



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817**

November 1, 2018

REQUEST FOR QUOTES (RFQ) NO. HR 2019-10

TEMPORARY STAFF FOR ADMINISTRATIVE SUPPORT

ADDENDUM 1

Amendment to RFQ No. HR 2019-10

1. First paragraph on page 1 that states:

The Office of Hawaiian Affairs (hereinafter "OHA") is seeking quotes from interested Offerors to provide temporary staffing in the area of administrative services to support the needs of the various departments within OHA. The Level 1: Entry level position requires one (1) year experience and high school diploma (or GED) to some college education. The temporary staffing shall be on an as-needed basis and shall vary from 0 to 40 hours per week within a Monday through Friday, 7:45 to 4:30 work schedule. Commencement of work shall begin no earlier than Thursday, November 15, 2018 and end on or before December 31, 2019. Services shall be provided to the OHA main office on Oahu, located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawaii 96813.

shall now be revised to state:

The Office of Hawaiian Affairs (hereinafter "OHA") is seeking quotes from interested Offerors to provide temporary staffing in the area of administrative services to support the needs of the various departments within OHA. The Level 1: Entry level position requires one (1) year experience and high school diploma (or GED) to some college education. The temporary staffing shall be on an as-needed basis and shall vary from **20** to 40 hours per week within a Monday through Friday, 7:45 to 4:30 work schedule. Commencement of work shall begin no earlier than Thursday, November 15, 2018 and end on or before December 31, 2019. Services shall be provided to the OHA main office on Oahu, located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawaii 96813.

2. Section II Item D. Experience on page 2 states:

Twelve months (1 year) of administrative, clerical work experience that involved duties that demonstrated basic budgeting procedures and financial recordkeeping, effective communication (writing and orally) skills with management, peers and the public and common office equipment and computer programs; the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, speak and write simply and directly in a professional manner, spot discrepancies between different version of the same form (i.e. paper and electronic form versions), and proofread works and numbers quickly and accurately.

shall now be revised to state:

Twelve months (1 year) of administrative, clerical work experience that involved duties that demonstrated basic ~~budgeting procedures and~~ financial recordkeeping, effective communication (writing and orally) skills with management, peers and the public and common office equipment and computer programs; the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, speak and write simply and directly in a professional manner, spot discrepancies between different version of the same form (i.e. paper and electronic form versions), and proofread works and numbers quickly and accurately.

3. Section III Item D. on page 3 states:

Require background screening prior to commencing work:

1. Education verification – highest degree earned;
2. Third party employment verification – last two (2) employers;
3. Reference check - two (2) professional references; and
4. Background check – no conviction of a violation of any law.

shall now be revised to state:

Require background screening prior to commencing work:

1. Education verification – highest degree earned;
2. Third party employment verification – last two (2) employers; and
3. Reference check - two (2) professional reference.

Questions and Answers

1. Is there any consistency with the number of hours per week since we do have temporary staff designated part-time and full-time status?

Since the hours per week may vary, please submit a separate quote for part-time and full-time rates. Please see amended line items in HIEPRO.

2. Section II, Item D, states, “clerical work experience that involved duties that demonstrated basic budgeting procedures and financial recordkeeping . . .”. If you are looking for someone with that kind of experience, then it would be classified under a different level.

We are looking for someone that has basic financial recordkeeping knowledge such as knowing the difference between an invoice, purchase order, statement.

3. Section III, Item D, lists background check screening prior to commencing work as one of the service provider requirements. Who is responsible for paying this?

It was decided to delete the requirement for a background check in regards to conviction of a violation of any law.