



## State of Hawai‘i

560 North Nimitz Highway  
Honolulu, Hawai‘i 96817

March 31, 2016

### Request for Quotes (“RFQ”) No. CC 2016-05

Policy Analyst

#### **To All Interested Parties:**

The Office of Hawaiian Affairs (“OHA”) is looking for a dedicated and hard-working individual or firm to review, draft, organize, and update the OHA’s Board of Trustees (“BOT”) governing documents.

Offerors must demonstrate either experience or aptitude to complete the objectives required. All interested parties shall submit their qualifications and experience.

#### **Objectives:**

The successful Offeror shall have the technical writing capabilities to reviewing, drafting, organizing and updating governing documents that shall include, but may not be limited to:

1. By-Laws;
2. Executive Policy Manual;
3. Stand-alone Policies; and
4. Operations Manual.

The successful Offeror must be registered as a business in the State of Hawai‘i and be compliant with Hawaii Compliance Express, submit a current copy of your Certificate of Liability Insurance, and complete the OHA W-9 form.

The initial term is twenty-four (24) months subject to the available of funding; the position may be extended subject to available funds.

**Proposals must be received at the OHA-Headquarters, 560 N. Nimitz Hwy, Suite 200, Honolulu, Hawai‘i 96817 by 2:00 p.m. HST on Friday, April 15, 2016.** The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA. If you have any questions, please contact: Charmaine Matsuura, Procurement Specialist at (808) 594-0273, email: [charmmainem@oha.org](mailto:charmmainem@oha.org).