

NOTICE TO APPLICANTS

This solicitation is provided to you for information purposes. If interested in responding to this solicitation, you may choose to submit your offer on the downloaded document provided. **You must register** your company by fax or email for this specific solicitation. If you do not register your company, you will not receive addenda, if any, and your offer **may be** rejected and not considered for award.

Registration

Submit FAX or Email to: FAX No.: (808) 538-5802
Email: Kelly.Y.Kimura@courts.hawaii.gov

Provide the following information:

- Name of Company
- Telephone Number
- Solicitation Number
- Mailing Address
- FAX Number
- Fedex (or equivalent) account number (document will be sent by U.S. Postal Service first class mail if this is not provided.)
- Name of Contact Person
- Email Address

July 8, 2016

To: All Applicants

From: Dean H. Seki, Financial Services Director /s/ Dean H. Seki
The Judiciary, State of Hawaii

Subject: Notice of Request for Proposals No. J17074
Health & Human Services for providing civil legal services to low- and moderate-income persons

The Judiciary, State of Hawaii, is requesting competitive sealed proposals from qualified applicants to provide Health & Human Services for the period September 1, 2016 through June 30, 2017, subject to availability of funds. The proposal application and contract award procedures are in accordance with Chapter 103F, Hawaii Revised Statutes. Multiple contracts may be awarded pursuant to the service specification under this Request for Proposals (RFP).

The attached packet of materials outlines the requirements for proposal applications. It includes the administrative requirements, service specifications, application form, and other information. This RFP is available on our Judiciary web site at <http://www.courts.state.hi.us> under "General Information / Business with the Judiciary", or from the Contracts & Purchasing Office listed below, or from the contact persons listed in the RFP Section Two - Service Specifications.

Persons or organizations must submit 4 sets (Orig. + 3 copies) of their completed proposal applications (in hard copy or in PDF format on CD) and postmarked by US Postal Service on or before **August 9, 2016** and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received **no later than 4:00 p.m., Hawaii Standard Time, on August 9, 2016.**

Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:00 p.m., **August 9, 2016.**

Proposals will be received at:

The Judiciary, State of Hawaii
Financial Services Division, Contracts & Purchasing Office
Kauikaouli Hale (District Court Building)
1111 Alakea Street, 6th Floor
Honolulu, HI 96813-2807

Proposals postmarked or hand delivered after the appropriate dates and times shall be considered late and rejected, and will be returned to the applicant unopened. (See Section 1.9.8 - Proposal Submittal, for postmark or hand delivery restrictions.)

The actual funding of the contract will be based on the proposal applications submitted by the applicants and the service required by the Judiciary. The Administrative Director of the Courts reserves the right and power to award the contract in any manner which he deems to be in the best interest of the Judiciary.

The Judiciary will conduct an orientation meeting on the following date, location and time indicated:

July 15 2016 Oahu

Ali‘iolani Hale

9:00 am - 11:00 am

Administrative Conference Room

417 S. King St., Honolulu, HI 96813

Contact: Kelly Kimura Ph. 808-538-5805

Email: Kelly.Y.Kimura@courts.hawaii.gov

All prospective applicants are encouraged to attend this orientation and to bring their RFP packets with them.