

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 following FY08 Project: Review and update the Policies and Standard Operating Procedures for the Purchasing Division of the Department of Budget and Fiscal Services.

Specifically, professional services are required to:

1. Review the Department of Budget and Fiscal Services Policies and Procedures Manual regarding procurement for consistency with the Hawaii Revised Statutes, Hawaii Administrative Rules, Revised Charter of Honolulu, and Revised Ordinances of Honolulu.
2. Provide assistance in incorporating the City and County of Honolulu Enterprise Resource Planning System into the Department of Budget and Fiscal Services Policy and Procedures Manual.
3. Provide assistance with the development of a Standard Operating Policy for the Division of Purchasing; and
4. 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; and
5. 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

Statements of Qualifications from interested firms shall be submitted with one original and two copies by June 13, 2008; no later than 4:30 p.m., Hawaii Standard Time, to the address below. No facsimile will be considered

Wendale Imamura
Division Head, 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 Erwin Ho,
Department of Budget and Fiscal Services, 768-3951.

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

Posted on web: May 30, 2008