



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

May 17, 2016

REQUEST FOR PROPOSALS (RFP No. HR 2016-09)  
STANDARDIZATION OF JOB TITLES, DESCRIPTION OF POSITIONS AND  
COMPENSATION REVIEW FOR THE OFFICE OF HAWAIIAN AFFAIRS

**Addendum No. 1**  
**Response to Questions**

1. Q. Is submission of questions preferred in hard copy or email?  
A. Email is fine, and can be sent to the RFP Coordinator, Charmaine Matsuura at [charmainem@oha.org](mailto:charmainem@oha.org) by May 13, 2016 at 2:00 p.m.
2. Q. If only 25% of the positions are benchmarked, how is OHA currently determining what grades/compensations to use for the remaining 75% of positions?  
A. OHA is using the findings from the last position description analysis that was done six years ago along with the last compensation analysis completed in 2013.
3. Q. Does OHA currently use a database or application to track employees?  
A. Everything is done manually using an excel database and paper forms. All information needing examination would be through excel spreadsheets and hard copy files and records.
4. Q. Does OHA have an HR system?  
A. OHA has one database system with basic employee information.
5. Q. Does OHA currently follow any prototypes for career paths?

- A. There is nothing structured, and it is more dependent on individual areas and departments.
6. Q. Does OHA want employees to be included in the process?
- A. If that is the recommendation, we are open to it and think this is a good idea.
7. Q. For identified comparables, were other state agencies used?
- A. Yes, we went through the Hawaii Employers Council, who looked at other bargaining units and government agencies, along with Non-profit organizations.
8. Q. How have position grades and compensation been determined?
- A. There haven't been any substantial updates to positions since the last analysis; so many times we go with status quo.

If you have any questions please contact Charmaine Matsuura, RFP Coordinator at (808) 594-0273 or email: [charmainem@oha.org](mailto:charmainem@oha.org). Mahalo.