



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

November 24, 2019

REQUEST FOR QUOTES (RFQ) HR-2020-11

TEMPORARY POSITION FOR PROCUREMENT SPECIALIST

The Office of Hawaiian Affairs (hereinafter "OHA") will be accepting quotes from qualified firms to provide temporary staffing services for the OHA's Procurement Unit. The temporary position being sought is a Procurement Specialist who will be responsible for complex procurement and purchasing activities.

The Procurement Specialist will be responsible for at a minimal drafting, issuing Invitations for Bid, Request for Proposals, including Multi-step Competitive Sealed Bidding, Request for Quotes, Professional Services request for Statements of Qualifications for the acquisition of supplies, services and construction. The Procurement Specialist will also be responsible for drafting, executing and managing contracts.

Temporary positions shall include: 1) temporary full-time and 2) temporary to hire positions until such time each position is permanently filled. The candidates are required to have the administrative writing skills, supply management experience, 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.

The temporary staffing shall be on an as-needed basis for 40 hours per week within a Monday through Friday, 7:45 to 4:30 work schedule. Services shall be provided to the OHA main office on Oahu, located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawaii'i 96813.

**I. Submission of Quote**

**Quotes must be received through the SPO HiePro website (spo.hawaii.gov) by Friday, December 3, 2019, 2:00 p.m. Hawaii'i Standard Time (hereinafter "HST"). Interested Offerors shall be submitting their quote on HiePRO.**

The selection shall be contingent on the lowest, most responsible and responsive quote for the OHA for a contractor and who currently does not have a contract with the OHA.

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.

## **II. OHA Program – Procurement Services Program**

The OHA Procurement Services Program is responsible for the acquisition of supplies, services and construction in support of the OHA's business. The Procurement Unit is the entity within the OHA authorized to issue Invitations to Bid, Requests for Proposal, Request for Quotation, Professional Services and issue contracts. The Procurement Unit issues purchase orders, develops terms contracts, acquires supplies and services. The Procurement Unit maintains a competitive bidding process in accordance with Federal and State laws, regulation, and applicable County codes and ordinances. It is the Procurement Unit's policy, to encourage participation of qualified vendors in a fair, open, transparent and competitive solicitation process.

## **III. Qualifications for Procurement Specialist**

1. The candidate recommended for the temporary procurement specialist shall at a minimal meet the following qualification:
  - a. Graduation from an accredited college or university with a bachelor's.
  - b. Four (4) years of progressive work experience in purchasing and procurement which involved goods, services and construction projects. Two (2) of the four (4) years shall include experience drafting, managing solicitations and contracts for construction and/or development projects.
  - c. Have worked with vendors, offerors and bidders to identify, clarify and specific requirements for purchasing products, materials, equipment or services.
2. Must have working knowledge of:
  - a. Public Procurement Code, types of purchasing specifications with varying purchasing requirements, able to conduct evaluations for quote, bid and proposal.
  - b. Contract pricing reviews and determinations; values engineering practices; reviewing and developing contract provisions, terms and conditions
  - c. Centralized purchasing methods, techniques and practices.
  - d. General business environment and structure.
  - e. Multiple communication techniques and the ability to communicate at all levels.
3. Must have demonstrated skills or ability to:
  - a. Strong analytical skills to identify the key performance metrics to both monitor and identify problems and target efforts for continuous improvement.
  - b. Write clear and concise reports, correspondence, specifications for a full range of procurement actions and other procurement/purchasing material.
  - c. Plan, organize and coordinate day-to-day purchasing activities interpret, apply and explain laws, rules, regulations and statutes governing governmental purchasing.
  - d. Review, research, analyze and evaluate documentation, justification, terms and conditions of purchases, contracts, specifications and purchasing agreements.

- e. Review and control purchasing transactions and records.
  - f. Analyze systems, processes and practices and develop solutions for unusual problems.
  - g. Express ideas logically.
  - h. Deal tactfully and effectively and establish and maintain professional working relationships with other employees, external agencies and their representatives, and with the general public.
  - i. Use of Excel, Word, SharePoint, Contract Monitoring System, Oracle (or equivalent).
4. Mental Demands
- a. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
  - b. Requires the ability to read, and perform mathematical calculations.
  - c. Requires concentration, alertness and attention to detail.
  - d. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
  - e. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
  - f. Must be able to perform under stressful conditions while maintaining a courteous and professional demeanor.
  - g. Must be able to work collaboratively with other team members.

#### **IV. Requirements**

The successful Offeror shall provide the following information for the temporary staff recommended to fill the temporary position.

1. Require background screening prior to commencing work;
2. Education verification – highest degree earned;
3. Third party employment verification – last two (2) employers;
4. Reference check - two (2) professional references; and
5. Background check – no conviction of a violation of any law.

#### **V. Compliance, Documentation, and Hawai'i Compliance Express**

The selection shall be contingent on the lowest most responsible and responsive quote for OHA. The successful 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.

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 me at [phylliso@oha.org](mailto:phylliso@oha.org) with any questions.

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