

## NOTICE TO INTERESTED PARTIES

### Request for Proposals (RFP) No. 15-004-PEO

### COMPLIANCE MONITORING SERVICES

The HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION (HHFDC) is requesting proposals from qualified persons or firms able to provide **Compliance Monitoring Services**. The HHFDC encourages participation by minority and women's business enterprises to submit offers.

Copies of the RFP shall be made available as follows, beginning February 17, 2015:

1. **Electronic copy on the State Procurement Office (SPO) website.** A copy of the RFP documents can be reviewed and downloaded online at no cost. Go to <http://spo3.hawaii.gov/notices/notices>. Locate the RFP and click on the "More Info" link to download the documents. **Any Offeror who downloads the solicitation documents online is advised to register by e-mail or fax to the RFP Contact.** If Offeror does not register with RFP Contact, Offeror will not receive notification of any changes or addenda to the RFP.
2. **Hard copy picked up at the HHFDC Office.** Notify the RFP Contact below to schedule a pick up. A fee of \$100 per copy will be assessed for administrative and printing costs. The HHFDC Office is located at 677 Queen Street, Suite 300, Honolulu, Hawaii. Fee shall be paid via cashier's check payable to "Hawaii Housing Finance and Development Corporation."
3. **Hard copy by U.S. Postal Service first class mail, Fedex, or equivalent.** Notify the RFP Contact below to arrange mailing of the solicitation documents. Must have carrier account number or documents will be mailed via USPS First Class Mail. A fee of \$100 per copy will be assessed for administrative and printing costs and must be prepaid via cashier's check payable to "Hawaii Housing Finance and Development Corporation."

Statements made by HHFDC representatives during the solicitation process shall not be binding on HHFDC unless confirmed by written addendum. Direct all questions regarding the RFP, in writing, to the RFP Contact, Donna Ho, Property Management Coordinator, HHFDC, Email: [donna.m.ho@hawaii.gov](mailto:donna.m.ho@hawaii.gov), Fax: (808) 587-0600. The deadline for questions is March 12, 2015.

**Proposals must be received no later than 4:00 PM on March 24, 2015 by the Procurement Officer at Hawaii Housing Finance and Development Corporation, 677 Queen Street, Suite 300, Honolulu, Hawaii 96813.**

  
Craig K. Hirai, Executive Director  
Hawaii Housing Finance and Development Corporation

Legal Ad Date: February 17, 2015