

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

Pursuant to §103D-304 HRS, the **Office of Hawaiian Affairs (OHA)** anticipates the need for professional services during the **fiscal year July 1, 2012 – June 30, 2013** and invites interested parties to submit letters of interest and statements of qualifications for the categories listed below.

1. GS-0510 Accounting
2. GS-1510 Actuary
3. GS-0475 Agricultural Management
4. GS-0193 Archaeology
5. GS-0808 Architecture
6. GS-1420 Archivist
7. GS-0511 Auditing
8. GS-1370 Cartography
9. Collection Agency
10. GS-0020 Community Planning (including media consulting, radio production and broadcast, research and marketing; administrative assistant for Washington DC office)
11. GS-0854 Computer Engineering (incl. website contractor)
12. GS-1550 Computer Science
13. GS-0110 Economist
14. GS-1710 Education & Vocational Training
15. GS-1730 Education Research
16. GS-1740 Education Services
17. GS-0460 Forestry
18. GS-0190 General Anthropology
19. GS-1701 General Education & Training (including printing services, mailing services, video production, professional writing, grant writing, photography services)
20. GS-0801 General Engineering
21. GS-0480 General Fish and Wildlife Administration
22. GS-0601 General Health Science
23. GS-0150 Geography
24. GS-0170 History
25. GS-1750 Instructional Systems
26. GS-1373 Land Surveying
27. GS-0140 Manpower Research & Analysis
28. GS-1015 Museum Curator
29. GS-1515 Operations Research
30. GS-1221 Patent Advisor
31. GS-1223 Patent Classifying
32. GS-1224 Patent Examining
33. GS-1226 Design Patent Examining
34. GS-1725 Public Health Educator
35. Real Property Appraisal
36. GS-0803 Safety Engineering
37. GS-0101 Social Science
38. GS-0185 Social Work
39. GS-0184 Sociology

40. GS-1530 Statistician

41. Legal Services

- a. Administrative, Agency and Regulatory Law (federal and state and county)
- b. Alternate Dispute Resolution
- c. Appellate Practice
- d. Bankruptcy/Receivership
- e. Bond Counsel
- f. Business/Corporate/Contract Law
- g. Civil Rights
- h. Collections
- i. Commercial Law
- j. Constitutional Law
- k. Construction/Construction Management Law
- l. Education & Health
- m. Environmental Law
- n. Finance/Banking/Investment Banking/Public Financing/Bond Counsel
- o. Government Relations/Regulations/Contracts
- p. Information and Computer Technology
- q. Insurance
- r. Intellectual Property/Copyright/Cyber law
- s. Inter-governmental Matters
- t. Internet/News Media Law
- u. Labor, Employment and Other Personnel Related Matters
- v. Land Use/Land Use Litigation
- w. Legislation (federal, state and county)
- x. Litigation, including complex litigation
- y. Native Hawaiian Affairs (sovereignty, Native Hawaiian rights and entitlements, land acquisition and claims, water rights, blood quantum, NAGPRA, NHPA, kuleana escheat and eminent domain)
- z. Public Benefits (including ADA)
- aa. Public Policy Law
- bb. Real Estate Law (including financing, development, due diligence, land use and landlord/tenant)
- cc. Risk Management
- dd. Securities
- ee. Tax Law
- ff. Tort Law (including products, design or construction liability)
- gg. Transportation Law
- hh. Trust Law (including fiduciary duties and responsibilities)
- ii. Workers Compensation Law

Submittals must clearly state their specific category or subcategory of interest, and the category or subcategory must be one of those listed above. Those that do not comply will not be considered.

Parties wishing to be considered for more than one category or subcategory must submit a separate letter of interest, statement of qualifications and the information listed below for each category or subcategory of interest. Failure to do so will result in consideration not being given to all of the categories desired.

Submittals must include all of the following information:

1. The name of the firm or person, the principal place of business, and location of all of its offices;
2. The age of the firm and its average number of employees over the past three (3) years;
3. The education, training, and qualifications of key members of the firm;
4. 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;
5. Any promotional or descriptive literature which the firm desires to submit (only a reference to the firm's website is not acceptable); and
6. Range of professional fees, based on hourly rates when applicable.

Parties interested in being retained for any of the Legal Services **must be active licensed attorneys** and include the following additional information in their submittals:

1. The area(s) of practice in which the attorney or firm is interested in providing services, together with a summary of the number and types of cases/matters handled by each attorney in each category;
2. The range of hourly rates charged by the attorney, paralegal and other billable staff, a summary of the types and amounts of costs charged by the firm, whether any alternatives to hourly billing are available (such as fixed fee per case or project) and a description of the costs or methods on calculating charges under the alternative billing arrangements;
3. A brief description of staff and facilities available to the attorney or firm, including other attorneys, secretarial and paralegal support, and whether the firm has the ability to provide electronic case files during and following the conclusion of the matter or case;
4. The jurisdictions (state and courts) in which the attorneys are licensed and authorized to practice.

Submittals should be delivered or mailed to:

**Chief Executive Officer
Office of Hawaiian Affairs
711 Kapi`olani Blvd, Suite 500
Honolulu, Hawai`i 96813**

All submittals must be postmarked or received at the Office of Hawaiian Affairs no later than **4:00 p.m., Friday, April 20, 2012. Facsimiles, e-mails, and other forms of electronic submittals will not be accepted.** Late submittals will be accepted but will be processed at later dates that will be determined by OHA. Inquiries regarding this notice can be directed to Gerald Honda at (808) 594-0273.

PNS: March 25, 2012