

CITY AND COUNTY OF HONOLULU

Notice To Providers of Professional Services  
Request For Qualifications  
Social Work, GS-185  
RFQL-PAT-1600004  
November 6, 2015

PURPOSE:

The City is soliciting Social Work services for the Department of Prosecuting Attorney.

Pursuant to Hawaii Revised Statutes, Section 103D-304, the City and County of Honolulu is publishing this notice to invite persons engaged in providing professional services to submit current statements of qualifications and expressions of interest for the Fiscal Year 2016.

The City will prepare a "list" of qualified consultants to be utilized throughout the fiscal year. Additional notices for professional services may be issued if the response to the initial notice does not result in adequate representation of available sources.

SUBMITTAL LOCATION:

ALL MATERIALS TO BE SUBMITTED shall be delivered to the following central location:

CITY AND COUNTY OF HONOLULU  
DEPARTMENT OF BUDGET AND FISCAL SERVICES  
PURCHASING DIVISION  
530 SOUTH KING STREET, ROOM 115  
HONOLULU, HAWAII 96813

NO FACSIMILES OR EMAILS SHALL BE ACCEPTED.

SUBMITTAL DEADLINE:

No later than 4:30 p.m. on November 24, 2015.

Submittals received after the above deadline that meet all applicable criteria will be accepted, but will become available for consultant selections conducted after the submitted materials have been reviewed and the service category qualification determined.

QUESTIONS:

If there are questions, please call (808) 768-5535 or email: [bfspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov).

  
Wendy Imamura  
Purchasing Administrator  
City and County of Honolulu 

**ANTICIPATED REQUIRED PROFESSIONAL SERVICES**  
**FOR FISCAL YEAR 2016**

All Qualifications shall be submitted in accordance with SUBMITTAL REQUIREMENTS. Although professional services category is listed per department herein, the category may be used by any City department.

**DEPARTMENT OF PROSECUTING ATTORNEY (PAT)**

**Social Work, GS-185**

- (1) Provide on-site assessment of needs for clients.
- (2) Provide recommendations and assist in coordination of service delivery among a variety of professionals and/or agencies tasked with providing appropriate services to clients.
- (3) Establish working relationships of mutual respect and trust with the served clientele.
- (4) Provide direct, on-site services and information to clients (counseling, advocacy, and other social services, as needed).

## **SUBMITTAL REQUIREMENTS**

### **I. MATERIALS TO BE SUBMITTED:**

Firms/Persons shall provide two (2) compact discs with PDF files of all materials being submitted.

ALL MATERIALS TO BE SUBMITTED (regardless of Department) shall:

1. Be submitted in an envelope, box, or binder;
2. Clearly IDENTIFY THE COMPANY OR PERSON SUBMITTING THE MATERIALS
3. Clearly IDENTIFY THE CATEGORY OF INTEREST (Social Work, GS-185)

All Qualifications shall be submitted in accordance with the SUBMITTAL REQUIREMENTS specified below.

### **II. SUBMITTAL REQUIREMENTS**

All materials submitted which have not been clearly designated as proprietary shall become the property of the City and shall be subject to public inspection and may be returned only at the City's discretion.

SUBMIT THE FOLLOWING:

1. The name of the firm or person, the principle place of business, and location of all of its offices;
2. The education, training, and qualifications of key members of the firm;
3. The names and phone numbers of up to five clients who may be contacted, including at least two for who services were rendered during the preceding year;
4. Any conflict of interest in performing services for the City and County of Honolulu;
5. A listing of all projects under contract with the City and County of Honolulu shall be submitted to address the capability to perform the work within specified time limitations;
6. Past record of performance on contracts with respect to cost control, quality of work, and ability to meet schedules;
7. Type and description of services the firm is interested in providing;
8. Any promotional materials or descriptive literature which the firm desires to submit.

### **SELECTION CRITERIA**

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;

### III. QUALIFICATIONS SUBMITTAL FORMAT

CRITERIA	Max. No. Of Pages
Introductory letter, number of years in the business, references and office locations	2
<p><b>1. Professional qualifications necessary for satisfactory performance of required services.</b></p> <p>The project manager must have experience in managing projects of similar nature and scope, and shall be a professional licensed in the State of Hawaii unless otherwise stated herein. The project manager's resume must be included in the Appendix.</p> <p>The consultant shall designate experienced professional and technical staff to competently and efficiently perform the work. Resumes of key team members, limited to one page per person, must be included in the Appendix.</p>	4
<p><b>2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.</b></p> <p>The consultant shall include a list of all similar projects that the consultant worked on and successfully completed. Include the name, contact person and telephone number of the government and/or private agencies, and how cost control and schedule compliance issues were addressed.</p>	3
<p><b>3. Capacity to accomplish the work in the required time.</b></p> <p>The consultant must demonstrate that sufficient knowledgeable staff is available. The consultant shall include a list of current projects, which shall include the start and estimated consultant contract completion dates of the projects. The consultant shall also identify key team members, including the project manager.</p>	3
<p><b>4. Any additional criteria.</b></p> <p><b>Innovative or Alternative Methods to Perform the Required Services, and Anticipated Concepts for Completion of the Project.</b> Please indicate any innovative, unique or alternative methods that would be used to perform the required services.</p>	2
<b>MAXIMUM TOTAL</b>	<b>14</b>
Appendix: Resumes of key personnel	1 pg/person maximum
Appendix: Company brochure (optional)	

A page is considered to be letter size, printed on one side, single spaced, with characters no smaller than 12 point (Times font or similar preferred). Additional information may be requested at our discretion.