



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

December 11, 2019

REQUEST FOR QUOTES (RFQ) HR-2020-18

TEMPORARY POSITION FOR HUMAN RESOURCE SERVICES

The Office of Hawaiian Affairs (hereinafter "OHA") is seeking quotes from interested Offerors to provide interim temporary on-site human resource services to support the OHA Human Resources Program. The Human Resource Program provides comprehensive workforce development and management support to the Executive Department and Program Managers, and oversees the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.

I. Scope of Work

The interested Offerors shall provide at a minimal: 1) interim temporary one-site human resources services for day-to-day operations, and 2) HR Management support in the areas of recruitment, performance management, employ compliance, employee relations, employment law, human resources records, and information management systems.

The interested Offeror services shall be provided on-site services of up to forty (40) hours per week within a Monday through Friday, 7:45 a.m. to 4:30 p.m. work schedule. The interested Offeror shall provide the interim temporary services for a minimal of three (3) months not to exceed six (6) months from the start date of the successful assignment. Services shall be provided to the OHA on Oahu, located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawai'i 96817.

II. Qualification – Staff

The interested Offeror qualifying candidate shall require ten plus (10+) years of work experience in personnel management and/or labor relations, performing work regularly encompassing difficult and complex situations and problems with responsibility for furnishing advisory services to management. The qualifying candidate shall have graduated from an accredited four (4) year college or university with a bachelor's degree in business administration, human resources management or related field.

III. Submission of Quote

The selection shall be contingent on the lowest, most responsible and responsive quote for the OHA. **Quotes are due by Monday, December 23, 2019, 2:00 p.m. Hawai'i Standard Time. Interested Offerors shall be submitting their quote on HiePRO. The hourly rate/quote**

should be inclusive of wage, withholding, FICA, Medicare, payroll taxes, unemployment insurance, workers compensation insurance, medical insurance (if applicable) and any other taxes, insurance or deductions as required by law or benefits offered by the agency.

The OHA reserves the right to cancel this procurement/award at any time due to funding or non-performance. Please contact **Phyllis Ono-Evangelista at (808) 594-1833** or email: **phylliso@oha.org** with any questions.

IV. Compliance, Documentation, and Hawai'i Compliance Express

The selection shall be contingent on the lowest, most responsible and responsive quote for OHA. The interested offeror is required to be compliant with all appropriate state and federal statutes. Proof of compliance/documentation may be obtained from each of the agencies listed below, or may choose to register with Hawai'i Compliance Express.

- Department of Taxation
- Internal Revenue Service
- Department of Commerce and Consumer Affairs
- Department of Labor and Industrial Relations

To access the services of Hawai'i Compliance Express (hereinafter "HCE"), the interested Offeror shall register in HCE, a program separate from HIePRO. The annual subscription fee to utilize the HCE services is currently \$12.00. Allow two (2) weeks to obtain complete compliance status after initial registration. Should the interested Offeror choose to use HCE to verify compliance the interested offeror will need to subscribe to HCE prior to responding to this solicitation. The Vendor Name on the Certificate of Vendor Compliance must exactly match the Vendor Name under which the quote for this solicitation is submitted.

The interested Offeror is responsible for maintaining compliance. If the interested Offeror does not maintain timely compliance, the offer otherwise deemed responsive and responsible may not be awarded. The interested Offeror must be a registered company to do business in the State of Hawai'i. No individuals may apply.

NOTE: The OHA may check HCE for compliance at any time. Non-compliance may result in an interested Offeror not receiving an award, delay of payment, or cancellation of award.