

CITY AND COUNTY OF HONOLULU
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES
FOR DELINQUENCY COLLECTION PROGRAM DEVELOPMENT

The City and County of Honolulu, Department of Budget and Fiscal Services, is seeking statements of qualifications from firms interested and qualified to (1) develop or review and recommend revisions to policies and procedures relating to the collection of delinquent fees, charges and other monies owed the City, (2) develop a city-wide strategy for contracting collection agencies and (3) recommendations to improve the City's ability to collect on non-secured fees and charges. Interested firms are requested to submit to the Chief of Treasury, Division of Treasury, Department of Budget and Fiscal Services, City and County of Honolulu, 530 South King Street, 1st Floor, Honolulu, Hawaii 96813, a statement of qualifications in the manner specified under STATEMENTS OF QUALIFICATIONS and expressions of interest for evaluation and inclusion on a list of firms qualified to provide these services.

Whenever circumstances require, the Department of Budget and Fiscal Services will select a firm from the resulting pre-qualified list. There is no guarantee that the submission of a Statement of Qualifications will result in an inclusion to the pre-qualified list or an award of a contract. All material submitted in response to the RFQ will become the property of the City and County. The City and County reserves the right to reject any or all Statements of Qualifications.

STATEMENTS OF QUALIFICATIONS

One original and three copies of the Statement of Qualifications shall be submitted along with a letter of interest. The Statement of Qualifications should include, at a minimum, the following information:

1. The name of the firm or person, the principal place of business, and locations of all of its offices.
2. The age of the firm and its average number of employees over the past five years.
3. Experience:
 - a. Summarize your firm's ability to develop or review and recommend revisions to policies and procedures relating to the collection of delinquencies, (2) develop a city-wide strategy for contracting with collection agencies and (3) recommend methods to improve the City's ability to collect on non-secured fees and charges.
 - b. Describe your firm's knowledge of and experience with the Federal and State of Hawaii collection and bankruptcy laws.
 - c. Describe your firm's knowledge of and experience with the City's collection activities.
 - c. Describe your firm's knowledge of and experience with Federal, State of Hawaii, and City and County of Honolulu laws relating to the collection of delinquent fees, charges or other assessments.
4. Resumes of key personnel who would be involved in providing services to the City and County of Honolulu, including area of expertise, years of experience, and capacity of involvement. Detail each individual's experience with collection of delinquencies, bankruptcies and foreclosures.

5. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year.
6. Describe the services your firm is capable of providing.
8. Any promotional or descriptive literature, which the firm desires to submit.
9. Disclosure of any conflict of interest in providing services for the City and County of Honolulu.

The letter of interest and Statement of Qualifications shall be submitted and received by the Chief of Treasury, Division of Treasury, Department of Budget and Fiscal Services, no later than 4:00 P.M., Hawaiian Standard Time on **April 24, 2007** NO FACSIMILES WILL BE CONSIDERED. Any inquiries may be directed to the Chief of Treasury at (808) 527-5673.



MARY PATRICIA WATERHOUSE, Director
Department of Budget and Fiscal Services
By order of MUFU HANNEMANN, MAYOR
City and County of Honolulu