

**NOTICE FOR PROFESSIONAL SERVICES
2020-PROF-2**

Pursuant to the provisions of HRS 103D-304 Procurement of Professional Services, the County of Kaua'i hereby provides public notice to invite persons engaged in the professional services listed below to submit current statements of qualifications and expressions of interest for the fiscal year 2019-2020:

A. DEPARTMENT OF FINANCE:

**1. Title of Project: LAND INFORMATION MANAGEMENT SYSTEM
(LIMS) IMPLEMENTATION**

Professional Service/Occupation and Class: GS-1373 Land Surveying, GS-1550
Computer Science

Description: LIMS Coordinator - The individual(s) or company selected for this position will provide fulltime staffing of a LIMS Coordinator position to be located at the Kauai County Civic Center in Lihue Kauai. The LIMS Coordinator will take the lead in implementing a new LIMS for the county. The coordinator will manage all aspects of procuring and integrating LIMS software within various county departments to include Planning, Public Works and Real Property, among others. Duties performed will include project oversight, vendor coordination, coordinating training and product support, along with data conversion guidance and oversight. The LIMS Coordinator should have a strong background in GIS and Land Management as well as a solid understanding of enterprise class software systems and project management.

Estimated Cost: TBD

Estimated Contract Time: One (1) year

CONTACT PERSON: Del Sherman, Information Technology Manager
Phone: (808) 241-4416

Parties or firms interested in providing the professional services listed shall be registered with Public Purchase and transmit the resume and letter of interest electronically to www.publicpurchase.com.

You may confirm your submission on Public Purchase by clicking on the "Print Response" link on the bid page. This will show you exactly what you have submitted to the agency. This will give you a "Response Details Report" that will show what files you have uploaded and submitted to the

agency. You can print this report for your records or save a copy of it to your computer.

The letter of interest shall include:

1. Project number and title; (for example: A.1 – Land Information Management System (LIMS) Implementation)
2. Name of the department(s) to which the resume(s) is/are to be directed.
3. Signature of an authorized representative.

The subject line shall include the following reference:

2020-PROF-2 – Project Number – Company’s name (for example: 2020-PROF-2, A.1 – XYZ Co.)

The resumes may be electronically transmitted in either MS Word or PDF format.

Resumes should include:

1. Reference to this Notice by noting “**2020-PROF-2**” on the cover page of each resume.
2. The name of the firm or person, the principal place of business, and location of all of its offices.
3. The age of the firm and its average number of employees over the past five (5) years.
4. A description or narrative of the firm and statements of **experience and professional qualifications** (education, training, licenses, credentials) of the principals and staff members to be involved, and supporting data as it relates to the proposed projects.
5. A list of **projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies undertaken and completed** within the last five (5) years (including dates); the amount of the projects, owners of the projects and the scope of work performed; the names of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.
6. **Capacity to complete the work in the required time**
7. Any other pertinent data that should or may be considered in the evaluation of the firm's qualifications.

Consultants are further notified of the requirements of Act 190, SLH 2011, SB 758, wherein the County of Kaua‘i is required to utilize the Hawai‘i Compliance Express (HCE) to obtain proof of compliance of: a tax clearance from the State Department of Taxation, and the U.S. Internal

Revenue Service, State Department of Commerce and Consumer Affairs, and State Department of Labor and Industrial Relations **prior to the issuance of an award.** Consultants are strongly encouraged to register for HCE so as to allow for needed proof of compliance prior to the issuance of an award.

The furnishing of consultant services shall comply with the General Terms and Conditions for Professional Services, dated November 2017. A copy of the document can be found at www.kauai.gov, using the following links: Government > Department>Finance>Division of Purchasing.

Awards shall be electronically posted on the County of Kauai website within seven (7) days of the contract award: <http://www.kauai.gov>; follow: County Agencies; Finance - Purchasing Division; Tabulations and Awards; Professional Services.

Resume submissions shall be received by the deadline of 3:00 P.M. (Hawaii Standard Time), **September 9, 2019.** Risk of late delivery shall lie with the sender.

Reiko Matsuyama
Director of Finance
County of Kaua'i

Publicized: August 9, 2019, <http://www.spo.hawaii.gov> and <http://www.kauai.gov>