

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: 11/1//19

Contract #: 211687

1. **Professional Services Publication Number:**
 - **Publication Number: 2020-PROF-7**
2. **Description of Services Required:**

Kauai Fire Department Medical Director
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:**
 - **Elizabeth Char**
6. **The Dollar amount of the contract: \$74,997.00**
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: 11/5/19



**PURCHASING DIVISION
DEPARTMENT OF FINANCE
THE COUNTY OF KAUA'I**

**DEREK S. K. KAWAKAMI, MAYOR
MICHAEL A. DAHILIG, MANAGING DIRECTOR**

**REIKO MATSUYAMA
DIRECTOR**

**MICHELLE L. LIZAMA
DEPUTY DIRECTOR**

October 31, 2019

Elizabeth A. Char
2133 Brown Way
Honolulu, HI 96822

Attn: Elizabeth A. Char, M.D.

RE: CONTRACT NO. 211687 –KAUAI FIRE DEPARTMENT MEDICAL DIRECTOR

Your firm has been awarded the negotiated contract to provide services for the KAUAI FIRE DEPARTMENT MEDICAL DIRECTOR for the Kauai Fire Department, County of Kauai in accordance with 2020-PROF-7, 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 contract amount shall not exceed SEVENTY FOUR THOUSAND NINE HUNDRED NINETY SEVEN AND NO/100 (\$74,997.00) with a first year payment of \$24,999.00.

This **three (3) year** multi-term contract is subject to the availability and appropriation of funds, effective upon the issuance of the official Notice to Proceed.

Contract documents will be emailed to you under separate cover for your review and execution. **Contract No. 211687** 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 Barreira

Ernest Barreira (Oct 31, 2017)

Ernest W. Barreira, M.S.

Assistant Chief Procurement Officer

cc: KFD – J.Cole

/krm