

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

IT-2018-4

Pursuant to Chapter 103D-304. Procurement of professional services (b)(3), Additional notices shall be given if new needs for professional services arise.

The Kaua'i County Department of Water (DOW) anticipates the need to engage the following professional services. Those determined to be qualified to provide the requested professional services shall be placed on a list until June 30, 2018. The requested services include, but are not limited to:

Information Technology: Provide professional support services for the maintenance, management and up-dating of the Department's existing Software and Project Management of various IT program implementation such as:

- A. Review and Update IT strategic planning, implementation, and support
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The following requirements pertain to all Statement of Qualifications (SOQ's) submitted. SOQ's should identify the area(s) of professional services provided by the proposer, and include a description of the proposer's firm, the qualifications and related experiences of the principals and staff members, and supporting data and information as they relate to the proposed subject-matter areas. Use of Federal Form SF 330 or State Form DPW 120 with supplemental information, where appropriate, is encouraged. SOQ's should include, but not be limited to, the following information:

- A. The name of the firm or person, the principal place of business, and location of all of its offices;
- B. The age of the firm and its average number of employees for the past five years;
- C. The education, training, and qualifications of key members of the firm;
- D. The education, training, and qualifications of key members of the associate firms for subcontracted work;
- E. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services have been rendered during the preceding year;
- F. Any promotional or descriptive literature which the firm desires to submit, and
- G. Submit Quality Assurance Procedures (this item is important and submittals will be rejected without it).

Expressions of interest, SOQs, and accompanying information must be received by the Department of Water addressed to Manager & Chief Engineer, Kaua'i County Department of Water, 4398 Pua Loke Street, Lihu'e, Kaua'i, Hawai'i 96766 or email to: cerorita@kauaiwater.org. All submittals must be in **ELECTRONIC FORM ONLY**, pdf format limited to 10MB by e-mail (Subject line to read "Response to Professional Services IT-2018-4") or CD no later than 4:30 p.m., **March 23, 2018**. Questions may be directed to Ms. Christine Erorita at (808) 245-5409.

(www.kauaiwater.org, SPO Website 02/23/18)