

DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
CHILD WELFARE SERVICES BRANCH

NOTICE OF REQUEST FOR PROPOSAL

The State of Hawaii, Department of Human Services is procuring the following service:

**‘Ohana Conferencing Services – Statewide
RFP SSD-16-POS-3070**

The new contracts are expected to begin on July 1, 2016.

As of March 28, 2016, interested parties may review the RFP posted on the State Procurement Office website at www.spo.hawaii.gov (see “Procurement Notices/Bidding Opportunities”).

The Department will conduct an RFP Meeting live in Honolulu and via teleconference for the neighbor islands and other locations to discuss the RFP and answer questions from the community. If you would like to attend please call Ms. Cyndy Pierce at (808) 587-3168 or email her at cpierce@dhs.hawaii.gov **by 3:30 p.m. on Monday, April 4, 2016** and provide your name, agency, phone number, email address, and if you will be attending the Meeting in Honolulu or via teleconference. If participating via teleconference please make sure the phone number provided is the one you may be contacted at for the teleconference.

The RFP Meeting will be held as follows:

Date:	Tuesday, April 5, 2016
Time:	1:00 p.m. to 4:00 p.m.
Location:	Department of Human Services Social Services Division Office 810 Richards Street, Suite 400 Honolulu, Hawaii

Preliminary written questions will be accepted **until 12:00 p.m. on Monday, April 4, 2016**. Please direct written submissions to Ms. Cyndy Pierce by email to cpierce@dhs.hawaii.gov or by fax to (808) 586-5700. It is strongly recommended that all comments, suggestions, and questions be submitted in writing even if they are discussed with the Department prior to the RFP Meeting.

PLEASE NOTE: The RFP Meeting is for informational purposes. Participation in the Meeting is optional and not required in order to respond to the RFP. Neither the Department nor any interested party responding to the RFP has any obligation under this process.