



State of Hawai'i

560 North Nimitz Highway
Honolulu, Hawai'i 96817

May 13, 2016

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

POLICY ANALYST

Notice is hereby given the Office of Hawaiian Affairs (“OHA”) will be accepting quotes from a dedicated and hard-working individual or firm to review, draft, organize, and update the OHA’s Board of Trustees (“BOT”) governing documents.

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 OHA is requesting Interested Offerors(s) to submit a quote to including a cost proposal and narrative limited to five (5) pages maximum clearly and concisely describing their past experience or aptitude to complete the objectives listed above.

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

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

Within ten (10) days of the award for a contract the Successful Offeror will need to be registered with Hawai'i Compliance Express and be in compliance with the:

1. Department of Commerce and Consumer Affairs;
2. Federal and State Department of Taxation; and
3. Department of Labor and Industrial Relations Land required.

The Successful Offeror shall also provide a Certificate of Insurance for:

1. General Commercial Liability (\$2,000,000.00 single limits per occurrence for bodily injury and personal property damage);
2. Personal Injury Liability (\$1,000,000.00 single limits per occurrence, \$2,000,000.00 for general aggregate); and
3. Auto Insurance (Bodily injury liability limits of \$1,000,000.00 each person and \$1,000,000.00 per accident and property damage liability limits of \$1,000,000.00 per accident or \$1,000,000.00 combined single limit.

If you are interested in responding to this RFQ, you may download the RFQ from the OHA website at www.oha.org/solicitaion or on HIEPRO on the State Procurement Office website <http://spo.hawaii.gov/hiepro>.

All quotes must be received by Friday, May 20, 2016 at 2:00 p.m. Hawaii Standard Time (HST). Offer's quotes shall be submitted 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

Electronic and Facsimile transmission shall not be accepted. The USPS delivery must be received by the deadline. Interested Offeror must include the OHA Informational Sheet. See Attachment 1.

If you have any questions, you may contact me by Email charmainem@oha.org or by phone (808) 594-0273.

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 charmainem@oha.org.