



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

December 5, 2018

**REQUEST FOR PROPOSALS (RFP) NO. WDC 2019-15
OFFICE MANAGER FOR THE OFFICE OF HAWAIIAN AFFAIRS' WASHINGTON,
D.C. BUREAU**

ADDENDUM NO. 03

QUESTIONS AND ANSWERS

1. Does the proposal need to be mailed through Certified Mail?

No, the proposal does not need to be mailed through Certified Mail. However, it must be received by us on Friday, December 21, at 2:00 p.m. HST.

2. Is the requested document called a "tax clearance form"?

It is a tax clearance certificate from the state you file your taxes with.

3. What was the previous office manager's responsibility in terms of the budget? Did she use any accounting software?

No specific software was used but the employee would submit forms through our intranet such as for check requests. The employee would also look at the budget for events and check where the funds are coming from.

4. Did the previous office manager have specific hours or a set work schedule?

Since this is a contracted position, there is no set time. The previous office manager was in the office around 8am to 4pm but we would accommodate her schedule if she requested to come in earlier and leave earlier.

5. How often does the office manager need to submit check requests for payment?

We believe it is every two weeks but we will find out and provide an answer.

6. What is the salary range?

There is a budget but we do not disclose it.