May 18, 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. 2
Response to Additional Questions

1. Q. Who will be responsible for change management for potential employee changes (e.g.,
   job titles, grade) as a result of this work?
   A. HR Manager/COO

2. Q. Will OHA provide the overall classification and compensation strategy as mentioned in
   scope of service C or is development of the strategy part of this work?
   A. Assisting with finalizing a classification and compensation strategy would be part of the
      work.

3. Q. How many managers need to be educated/trained? What is the preferred method of
   training?
   A. We have nearly 30 managers, including the Executive Team. Preferred method of
      training is face-to-face group sessions.

4. Q. Will OHA provide the published data? If so, what are the sources? [Not sure what kind
   of published data she is asking for?]
   A. OHA will provide its employee salary data. State bargaining units we would want to
      compare with are found on the State DHRD website.

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