County of Kauai
Department of Finance - Purchasing Division

Professional Services Procurement Disclosure

Pursuant to the requirements of HRS 304-103D, the following information is hereby publicly disclosed.

Award Date: 5/11/15
Contract #: 9242

1. **Professional Services Publication Number:**
   - **Publication Number: Resume # SPO VL 14-07 (2015-PROF-8)**

2. **Description of Services Required:**
   - **Accounting Professional Services**

3. ☐ **Check if Small Purchase procedures used.**

4. **The ranking and names of a minimum of the top three (3) persons or organizations ranked by the Selection Committee for negotiation of a contract (note- the minimum of 3 persons may be limited to less than 3 by the review committee or by the number of responses to the solicitation):**
   - **N&K CPAs, Inc.**
   - **KMH LLP**
   - **Deloitte & Touche LLP**

5. **The legal name of the person or organization receiving the award:**
   - **N&K CPAs, Inc.**

6. **The Dollar amount of the contract: $950,000.00**
   *****4 year term, subject to the availability and appropriation of funds**

   The compensation shall be applied as follows:

   FY 2014-2015: $230,000.00

   FY 2015-2016: $235,000.00

   FY 2016-2017: $240,000.00

   FY 2017-2018: $245,000.00

7. **The names of the Selection Committee members:**
   - **Scott Sato**
   - **Sherri Silva**
   - **Stephanie Iwasaki**

8. **Describe the relationship of any of the principals to any of the persons making the recommendation of award and award:**
   - DIRECTOR OF FINANCE (AUTHORITY TO AWARD): NONE

Date Posted: 5/11/15

Award Letter
Resume #2015-PROF-8

Bernard P. Carvalho, Jr.
Mayor

Nadine K. Nakamura
Managing Director

Ken M. Shimonishi
Director of Finance

Sally A. Motta
Acting Director of Finance

DEPARTMENT OF FINANCE
County of Kaua'i, State of Hawai'i
DIVISION OF PURCHASING
4444 Rice Street, Suite 303, Līhu'e, Hawai'i 96766
TEL (808) 241-4288 FAX (808) 241-6297

May 11, 2015

N&K CPAs, Inc.
American Savings Bank Tower, Suite 1700
1001 Bishop Street
Honolulu, HI 96813

Attn: Mr. Blake S. Isobe, Partner

Gentlemen:

RE: **CONTRACT NO. 9242 – ACCOUNTING PROFESSIONAL SERVICES**

Your firm has been awarded the negotiated contract to provide services for the ACCOUNTING PROFESSIONAL SERVICES, for the Office of the County Auditor, County of Kauai, in accordance with SPO VL 14-07 (2015-PROF-8) and to the terms and conditions set forth in the contract document. The award is subject to your return of the executed contract together with:

☒ Insurance certificates as required by the solicitation or negotiated terms.

The negotiated contract amount shall not exceed **NINE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS ($950,000.00).**

The compensation shall be applied as follows:

FY 2014-2015: $230,000.00

FY 2015-2016: $235,000.00

FY 2016-2017: $240,000.00

FY 2017-2018: $245,000.00

Subject to the availability and the appropriation of funds, services under this contract shall be for the period of **four (4) years** from the date of the official Notice to Proceed. Funds are available

and appropriated only for the first fiscal year of the contract. The contractual obligation of both parties in each fiscal period succeeding the first is subject to the appropriation and availability of funds.
The agency will notify the Contractor on a timely basis regarding the availability of funds for the continuation of the contract for each succeeding fiscal period.

Contract documents will be emailed to you under separate cover for your review and execution. **Contract No. 9242** is assigned and should be referenced in all future communications relating to this Contract.
After the contract is fully executed, a "Notice to Proceed" will be issued to designate the official contract starting date. Until said Notice is issued the County may find cause for cancellation of the award and any expenses incurred by you will be at your own risk.

Further, as a reminder, the following is a requirement for final payment and should be submitted with your final payment invoice:

- ☒ a tax clearance certificate required by HRS 103D-328, and 103D-310 (c)
- ☒ Contractor's Certificate of Compliance for Final Payment (self-certification form), required by HAR 3-122-112 (c), Responsibility of Offerors. Purchasing Division Schedule G-1 is available upon request.

We appreciate the opportunity to work with you on this project and look forward to its successful and timely completion.

Please feel free to call us on any questions or if we may assist you in anyway.

Very truly yours,

Ernest W. Barreira, M.S.
Assistant Chief Procurement Officer

cc: Auditor/S.Iwasaki

/krm/wt