

## NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

This notice shall remain posted until March 10, 2014

**Deadline for Submittals: 3:00 P.M. Hawaii Standard Time: March 10, 2014.**

In accordance with §103D-304, HRS, the State of Hawaii, Department of Hawaiian Home Lands (DHHL), is seeking qualified service providers for the DHHL's Homebuyer Assistance and financial Literacy Education program (HALE). (GS-1701)

### **Homebuyer Education and Case Management Services for O'ahu Undivided Interest Beneficiaries**

Homebuyer Education is a financial literacy & homeownership course taught by the service provider that focuses on factors that prospective home buyers must consider before making a home purchase (such as understanding and repairing their credit, budgeting, and various mortgage lending products) and after making a home purchase (such as preparation for circumstances that cause financial distress, avoiding financial traps and avoiding foreclosure). Service providers will be required to submit their curriculum with their statement of qualifications.

Interested service providers shall also offer counseling services that will help clients understand their financial picture through a budget and/or money management plan, assist clients with tools and techniques that will help improve credit scores, reduce debt, increase income, and increase savings. Delivery of such services will be time sensitive as determined by DHHL relative to the housing inventory/construction schedule/loan qualification processes.

Intended outcomes will include: the ability of the Undivided Interest Beneficiaries referred to the provider by DHHL to qualify for a mortgage loan product; the ability of the service provider to adapt and expand its curriculum as needed by the Undivided Interest Beneficiary; the ability of the service provider to meet the established time lines as defined by DHHL.

DHHL will offer the aforementioned services to Undivided Interest Beneficiaries based on the island of O'ahu. (Services for Neighbor island will be done in future postings.) These include the developments of Kaka'ina, Waimanalo; Kanehili, Kapolei; and East Kapolei II, Kapolei.

More than one service provider may be selected.

Service Providers must meet the following minimum specifications:

1. Degree: that included or was supplemented by major study in education or in a subject-matter field appropriate to the position.

or

2. Combination of education and experience -- courses equivalent to a major in education, or in a subject-matter field appropriate to the position, plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study.

and

1. 2 year minimum experience in providing home buyer education and financial literacy training specific to the home-buying process and home retention in a classroom setting.
2. 2 year minimum experience in providing individual counseling to clients, and providing support to clients who need additional guidance, especially in budgeting, savings, debt and credit management.
3. 2 year minimum experience in providing financial literacy counseling services. Experience shall include the collection and processing pertinent financial information from clients, rendering financial assessments, and recommending corrective measures and appropriate financial actions and advice to clients.

**Any individual or firm interested and capable of providing the professional service required must submit:**

- **A letter of interest,**
- **Information documenting qualifications, experience, work history on similar projects, and capacity to implement the project.**
- **Two (2) professional references**
- **Documentation of the resources to apply to the project.**

Vendor Certificates Required: Applicants must submit an original consolidated Certificate of Vendor Compliance as issued by the State Procurement Office via the online system, "Hawaii Compliance Express." Details regarding this online application process may be viewed at: <http://vendors.ehawaii.gov/hce/>

Any award resulting from this solicitation shall be subject to DHHL's standard General Conditions. A copy may be obtained from the contact information below.

Responses shall be mailed or hand delivered; **submittals sent via email or facsimile will not be accepted.** Applications shall be submitted to:

Department of Hawaiian Home Lands  
Attn: Kamana'o Mills  
P.O. Box 1879  
Honolulu, Hawaii 96805

CONTACT INFORMATION: Any inquiries regarding the above should be directed to Mr. Kamana'o Mills at (808) 620-9508 or Debra Joy at (808) 620-9515 or via email at [kamanao.mills@hawaii.gov](mailto:kamanao.mills@hawaii.gov).