

STATE OF HAWAII
PUBLIC UTILITIES COMMISSION

NOTICE TO PROVIDERS
OF
PROFESSIONAL SERVICES
Fiscal Year 2021
(July 1, 2021-June 30, 2022)

PURPOSE:

Pursuant to Hawaii Revised Statutes ("HRS"), Section §103D-304, the Hawaii Public Utilities Commission ("Commission") is publishing this notice to invite persons engaged in providing professional services to submit current statements of qualifications and expressions of interest in anticipation of the needs of a Hearings Officer during fiscal year July 1, 2021 to June 30, 2022 (Fiscal Year 2021). The Commission will prepare a list of qualified Hearings Officers to be utilized throughout the fiscal year.

MINIMUM QUALIFICATIONS:

1. Understanding of Civil Procedures and the Civil Rules of Evidence
2. Knowledgeable of the Hawaii Revised Statutes and its applications

WORK EXPERIENCE:

1. Drafting legal memoranda
2. Arbitration experience (preferred)
3. Writing legal recommendations (preferred)
4. Legal background (preferred)

MATERIALS TO BE SUBMITTED:

1. Persons shall provide PDF files of all materials being submitted. PDF attachments shall be no larger than 3.0 MB per attachment. All PDFs shall be printable on standard size paper.
2. Persons who submit a letter of interest by electronic means bear the whole and exclusive responsibility for assuring that the documents are received by the purchasing agency and for ensuring the complete, correctly formatted, legible, and timely transmission of their documents.
3. Letter of Interest should include the following:
 - a. Background description of the person, along with statements of qualifications and experience for the types of work in which said person is interested in providing, based on services that have been performed

- for both public and private organizations within the past five (5) years in the State of Hawai'i;
- b. Capability to accomplish work in the required time;
 - c. Resume indicating all qualifications and experience that would be germane to the types of work for which the submitting party wishes to be considered;
 - d. Five (5) or more client references whom the Commission may freely contact;
 - e. Company or firm brochures and similar promotional materials (optional);
 - f. Any other information or materials that submitting party believes would be useful and relevant in being considered to provide the types of services set forth above;
 - g. Must have current compliance documents per HRS, 103D-310, which must be submitted prior to contract execution. Alternately it is encouraged to utilize the Hawaii Compliance Express certificate to satisfy this provision
<https://vendors.ehawaii.gov/hce/splash/welcome.html>;
 - h. Is responsible for securing all employee-related insurance coverage for the applicant and the applicant's employees and agents that is or may be required by law, and for payment of all premiums, costs, and other liabilities association with securing the insurance coverage; and
 - i. The Contractor acknowledges that they have no conflicts of interest in working as a Hearings Officer for the PUC. If while working as a Hearings Officer for the PUC the Contractor should identify any potential or actual conflicts of interest in pending dockets or other proceedings before the Commission, the Contractor shall immediately notify the PUC about the existence and nature of such potential or actual conflicts. For additional information, please refer to the State Ethics Code, Chapter 84, Hawaii Revised Statutes, or go to the Hawaii State Ethics Commission Website at <http://ethics.hawaii.gov>.
4. Writing Sample to exemplify relevant qualifications, expertise, and experience.

ALL SUBMITTALS shall:

- 1. Be emailed to **suelyn.tran@hawaii.gov**
- 2. Clearly IDENTIFY THE PERSON SUBMITTING THE MATERIALS
- 3. ALL MATERIALS TO BE SUBMITTED shall be sent via email.
NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

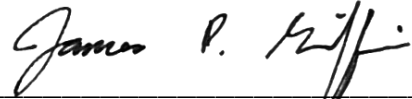
4. SUBMITTAL DEADLINE: No later than 4:30 p.m. H.S.T. on November 30, 2021.

Submittals received after the above deadline that meet all applicable criteria will be accepted, but not be reviewed until all qualifications submitted by the specified deadline have been reviewed.

5. All submissions will be kept on file through June 30, 2022, and utilized for the selection of providers of these professional services, which will be dependent upon the Commission's needs during Fiscal Year 2021, and in accordance with State of Hawai'i procurement laws.

QUESTIONS:

If you have any questions, please email suelyn.tran@hawaii.gov.



JAMES P. GRIFFIN, Ph.D
CHAIR

Public Utilities Commission

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