

NOTICE TO PROVIDERS INTERESTED IN PROVIDING ACCOUNTING SERVICES  
TO THE DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS, STATE OF  
HAWAII

**PS-CATV-20-001-D**

The State of Hawaii Department of Commerce and Consumer Affairs (“DCCA”) through its Cable Television Division (“CATV”) is interested in obtaining the professional services of a Certified Public Accountant (“Consultant”) to assist CATV by providing accounting, auditing, financial consulting services and reviewing various processes of the local cable television operators and the allocation of cable franchise fees and public benefits.

1. ACCOUNTING AND AUDITING RELATED PROFESSIONAL SERVICES CATEGORIES:

Upon request, the Consultant will perform a review and analysis of any and all local cable operators’ financial information submitted to the State of Hawaii and other financial matters. The Consultant will also perform activities relating to the analysis of a new, renewal, or transfer of a cable operator’s franchise. The Consultant may perform managerial, financial, technical, operational, and franchise compliance agreed upon procedures, reviews, or audits. Additionally, the Consultant will provide written reports to CATV; meet with CATV staff; and provide any other services as reasonably requested by CATV.

- 1.1 Accounting: This notice covers services that advise, administer, supervise, or performs professional accounting work that requires the application of accounting theories, concepts, principles, and standards to the financial activities of corporations, governmental, quasi-governmental, private sector organizations, and not-for-profit organizations. The work includes:
  - Inspecting accounting systems;
  - Reviewing accounting standards, policies, procedures, and requirements;
  - Examining, analyzing, and interpreting accounting data, records, and reports; and
  - Advising or assisting CATV on accounting, financial management, and policy matters.
- 1.2 Auditing: This notice covers services that involve accounting and auditing knowledge, standards, and principles:
  - Analyzing work related to audit policies and programs; and
  - Conducting activities related to the detection of financial non-compliance.

## 2. QUALIFICATIONS:

Interested candidates must meet the various minimum specifications including but not limited to, the following:

- 2.1 Certified Public Accounting Firm that has a "License" or "Permit to Practice" in the State of Hawaii;
- 2.2 Demonstrate experience and understanding of the cable television industry and to some extent, broadband service, preferred but not required;
- 2.3 Previous experience in performing managerial and financial audits, reviews and compilations, agreed upon procedures, technical and operational analyses, and compliance reviews/audits;
- 2.4 Previous experience in performing reviews of contracts, agreements, by-laws, operating policies, procedures, rules, practices, and complaint resolution processes, preferred but not required; and
- 2.5 Previous experience in performing financial analysis of Federal Communications Commission filings on behalf of municipalities and/or cable franchise authorities, preferred but not required.

## 3. DEADLINE FOR SUBMISSION OF QUALIFICATIONS.

DEADLINE FOR SUBMISSION OF QUALIFICATIONS IS 4:30 P.M., HAWAII STANDARD TIME, MARCH 16, 2020. SUBMITTALS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED ONCE THREE (3) OR MORE SUBMISSIONS ARE AVAILABLE. THE SELECTION COMMITTEE, AT ITS SOLE DISCRETION, MAY RECONVENE TO REVIEW THE ADDITIONAL SUBMITTALS.

## 4. SUBMISSION OF QUALIFICATIONS AND MATERIALS:

- 4.1 Interested firms are invited to submit statements of qualifications and expressions of interest to CATV; such statements shall include but not be limited to the following:
  - 4.1.1 Transmittal Letter (a cover letter preferable on the firm's letterhead stating interest), dated and signed by an authorized representative of the firm.
  - 4.1.2 Firm's Previous Work Experience, within the past five (5) years, similar to the services requested.

- 4.1.3 Firm's Information, including but not limited to the age of the firm, its average number of employees, its principal place of business, and location of its office(s).
- 4.1.4 Experience, education, billing rates, and qualifications of key members of the firm who will be providing the services and how they relate to this request.
- 4.1.5 References providing the names and phone numbers of up to three (3) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.
- 4.1.6 Two (2) writing samples of reports prepared by the firm within the last three (3) years.
- 4.1.7 Any promotional or descriptive literature, or any additional information which the firm desires to submit in support of the submittal.

Interested parties shall submit one (1) electronic copy of items 4.1.1 – 4.1.7, listed above, on a USB data storage device, and two (2) sets of hardcopies of items 4.1.1 – 4.1.7, listed above, to:

Attn: Professional Services Selection Committee  
Cable Television Division  
Department of Commerce and Consumer Affairs  
335 Merchant Street, Room 101  
Honolulu, HI 96813

## 5. SELECTION CRITERIA.

Selection criteria shall be in descending order of importance:

- Experience and professional qualifications relevant to the project type;
- Past performance on projects of similar scope for public agencies or private industry;
- Capacity to accomplish work within the required time;
- Rates of billing; and
- Any additional criteria determined in writing by the selection committee to be relevant to the purchasing agency's needs or necessary and appropriate to ensure full, open, and fair competition for professional services contracts.

6. TERM OF THE CONTRACT.

The contract with the selected Consultant shall commence in FY 2021 and be for an initial five (5) year term, with an option for two (2) one-year extensions subject to approvals and provisions of the State Procurement Office (“SPO”) Hawaii Administrative Rules (“HAR”) § 3-122-149.

7. CERTIFICATE OF INSURANCE.

In addition, upon award of the contract, the selected Consultant shall furnish a certificate of insurance in the accordance with the following minimum insurance coverage and limits:

<u>Coverage</u>	<u>Limits</u>
Professional Liability	\$1,000,000 per occurrence

8. SPECIAL CONDITIONS.

DCCA-CATV may choose to include Special Conditions in the contract. The Special Conditions shall serve to supplement the General Conditions; both documents remain part of the Contract with full force and effect. In the case a conflict between the General Conditions and Special Conditions, the Special Conditions shall control to the extent necessary to resolve the conflict.

9. VENDOR CERTIFICATES REQUIRED:

A firm, if selected, should be prepared to produce an original consolidated *Certificate of Vendor Compliance* as proof of compliance with SPO HAR § 3-122-112. The Certificate of Vendor Compliance is issued by the SPO via the online system, “Hawaii Compliance Express.” Details regarding this online application process can be viewed at: <http://vendors.ehawaii.gov/hce/>. The certificate is not required at this time; however, the firm will be required to have a certificate before an award can be made.

- 9.1 Original Tax Clearance Certificate (Form A-6) issued by the State of Hawaii Department of Taxation;
- 9.2 Certificate of Compliance (Form LIR#27 – regarding Unemployment Insurance, Workers’ Compensation, Temporary Disability Insurance, and Prepaid Health Care) issued by the State of Hawaii Department of Labor and Industrial Relations;

9.3 Certificate of Good Standing issued by the State of Hawaii Department of Commerce and Consumer Affairs;

OR

In lieu of requesting individual compliance documents, a candidate may expedite the process by utilizing Hawaii Compliance Express ("HCE"), which can provide a "Certificate of Vendor Compliance" for your business entity. Businesses can register at <http://vendors.ehawaii.gov>. HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance" indicating that vendor's status is compliant with the requirements of Hawaii Revised Statutes ("HRS") § 103D-310(c) shall be accepted for both contracting purposes and final payment. Details regarding this process can be accessed online at <http://spo.hawaii.gov/>.

Under the requirements of HRS §103D-304, the Director of DCCA is authorized to invite interested individuals or firms engaged in providing professional services to submit statements of qualifications to the agency. Individuals or firms interested in being considered for this list, and who have the necessary experience and qualifications, are invited to submit their qualifications and materials by the deadline date and time indicated above.

If you have any questions, please contact CATV at (808) 586-2620, or by email at [cabletv@dcca.hawaii.gov](mailto:cabletv@dcca.hawaii.gov).

CATHERINE P. AWAKUNI COLÓN  
Director of Commerce and Consumer Affairs