

## PUBLIC NOTICE TO OFFERORS

NOTICE is hereby given that COMPETITIVE SEALED PROPOSALS for an EMPLOYEE ASSISTANCE (PROFESSIONAL COUNSELING) SERVICE PROVIDER for the STATE OF HAWAII (“**STATE**”) Resource for Employee Assistance and Counseling Help (“**REACH**”) Program, DHRD RFP NO. 24-1-REACH, are being solicited. Proposals shall be mailed or hand-delivered to the Department of Human Resources Development (“**DHRD**”), 235 S. Beretania Street, #1004, Honolulu, HI 96813, and must be received by **4:00 p.m. (HST), October 6, 2023**. Deliveries by private mail services such as FedEx or equivalent shall be considered hand-delivered. Proposals received after 4:00 p.m. (HST), October 6, 2023, shall be rejected and not considered. Proposals shall not be opened publicly, but shall be opened in the presence of the Director of Human Resources Development (“**DIRECTOR**”) or persons designated by the Director.

The Request for Proposals (“**RFP**”) may be obtained at no cost, beginning at 10:00 a.m. (HST), August 24, 2023. A copy of the RFP can be picked up from the above address, downloaded from <https://dhrd.hawaii.gov/>, or mailed to you by calling (808) 587-1075. Prospective offerors/bidders requesting that the RFP be mailed to them must provide their Federal Express account number or its equivalent.

The deadline for submission of written questions or requests to amend the RFP is by 3:00 p.m. (HST), September 7, 2023. A written “Notice of Intent to Submit a Proposal” (“**NOTICE**”) must be received by the above office by 4:00 p.m. (HST), September 22, 2023, in order to receive official communications from the State involving the RFP. Questions and the Notice may be faxed to (808) 587-1107 or emailed to [DHRD.EAO@hawaii.gov](mailto:DHRD.EAO@hawaii.gov).

DHRD reserves the right to cancel this RFP, or reject any and all proposals, in whole or in part, when it is in the best interest of the State. The State and DHRD assume no financial responsibility/liability whatsoever for the preparation of any responses to this RFP. For additional information, visit our website at <http://www.dhrd.hawaii.gov/>, or the State Procurement website at <http://www.spo.hawaii.gov/>.

Brenna H. Hashimoto, Director  
Department of Human Resources Development  
August 24, 2023