall remain open through June 30, 2016 or until superseded by the following year's notice. The first deadline for qualified firms to submit Statements of Interest as described under SUBMITTAL REQUIREMENTS is:

2:00 p.m., Hawaii Standard Time, Thursday, July 30, 2015

Delivery of Submittal: Submittals shall be mailed or hand delivered; **submittals transmitted via electronic mail or facsimile will not be accepted.** Firms must submit current statements of qualifications and expressions of interest to:

Department of Education
Office of Fiscal Services
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

Late Submittals: The HIDEOE will continue to receive submittals after the first deadline, 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 HIDEOE, at its sole discretion, opts to reconvene the review committee.

3. SUBMITTAL REQUIREMENTS

Interested firms are invited to submit current statements of qualifications and expressions of interest to the HIDEOE; such statements shall include but not be limited to the following:

1. Transmittal Letter (a cover letter preferably on the Firm's letterhead), dated and signed by an authorized representative of the firm.
2. *Attachment A – Check List of Professional Services providing Firm's information and indicating the specific Professional Service for which the Firm wishes to be considered.
3. *Attachment B – Client Project Information providing the names of up to five (5) clients who may be contacted for whom services were rendered.
4. Education, training and qualifications of the Firm's key employees (recommended)
5. The range of rates and type and amounts of costs charged (optional)
6. 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 should be the same as in the hard copy.

Format of Submittal: Firms shall submit one (1) original and one (1) CD of statements of interest described above.

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 category(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 emailed 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:

1. Experience and professional qualifications relevant to the project type,
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies,
3. Capacity to accomplish the work in the required time, and
4. Any additional criteria determined in writing by the selection committee to be relevant to the HIDOE'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 HIDOE 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: <http://spo3.hawaii.gov/psa/professional-service-awards>

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

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 AG-008" for such contracts can be viewed at: <http://spo.hawaii.gov/wp-content/uploads/2014/02/103D-General-Conditions.pdf>

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 HIDOE may also require other types of insurance, or that the HIDOE be named as additionally insured on the Firm's policy(ies), if determined appropriate for the type of contracted service and project.

4.7 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.

4.8 Project Specific Solicitations: At the discretion of the HIDOE, certain projects must 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

Any inquiries regarding the above should be directed to the HIDOE Procurement and Contracts Branch at (808) 675-0130 or via email to DOEprocure@notes.k12.hi.us.

KATHRYN S. MATAYOSHI
SUPERINTENDENT

Procurement notice posted on June 29, 2015.

ATTACHMENT A
Check List of Professional Services
 DOE Project No. PS D16-001

General Information for Applicant:

- Firms will be automatically added to the Professional Services Qualified List for all projects checked provided that the review committee determines the firm is qualified to perform the type of work indicated.
- A letter of confirmation of the professional service categories that the firm has been qualified for shall be mailed within four (4) weeks after the deadline of submittals.
- The HIDOE does not guarantee that selections will be made for all projects from the Professional Services Qualified List.
- The HIDOE reserves the right to combine similar type projects in each category and to select firms to provide services for more than one (1) project.

Directions: Please provide the following information.

Name of professional/firm (include dba if applicable):			
Business address (may not be PO Box):			
Mailing address (only if different):			
Telephone number:		Facsimile number:	
Federal Employer ID# or SSN (if sole proprietor):		State of HI GET#:	
Name of primary contact person:			
Title:			
Email address:			
Name, title and email of alternate contact person:			
Type of business (corporation, sole proprietorship, not for profit, etc.):		Average # of employees over the past 5 years:	
Age of firm:		Today's date:	
If primary business address is not in Hawaii, does Firm have a satellite office, a local representative, or other employees based in Hawaii?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate the specific Professional Service for which the firm wishes to be considered (check all that apply):			
<input type="checkbox"/> 1. Educational Therapist <input type="checkbox"/> 2. General Education and Training <input type="checkbox"/> 3. Education and Vocational Training <input type="checkbox"/> 4. Education Program <input type="checkbox"/> 5. Education Services <input type="checkbox"/> 6. Instructional Systems			
Assemble your submittal and submit one (1) original as follows:			
<ol style="list-style-type: none"> 1. Transmittal letter dated and signed by an authorized representative of the firm. 2. *Attachment A – (this completed form). 3. *Attachment B – Client Project Information, one (1) per project of interest. 4. Education, training, and qualifications of the professional or the firm's key employees (recommended) 5. Range of hourly rates and type and amounts of costs charged (optional). 6. Any promotional or descriptive literature (optional). <p>*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. <u>Copies of all documents on the CD should be the same as in the hard copy.</u></p>			

ATTACHMENT B
Client Project Information
DOE Project No. PS D16-001

Directions:

- Please provide information regarding recent projects your firm has completed.
- Complete one (1) form per project/client, up to a maximum of five (5) clients who may be contacted.
- Any supplemental information related to each project of interest, although not required, should be attached to this respective Attachment B, Client Project Information sheet.

Name of Your Firm:	
<i>Name of Client:</i>	
<i>Name of Client Contact Person:</i>	
<i>Client's Phone Number:</i>	
<i>Date or period of project/service:</i>	
<i>Description of project/services rendered:</i>	
<i>Other Information or comments:</i>	
<input type="checkbox"/> <i>check here if supplemental information related to this project is attached.</i>	