



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

April 13, 2016

REQUEST FOR QUOTES (RFQ) HR-2016-11

TEMPORARY POSITIONS For ADMINISTRATIVE SUPPORT STAFF

The Office of Hawaiian Affairs (OHA) is seeking to fill temporary full-time and part-time positions, until such time the each position is permanently filled. The candidates are required to have the administrative writing skills, supply management, possess effective communication, process improvement organization, multi-tasking, problem solving and critical thinking skills, presenting technical information, analyzing information, attention to detail, decision making and informing others. Specific requirements shall be based on need provided to the selected vendor when the OHA make it request to temporarily fill a position(s).

- A. Level 1: Entry level position limited to no experience and some college.
- B. Level 2: Secondary level requires 2 and/or 4 year college, minimal 2 year working experience, technical and specialized skills preferred.

Interested vendors shall submit quotes based on the Level 1 and 2. The start date for positions will be determined by need. The work schedule is Monday-Friday, 7:45 a.m. to 4:30 p.m. Salary is based on experience.

Quotes are due to OHA by Tuesday, April 26, 2016, 2:00 p.m. Hawai'i Standard Time (HST). Vendors may either submit their quote by email to phylliso@oha.org or by the United States Postal Service (USPS) to OHA -Procurement, 560 North Nimitz Highway, Honolulu, Hawai'i 96813. The USPS delivery must be received by the Tuesday, April 26, 2016, at 2:00 p.m. HST.

The selection shall be contingent on the lowest most responsible and responsive quote for OHA. In addition, your company will need to be registered with Hawaii Compliance Express. If you have any questions, you may contact me at (808) 594-1833 or by email at phylliso@oha.org.