

**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: 2/7/22

Contract #: 9926

1. **Professional Services Publication Number:**
 - **Publication Number: 2022-PROF-5**
2. **Description of Services Required:**
Pre-Employment Psychological Screening
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/A**
5. **The legal name of the person or organization receiving the award:**
 - **Herbert M. Gupton, Ph.D**
6. **The Dollar amount of the contract: \$19,995.00**
7. **The names of the Selection Committee members:**
 - **N/A**
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: 2/7/22

**DEPARTMENT OF FINANCE
PURCHASING DIVISION**

REIKO MATSUYAMA, DIRECTOR
MICHELLE L. LIZAMA, DEPUTY DIRECTOR



DEREK S.K. KAWAKAMI, MAYOR
MICHAEL A. DAHLIG, MANAGING DIRECTOR

February 7, 2022

Herbert M. Gupton, Ph.D.
1234 Kelewina Place
Kailua, HI 96734

Attn: Herbert M. Gupton, Ph.D.

RE: **2022-PROF-5 – PRE-EMPLOYMENT PSYCHOLOGICAL SCREENING**

Your firm has been awarded the contract to provide PRE-EMPLOYMENT PSYCHOLOGICAL SCREENINGS for the Department of Finance, County of Kauai, in accordance with 2022-PROF-5, and to the terms and conditions set forth in the contract document. The award is conditioned upon your execution and return of the executed contract together with:

- Insurance certificates as required by the solicitation. ***An electronic copy of your Certificate of Insurance must be emailed within five (5) working days of receipt of Notice of Award.*

The contract amount shall not exceed **NINETEEN THOUSAND NINE HUNDRED NINETY FIVE DOLLARS AND NO/100 (\$19,995.00)**.

Contract documents will be transmitted under separate cover for your review and execution. **Contract No. 9926** 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:

- Tax clearance compliance required by HRS 103D-328;
- 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.

Please feel free to call us on any questions or if we may be of service.

Very truly yours,

Ernest Barreira
Ernest Barreira (Feb 7, 2022 11:42 HST)

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

cc: KPD – D.Arruda

/krm


NOA C9926

Final Audit Report

2022-02-07

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