



## STATE PROCUREMENT OFFICE

RELEASE DATE: JULY 11, 2016

PUBLIC NOTICE  
No. PN-17-001-SW

APPLICATIONS FOR  
QUALIFIED CONSULTING FIRMS TO PROVIDE  
ACCOUNTING SERVICES

GS 0510

WILL BE RECEIVED BY 4:00 P.M. (HST) ON

JULY 20, 2015

VIA E-MAIL TO BE SENT TO [LORI.M.CERVANTES@HAWAII.GOV](mailto:LORI.M.CERVANTES@HAWAII.GOV), LOCATED AT THE  
STATE PROCUREMENT OFFICE. QUESTIONS MAY BE DIRECTED TO LORI CERVANTES  
VIA E-MAIL.

  
Mara Smith  
Procurement Officer

STATE OF HAWAII  
NOTICE to PROSPECTIVE APPLICANTS  
FOR PROFESSIONAL SERVICES

**Accounting Services**

GS 0510

**PN-17-001-SW**

Pursuant to Hawaii Revised Statutes (HRS), Section 103D-304, the Hawaii State Procurement Office (SPO), on behalf of the Department of Accounting and General Services (DAGS), is publishing this notice to invite persons engaged in providing Professional Accounting Services to submit current statements of qualifications and expressions of interest to support anticipated DAGS accounting requirements during Fiscal Year 2017.

SPO will prepare a "list" of qualified consultants for Professional Accounting Services to be utilized throughout the fiscal year. Additional notices for professional services may be issued if (1) the response to the initial notice is inadequate; (2) the response to the initial notice does not result in adequate representation of available sources; or (3) previously unanticipated needs for professional services arise. Additional notices will be posted on the SPO's Procurement Notices for Solicitation website at: <http://spo3.hawaii.gov/notices/notices>.

The Consultant will be required to provide select schedules for the State's Comprehensive Annual Financial Report (CAFR) and departmental financial statements for the State of Hawaii (State) to improve the timeliness and accuracy of the CAFR deliverables. Schedules may include, but not be limited to modified accrual fund binders; adjusting/reclassifying journal entries and supporting schedules; and work papers such as Fixed Assets, Construction-In-Progress, and Vouchers Payable.

Persons interested in being considered for award shall submit the required information and completed attachments, as outlined in this notice, no later than **July 20, 2016, 4:00 p.m. HST**.

**BACKGROUND MATERIALS**

The following table provides a list of attachments and document links that provide available materials related to this notice. Interested Offerors are encouraged to review this information in order to gain a thorough understanding of the Accounting Services that may be required. Inclusion of any department/agency listed below does not indicate or imply that the department/agency will purchase services as a result of this notice and the State is under no obligation to purchase such services.

**Table 1. Background Materials**

		Attachment Name or Document Link
1	State of Hawaii CAFR, June 30, 2015	<a href="http://ags.hawaii.gov/accounting/annual-financial-reports/">http://ags.hawaii.gov/accounting/annual-financial-reports/</a>
2	Financial Audit of the State of Hawaii Department of Health Drinking Water Treatment Revolving Loan Fund, June 30, 2015	Attachment A-1
3	Financial Audit of the State of Hawaii Department of Health Water Pollution Control Revolving Fund, June 30, 2015	Attachment A-2



4	Department of Transportation – Airports Division Financial Statements and Supplemental Schedules, June 30, 2015 and 2014	Attachment A-3
5	Harbors Division, Department of Transportation Financial Statements and Supplemental Information, June 30, 2015 and 2014	Attachment A-4
6	Hawaii Community Development Authority Financial Audit, June 30, 2015	Attachment A-5
7	Hawaii Employer-Union Health Benefits Trust Fund Financial Statements and Supplemental Information, June 30, 2015 and 2014	Attachment A-6
8	Hawaii Health Systems Corporation Financial Report with Other Supplemental Information, June 30, 2015	Attachment A-7
9	Hawaii Housing Finance and Development Corporation Financial and Compliance Audit, June 30, 2015	Attachment A-8
10	Department of Commerce and Consumer Affairs Hawaii Hurricane Relief Fund Financial Statements and Supplemental Schedule, June 30, 2015 and 2014	Attachment A-9
11	Hawaii Public Housing Authority Financial Statements, June 30, 2015	Attachment A-10
12	Hawaii Tourism Authority (A Component Unit of the State of Hawaii) Financial Statements, June 30, 2015	Attachment A-11
13	University of Hawai'i Consolidated Financial Statements and Required Supplementary Information, June 30, 2015 and 2014	Attachment A-12
14	Fiscal Year 2015 CAFR Financial Information instructions and templates	<a href="http://ags.hawaii.gov/accounting/cafr-and-state-single-audit-forms/">http://ags.hawaii.gov/accounting/cafr-and-state-single-audit-forms/</a>

## MINIMUM QUALIFICATIONS BY CATEGORY

### Category #1 – Financial Reporting

- Must be a Certified Public Accounting firm licensed in the State of Hawaii.
- The firm's Principal supervising the work shall be a licensed Certified Public accountant in the State of Hawaii.
- Within the last five years, must have a minimum of 2,000 hours of experience in preparing governmental financial statements and notes to the financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Must have experience working with the State of Hawaii systems including Financial Accounting Management and Information Services (FAMIS) and FAMIS Datamart, or applicable departmental financial system. (Complete OF-3 attached)

## Category #2 – Schedule Preparation

- Must be a Certified Public Accounting firm licensed in the State of Hawaii.
- Within the last five years, must have a minimum of 2,000 hours of experience in governmental accounting.
- Must have experience working with applicable State of Hawaii systems and source documents which may include Financial Accounting Management and Information Services (FAMIS) and FAMIS Datamart, Fixed Asset Inventory System (FAIS), applicable departmental financial system, Treasury Deposit Receipts (TDRs), Purchase Orders (POs), Contracts, Summary Warrant Vouchers (SWVs), Journal Vouchers (JfVs), or other applicable source documents. (Complete OF-3 attached)

## **CONTRACT SCOPE BY CATEGORY**

### Category #1 – Financial Reporting

- Provide assistance in preparing high level financial reports in accordance with Generally Accepted Accounting Principles (GAAP) which may include:
  - Comprehensive Annual Financial Report (CAFR) financial statements
  - Departmental financial statements
  - Notes to the financial statements

### Category #2 – Schedule Preparation

- Provide assistance in preparing accounting schedules used to prepare the CAFR and/or departmental financial statements.
- Services may include providing assistance in preparing the following:
  - Departmental information - which may include, Cash Held Outside the State Treasury, Investments Held Outside the State Treasury, Office Supplies, Prepaid Expenses, Vouchers Payable, Accrued Payroll, Other Accrued Liabilities, Revenue Bonds Payable, Lease Commitment Footnote Disclosure, Accrued Vacation and Sick Leave.
  - Fixed Asset and Accumulated Depreciation - which may include Fixed Asset and Roll Forward summary and details including beginning balances, additions, disposals, change increases/decreases, transfers in/out, Construction-In-Progress (CIP) analyses.
  - Post-closing entries and supporting schedules – which may include adjusting/reclassifying entries required for fair presentation of the budgetary control financial statements, entries that need to be booked in order to convert budgetary control financial statements to modified accrual and full accrual
  - Other schedules required for preparation of the CAFR.

## **PERFORMANCE PERIOD**

The period of performance for this contract shall be from August 1, 2016 to June 30, 2017.

## **PARTICIPATING JURISDICTIONS**

The following jurisdictions are not required but may use the resulting vendor list. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D and

the procurement rules apply to purchases by using the applicable methods of procurement and its procedures. The decision to use this vendor list is at the discretion of the participating jurisdictions.

Executive Departments/Agencies	City and County of Honolulu
Department of Education	Honolulu City Council
(Excludes Charter Schools)	Honolulu Board of Water Supply
Hawaii Health Systems Corporation	Honolulu Authority for Rapid Transportation
Office of Hawaiian Affairs	County of Hawaii
University of Hawaii	Hawaii County Council
House of Representatives	County of Hawaii – Department of Water Supply
Senate	County of Maui
Judiciary	Maui County Council
	County of Maui – Department of Water Supply
	County of Kauai
	Kauai County Council
	County of Kauai – Department of Water

## **ADDITIONAL FEDERAL REQUIREMENTS**

Offerors are on notice that some Participating Entities may be receiving funds from various federal government grants and/or programs. Contracts from these entities may be subject to additional requirements in accordance with federal law and specific federal agreements. Additional requirements could include not awarding to vendors who are found on the List of Excluded Parties, complying with additional federally-required contract clauses, and providing representations and certifications (debarment, restrictions on lobbying, etc.) applicable to certain federally-assisted grants/agreements. As such, Offerors should be aware that these purchase documents will vary from contracts issued by agencies not subject to federal requirements.

## **INFORMATION TO BE SUBMITTED**

- Completed Offer Form (OF-1). Offer Form (OF-1) is attached to this Public Notice. This form must be completely filled out. Failure on the part of the Offeror to meet this requirement may result in the applicant to be determined “non-qualified.”
- Response to Sections I, II, III, and IV below.

## **SUBMITTAL FORMAT**

The Submittals shall be sectioned as follows:

### **Section I – Statement of Interest**

- Letter of interest indicating the name of the firm or individual, principal place of business, and location of all of its offices.

### **Section II – General Background**

- The age of the firm and its average number of employees over the 5 past years; or the period of time the individual has been in business.
- A short paragraph, not more than one half page typed, describing the firm and its capabilities.

### **Section III – Education, Training, and Experience**

- The education, training, and qualifications of key individual(s) that will be performing the applicable service;
- Statement of qualifications highlighting the firm's or individual's qualifications, expertise, and experience.
- Any other relevant information on the firm's or individual's experience, expertise, and past performance including but not limited to the quality of work, cost, and ability to meet schedules.
  - Submit a resume for each key individual as evidence of his/her education, training, and background experience.
  - Submit Government Experience form (OF-3)

### **Section IV – References and Additional Literature/Information**

- The names and phone numbers of up to five clients, as provided on appropriate Offeror References Form, page OF-2, who may be contacted including at least two for whom services were rendered during the preceding year.

Offeror References Form (OF-2) is attached to this Public Notice and must be completely filled out. Failure on the part of the Offeror to meet this requirement may result in the applicant to be determined "non-qualified."

### **SELECTION PROCESS**

After the list of qualified applicants are determined, agencies may evaluate and contract for services as needed, during the fiscal year. Selection of professional services will be made in accordance with Section 103D-304, Hawaii Revised Statutes and Section 3-122, Subchapter 7, Hawaii Administrative Rules.

The selection criteria employed in descending order of importance shall be:

1. Experience and professional qualifications relevant to project type.
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notice of deficiencies.
3. Capacity to accomplish the work in the required time.
4. Any additional criteria determined in writing by the selection committee to be relevant to the purchasing agency's needs or necessary and appropriate to ensure full, open, and fair competition for professional services contracts.

Contract scope, term of performance, and price shall be negotiated with the highest ranked (most qualified) applicant(s).

Attachments: Application and Offer Form for Accounting Services (OF-1)  
Offeror References Form (OF-2)  
Government Experience Form and Example (OF-3)  
Background Materials (Attachments A-1 to A-12)