Notice for Professional Services

The City and County of Honolulu's Department of Budget and Fiscal Services is seeking a qualified consultant to provide professional services for the planning and execution of a process reengineering program for the following FY06 Project:

Mayors' Review Phase II: The Mayor's Review is a program begun by Mayor Hannemann upon assuming the office of Mayor of Honolulu. Phase I of the Mayor's Review concluded on February 18, 2005 with a press conference to highlight the findings of the Mayor's Review Team. During the press conference the leaders of the Mayor's Review disclosed a deterioration in the condition of the City's finances that is the result of postponed spending and an accumulation of debt that will nearly double average annual debt service over the next 5 years. The leaders of the Review also warned of the hazards of inaction, and, while noting that the situation would likely worsen before it improved, they stated that a focus on the key issues facing the City and County could turn the tide.
Phase II of the Mayor's Review shifts from exploring the City's fiscal and budgetary state of affairs to implementation of the over 200 recommendations from Phase I. These recommendations focus on process improvement and change management. Phase II will be coordinated by a Project Management Office (PMO), which will be made up of senior administration officials. The consultant will work under the Director of the Department of Budget and Fiscal Services with guidance and input from the PMO members. This Phase continues to fall under the overall umbrella established by Mayor Hannemann, namely to Support the Mayor's efforts to have the City deliver high-quality focused services in an effective, efficient and accountable manner, while replenishing the health of the City's core operational and fiscal infrastructure. Specifically, Phase II will facilitate the process of operational and fiscal improvements as directed by the Mayor's vision.

Specifically, professional services are required to:

1. Provide planning of a process reengineering program consistent with the recommendations provided by Phase I of the Mayor's Review;
2. Provide the necessary oversight and project management to coordinate and execute the process reengineering program; and
3. Any other services required by the City and County of Honolulu.

Any organization that is interested in being considered in providing these services should submit the following information:

1. The name of the firm or person, the principal place of business, and the location of all its offices;
2. The age of the firm and its average number of employees over the past 5 years;
3. The education, training, and qualifications of key members of the firm and project team;
4. The names and phone numbers of up to five clients who may be contacted including at least two of whom services were rendered in during the preceding year;
5. The project team's understanding of the project requirements, project scope and project approach; and
6. Any promotional or descriptive literature that the firm desires to submit.

Consultants will be evaluated on the following criteria in descending order of importance:

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 purchasing agency's needs or necessary and appropriate to ensure full, open, and fair competition for professional services contracts.

Statements of Qualifications from interested firms shall be submitted with one original and two copies by August 8, 2005; no later than 4:30 p.m., Hawaii Standard Time, to the address below. No facsimile will be considered

Mary Patricia Waterhouse
Director of Budget and Fiscal Services
City and County of Honolulu
530 South King Street, 2nd Floor
Honolulu, Hawaii 96813

Any inquiry regarding the professional services required should be directed to Mary Patricia Waterhouse, Director of Budget and Fiscal Services, at (808) 523-4617.

Mary Patricia Waterhouse
Director of Budget and Fiscal Services
By Order of MUFI HANNEMANN, MAYOR
City and County of Honolulu