

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

EDUCATION AND TRAINING  
Planned Community Associations

In accordance with §103D-304, Hawaii Revised Statutes (HRS), the State of Hawaii, Department of Hawaiian Home Lands (DHHL) is seeking qualified professional service providers in the category of Education and Training to assist DHHL to provide training for DHHL beneficiaries on new Hawaii Administrative Rules (HAR Chapter 10-7) pertaining to Planned Community Associations, as defined by HRS Chapter 421J, in DHHL homesteads statewide. STATE has identified a total of eighteen (18) such associations statewide.

Service providers shall offer training services to DHHL staff and DHHL beneficiaries on new Hawaii Administrative Rules (HAR Chapter 10-7) pertaining to Planned Community Associations, as defined by HRS Chapter 421J, in DHHL homesteads statewide.

Service providers must meet the following minimum qualifications:

- Demonstrated knowledge of Planned Community Associations, as defined by HRS 421J
- Demonstrated knowledge of the Nonprofit Corporations Act, HRS Chapter 414D
- At least 5 years experience conducting training and technical assistance on organizational development with Nonprofits and Planned Community Associations – from start-up phase (including governing documents) to growth and sustainability, and association dissolution.
  - At least 2 years direct experience with DHHL lessees and beneficiaries preferred

**Submittal Requirements:**

Any individual or firm interested and capable of providing the professional services as required above must submit a Letter of Interest, Resume and Current Statement of Qualifications to DHHL.

The Statement of Qualifications must include a description of the firm and related experience of the principles, staff members, subcontractors, and partners, including but not limited to the following information:

1. The name of the firm or person, the principal place of business, and location of all its offices;
2. The age of the firm and its average number of employees over the past year;
3. The education, training, and qualifications of key members of the firm;

4. The names, telephone numbers, and email addresses of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
5. Documentation of resources to apply including but not limited to sample work, training curriculum, workbooks, checklists, etc.
6. Any promotional or descriptive literature which the firm desires to submit;
7. Service providers must submit evidence that the firm is currently registered to do business in the State of Hawaii. In addition to the business registration, firms must also submit evidence of compliance. The required forms are as follows:
  - a. Original tax clearance certificate issued by the U.S. Internal Revenue Service and State of Hawaii Department of Taxation;
  - b. Certificate of compliance issued by the State of Hawaii Department of Labor and Industrial Relations;
  - c. Certificate of Good Standing from the State of Hawaii Department of Commerce and Consumer Affairs.

In lieu of 7a, 7b, 7c above, service providers may submit a consolidated Certificate of Vendor Compliance or “CVC” as issued by the State Procurement Office (SPO). Service providers are not required, but encouraged to register with the SPO Hawaii Compliance Express (HCE) at their website: <https://vendors.ehawaii.gov/hce/splash/welcome.html>

## **Evaluation Criteria**

Those individuals and service providers who submit their Statement of Qualifications under this category shall be evaluated using the following criteria:

### *Experience and Professional Qualifications (50 points)*

- Education and training of personnel, sub-contractors, partners
- Overall experience in providing community education and training on Planned Community Associations (as defined by HRS 421J)

### *Past Performance (30 points)*

- Results and outcomes of past community education and training services, including services to Planned Community Associations in DHHL homestead areas
- Sample past work, including training courses, curriculum, workbooks, tools and resources afforded to community clients

### *Capacity (20 points)*

- Staffing and history of the firm
  - Technical and administrative staff capacity
  - Professional staff capacity
- Tools, skills, methods, techniques to employ to carryout the services that STATE is seeking

**Submittal Deadline**

All submittal packets should be mailed or delivered to DHHL in attention to Ms. Gigi Cairel and must be received by **4:00 PM, Hawaii Standard Time, on Monday, December 9, 2019.** Submittal packets received after the specified date and time will be returned.

We do not accept email or facsimile transmissions in whole or in part, under any circumstances.

Please note that on June 3, 2019, DHHL published its annual professional services public notice seeking qualified service providers in a range of fields. If you responded to the June 3, 2019 solicitation under the category Education and Training, your statement of qualifications will be considered in this new solicitation. You may also respond to this new solicitation, if desired.

**Mailing address:**

Department of Hawaiian Home Lands  
Attn: Ms. Gigi Cairel  
PO Box 1879  
Honolulu, Hawaii 96805

**Delivery address:**

Department of Hawaiian Home Lands  
Attn: Ms. Gigi Cairel  
91-5420 Kapolei Parkway  
Kapolei, Hawaii 96707

CONTACT INFORMATION: Any inquiries regarding the above should be directed to Ms. Gigi Cairel at (808) 620-9461 office; (808) 675-6682 cell; or by email at [Gigi.O.Cairel@hawaii.gov](mailto:Gigi.O.Cairel@hawaii.gov).