

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

Project Number PS D27-005

This notice shall remain posted until June 30, 2027, or until superseded by the following year's notice.

First Deadline for Submittals is 2:00 p.m., Hawaii Standard Time, Tuesday, June 30, 2026

After the first deadline, submittals received shall not be reviewed until the STATE, at its sole discretion, opts to convene the review committee.

PREVIOUS SOLICITATION

Professionals who responded to and qualified under the previous solicitation conducted during fiscal year 2025 to 2026 pursuant to the Hawaii State Department of Education Project Number PS D26-005 **need not respond** to this solicitation to be considered for projects during the 2026-2027 fiscal year.

1. USDA ADMINISTRATIVE REVIEWS AND/OR PROGRAM REVIEWS

The Hawaii State Department of Education (STATE), Hawaii Child Nutrition Program (HCNP) anticipates during fiscal year 2026-27 the need for Professional Services in the category of Auditing (GS-0511) to provide United States Department of Agriculture (USDA) Administrative Reviews and/or Program Reviews.

2. DEADLINE FOR SUBMITTALS

This solicitation shall remain open through June 30, 2027, or until superseded by the following year's notice. The first deadline for qualified professionals to submit Statements of Interest as described under SUBMITTAL REQUIREMENTS is:

2:00 P.M., Hawaii Standard Time, Tuesday, June 30, 2026

Delivery of Submittal: An electronic copy of the submittals must be received in PDF format via email at DOE-Procurement@k12.hi.us with the subject line: "*(Your Company Name): Professional Services PS D27-005 Submittal*". Applicant submittals must include current statements of qualifications and expressions of interest. Only emailed PDF submittals will be required.

Late Submittals: The STATE will continue to receive submittals after the first deadline, but these submissions shall be considered late. In order to facilitate efficient review of any late submittals, submissions received subsequent to this first review date shall remain sealed, and shall not be reviewed until the STATE, at its sole discretion, opts to convene the review committee.

3. SUBMITTAL REQUIREMENTS

Interested firms are invited to submit current statements of qualifications and expressions of interest to the STATE, including but not limited to:

- 3.1. Transmittal Letter, (cover letter on letterhead) dated and signed by the firm's authorized representative.
- 3.2. Attachment A – Professional Services Submittal Identification and Information Form providing Firm's information.

- 3.3. Attachment B – Client Project Information providing the names of a minimum of three (3) but no more than five (5) clients who may be contacted for whom similar project services were rendered. Projects may be similar in size, scope, program or educational organization.
- 3.4. Education, training and qualifications (e.g. curriculum vitae) of the Offeror's key employees who will be responsible for contract performance, including specific duties or responsibilities for this project. A full curriculum vitae rather than a summary statement is preferred, for each key employee.
- 3.5. Any promotional or descriptive literature (optional).

* Fillable forms (Attachments A and B) may be obtained by going back on your browser to the list of documents and clicking on the pdf Forms link.

4. GENERAL INFORMATION

Under the requirements of Hawaii Revised Statutes (HRS) §103D-304, such professional services are subject to competitive selection.

- 4.1 Qualified List: Qualified firms to this solicitation will be placed on a list to provide such services and, as needs arise, will be considered for selection in accordance with HRS §103D-304. Qualified firms shall express their interest in providing services in the manner specified under SUBMITTAL REQUIREMENTS.
- 4.2 Confirmation of Receipt: Confirmation of the Professional Service the Firm has been qualified for shall be emailed within four (4) weeks after the first deadline of submittals.
- 4.3 Confirmation of late submittals: Confirmation of receipt of late submittals shall be made within one (1) week via email. Confirmation of the Professional Service the firm has been qualified for shall be emailed within four (4) weeks after the review committee reconvenes to evaluate late submittals.
- 4.4 Selection Criteria and Award: As projects arise, selection criteria specific to the project shall be established and employed to select a contractor for the project. Criteria employed in descending order of importance are:
 - 4.4.1 Experience and professional qualifications relevant to the project type;
 - 4.4.2 Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
 - 4.4.3 Capacity to accomplish the work in the required time; and
 - 4.4.4 Any additional criteria determined in writing by the selection committee to be relevant to the STATE's needs or necessary and appropriate to ensure full, open, and fair competition for professional services contracts.

The selection committee may conduct confidential discussions with any firm on the qualified list regarding the services which are required and the services they are able to provide. Qualified firms may be asked to submit additional information specific to the anticipated project at that time. In conducting discussions, there shall be no disclosure of any information derived from the competing professional service offerors. The STATE intends to award multiple contracts, based on the specific needs of the anticipated projects. The head of the selection committee shall negotiate a contract with the first ranked firm for each anticipated project, including a rate of compensation which is fair and reasonable, established in writing, and based upon the estimated value, scope, complexity, and nature of the services to be rendered.

Award(s), if any, will be posted online at: <https://hands.ehawaii.gov/hands/awards>.

- 4.5 Contract/Contract Terms: If selected for a project, the Firm is required to enter into a contract with the STATE.

The "General Conditions for Goods and Services, Form AG-008" attached hereto, will be applicable to the resulting contract.

- 4.6 Certificate of Insurance:
In addition, upon award of the contract, the Firm shall furnish a certificate of insurance in accordance with the following minimum insurance coverage and limits:

<u>Coverage</u>	<u>Limits</u>
General Liability , Commercial (Occurrence Form)	\$2,000,000 aggregate \$1,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile Liability Combined Single Limit	\$1,000,000 per accident

The STATE may also require other types of insurance, or that the STATE be named as additionally insured on the Firm's policy(ies), if determined appropriate for the type of contracted service and project.

- 4.7 Special Conditions: The STATE may choose to include Special Conditions in the contract related to such matters as ownership and copyright, liquidated damages, and the exchange, handling, safekeeping and ownership of confidential and personal information. 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.
- 4.8 Vendor Certificate Required: The Firm should be prepared to submit an original consolidated *Certificate of Vendor Compliance* as proof of compliance with §3-122-112, Hawaii Administrative Rules (HAR). The *Certificate of Vendor Compliance* is issued 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**; firms will be notified in writing when the certificate must be submitted.
- 4.9 Project Specific Solicitations: At the discretion of the STATE, certain projects must be advertised on a project-specific basis. In that event, a new solicitation for professional services, independent of this solicitation, will be published and interested firms shall respond to these solicitations in the manner specified in the legal notice.
- 4.10 Federal Funds:
- 4.10.1 Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 4.10.2 All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

- 4.10.3 Davis-Bacon Act, as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 4.10.4 Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 4.10.5 Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 4.10.6 Clean Air Act ([42 U.S.C. 7401-7671q](#).) and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- 4.10.7 Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).
- 4.10.8 Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#))—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

5. CONTACT INFORMATION

Any inquiries regarding the above should be directed to Albert Perry, Procurement and Contracts Branch via email to albert.k.perry@k12.hi.us.

KEITH T. HAYASHI
SUPERINTENDENT

Procurement Notice posted on June 4, 2026.

ATTACHMENT A

Professional Services Submittal Identification and Information Form Project Number PS D27-005

USDA ADMINISTRATIVE REVIEWS AND/OR PROGRAM REVIEWS FOR THE HAWAII STATE DEPARTMENT OF EDUCATION HAWAII CHILD NUTRITION PROGRAM

Directions: Please provide the following information.

Exact Legal Name of Offeror, including "dba" or "division" of a corporation (furnish the exact legal name of the entity under which an awarded contract, if any, will be executed):			
Address: Principal Place of Business (may not be a P.O. Box):			
Mailing Address (only if different):			
Payment Address (only if different)			
Offeror's Primary Contact Person: Name			
Title			
Telephone Number		Fax Number	
Email Address			
Federal Tax Identification Number:			
State of Hawaii General Excise Tax License Number:			
Type of Business Entity (check one):	☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Joint Venture ☐ Limited Liability Company ☐ Other _____		
Names of all Offeror's parent, affiliate and subsidiary organizations:			
Offeror is either:	☐ A Hawaii business incorporated or organized under the laws of the State of Hawaii; OR ☐ A Compliant Non-Hawaii business incorporated or organized under the laws of the State of _____ on (date) _____, and, if applicable, registered with the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.		

ATTACHMENT B

Client Project Information
Project Number PS D27-005

**USDA ADMINISTRATIVE REVIEWS AND/OR PROGRAM REVIEWS FOR THE HAWAII STATE
DEPARTMENT OF EDUCATION HAWAII CHILD NUTRITION PROGRAM**

Directions:

- Please provide information regarding recent projects and the names of a minimum of three (3) but no more than five (5) clients who may be contacted for whom similar project services were rendered. Project may be similar in size, scope, program or educational organization.
- Any supplemental information related to this project although not required, should be attached to the respective Attachment B, Client Project Information Form.

Name of Your Company:	
<i>Name of Client:</i>	
<i>Name of Client Contact Person:</i>	
<i>Client's Phone Number:</i>	
<i>Date or period of project and/or service:</i>	

Description of project/services rendered:

--

Other Information or comments:

--

☐ *check here if supplemental information related to this project is attached.*