



State of Hawai'i

560 North Nimitz Highway
Honolulu, Hawai'i 96817

June 2, 2016

REQUEST FOR QUOTES ("RFQ") NO. HR 2016-09

STANDARDIZATION OF JOB TITLES, DESCRIPTION OF POSITIONS AND COMPENSATION REVIEW FOR THE OFFICE OF HAWAIIAN AFFAIRS

To All Interested Parties:

The Office of Hawaiian Affairs ("OHA") is seeking proposals from interested Offerors to establish a compensation system that can, (1) align, identify and consolidate employment positions across programs into appropriate pay grade levels, and recommend job families where appropriate, (2) create accountable standardized position titles, and (3) establish a process to determine appropriate salary giving consideration to skill level, education, years of experience and years of service.

The successful Offer will have twelve (12) months from the notice to proceed to complete the scope of services. Maximum length of contract is sixty (60) months.

Scope of Services:

The successful Offeror or firm is asked to perform a Classification and Compensation Review of all levels of the Office of Hawaiian Affairs (OHA). The study shall include, but may not be limited to:

- A. Meeting with the Chief Operating Officer/Ka Pou Nui and Human Resources Manager to review the agency's concerns and study objectives, and provide a process for accomplishing the study;
- B. Updating the classification plan for approximately 100 classifications representing approximately 179 permanent full-time, non-union, employees;
- C. Developing a classification structure that reflects OHA's overall classification and compensation strategy and includes the clear definition of terms and the development of career ladders/promotional opportunities for full-time employees;

- D. Allocating all employees included within the scope of the study to an appropriate job title, job classification and exempt and non-exempt designation pursuant to the Fair Labor Standards Act (FLSA);
- E. Identifying position of similar scope and responsibility for the purpose of consolidating job titles, grade pay levels, and recommend job families where appropriate;
- F. Conducting a competitive pay analysis using published compensation data to assist in the determination of external pay equity, the recommendation of a new base compensation structure, and identifying data sources of the pay analysis;
- G. Conducting a comparative ratio analysis to illustrate the relationships between current pay practices and the newly determined market conditions;
- H. Creating an inclusive final report summarizing the administrative and process methodologies, analytical tools, findings and recommended job description modifications, and compensation structure; and
- I. Educating managers and staff to ensure understanding and support the scope and findings of the study and its accompanying administrative processes.

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.

Offers must be received at the OHA-Headquarters, 560 N. Nimitz Hwy, Suite 200, Honolulu, Hawai'i 96817 by 2:00 p.m. HST on June 13, 2016. Electronic mail and facsimile transmission of the offer shall not be accepted and shall automatically be rejected. Offers must include the OHA Informational Sheet. See Attachment 1.

All offers should be addressed to:

Office of Hawaiian Affairs
560 North Nimitz Highway, Suite 200
Reception Desk/Procurement Unit
Honolulu, Hawai'i 96817
Attn: Ms. Charmaine Matsuura, RFQ Coordinator
RFQ No. HR 2016-09

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: charmainem@oha.org.