



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

February 20, 2019

REQUEST FOR PROPOSALS (RFP) NO. BOT 2019-17

PERFORMANCE APPRAISAL CONSULTING SERVICES

ADDENDUM 1

1. How will the Office of Hawaiian Affairs (OHA) check for compliance? Is it through Hawaii Compliance Express (HCE)?

Yes, it is through HCE.

2. Does the Interested Offeror need to provide a copy of its Certificate of Insurance (COI) and add OHA as an additional insured when submitting its proposal?

No. The Interested Offeror is not required to provide a copy of its COI when it submits its proposal. Only the Successful Offeror (the offeror awarded the contract), prior to commencement of services, is required to provide a valid COI and add OHA as an additional insured to its insurance policy. Please refer to pages 17-20 of the RFP for the insurance requirements necessary for this contract.

3. When does the Board of Trustees (BOT) meet?

Twice a month. For an updated 2019 BOT Meeting Schedule, please visit OHA's website at: <https://www.oha.org/bot>. The Successful Offeror will attend BOT meetings, as necessary, only at OHA's office on O'ahu and will not be required to travel to the neighbor islands to attend meetings.

4. Are there any performance goals that was established for the Chief Executive Officer (CEO) in addition to what is currently in the contract?

No. This will be the first performance appraisal of OHA's CEO conducted by the BOT under the current contract.

5. Is there a committee within the nine (9) Trustees to review this performance appraisal?

No, all nine (9) Trustees will conduct, participate, review, and approve this performance appraisal.