

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

This notice shall remain posted until September 30, 2020.

Deadline for Submittals: 3:00 P.M. Hawaii Standard Time: September 30, 2020.

In accordance with § 103D-304, HRS, the State of Hawaii, Department of Hawaiian Home Lands (DHHL), is seeking qualified service providers to provide housing counseling to lessees, applicants on DHHL's wait list or households who received or are eligible to receive assistance pursuant to the Native American Housing and Self Determination Act (NAHASDA).

Housing Counseling

Housing Counseling is independent, expert advice customized to the need of the Native Hawaiian lessee, applicant or household to address housing barriers in order to achieve housing goals through homeownership counseling or rental housing counseling and include the following processes: intake, financial and housing affordability analysis, an action plan, and a reasonable effort to have follow-up communication when possible. Homeownership counseling is housing counseling related to homeownership and residential mortgage loans that covers the decision to purchase a home, the selection and purchase of a home, issues arising during or affecting the period of ownership of a home (including financing, refinancing, default, and foreclosure, and other financial dispositions) and the sale or other disposition of a home. Rental housing counseling is counseling related to the rental of residential property, which may include counseling regarding future homeownership opportunities and may also include the decision to rent, responsibilities of tenancy, affordability of renting and eviction prevention. The outcome of the housing counseling is to address housing problem(s) and at minimum result in an action plan that outlines what the Native Hawaiian lessee, applicant or household will do in order to meet their housing goal.

A service provider should have the capability to conduct and implement the following:

1. Intake: Service providers should have the capacity to intake Native Hawaiian lessee, applicant or households.
2. Financial and Housing Affordability Analysis: Review financial information submitted by the Native Hawaiian lessee, applicant or households to determine financial and housing affordability.
3. Action plan: A plan that outlines what the Native Hawaiian lessee, applicant or household will do in order to meet their housing goal.
4. Follow-up: The service provider will contact the Native Hawaiian lessee, applicant or household within two weeks of the referral, and determine progress and/or determine if the Native Hawaiian lessee, applicant or households requires any additional services and/or support.
5. Reporting: A report is provided to DHHL on the Native Hawaiian lessee, applicant or household assisted.

Candidates must meet the following minimum specifications:

- 5-year minimum experience in providing housing counseling services.

Statement of Qualifications

Any individual or firm interested and capable of providing the professional service required must submit a letter of interest, together with information documenting qualifications, experience, work history on similar projects with at least two (2) professional references, and documentation of the resources to apply to the project.

Evaluation

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 (40 points)

- Education and training of staff (provide evidence of education and certification).
- Overall experience in providing housing counseling services.

Past Performance (30 points)

- Housing counseling services outcomes in the past 5 years.
- Type of housing counseling services provided in the past 5 years.
- Sample cases and reports in the past 5 years.

Capacity (30 points)

- Staffing and history of the individual or firm.
 - Technical and administrative staff.
 - Professional staff.
- Tools, skills, methods, and techniques.

Vendor Compliance

Applicants must submit evidence that the individual or firm is currently registered to do business in the State of Hawaii. In addition to the business registration, firms must also be compliant with the State and Federal tax offices, and the Department of Labor and Industrial Relations (DLIR). Firms are not required, but encouraged to register with Hawaii Compliance Express (HCE) at their website: <https://vendors.ehawaii.gov/hce/>.

Any award resulting from this solicitation shall be subject to DHHL's standard General Conditions as well as special conditions required under federal law.

Responses shall be mailed or hand delivered as noted below. **Submittals sent via email or facsimile in whole or in part, will not be accepted.**

Mail to:

Department of Hawaiian Home Lands
Attn: Lehua Kinilau-Cano
P.O. Box 1879
Honolulu, HI 96805

Hand Delivered to:

Department of Hawaiian Home Lands
Attn: Lehua Kinilau-Cano
91-5420 Kapolei Parkway
Kapolei, HI 96707

Contact Information

Any inquiries regarding the above should be directed to Lehua Kinilau-Cano at (808) 620-9486 or via email at Nicole.L.Kinilau-Cano@hawaii.gov.