



State of Hawai'i

560 North Nimitz Highway
Honolulu, Hawai'i 96817

January 10, 2018

Request for Quotes ("RFQ") No. WDC 2018-09

OFFICE MANAGER FOR THE OFFICE OF HAWAIIAN AFFAIRS'
WASHINGTON, D.C. BUREAU

To All Interested Parties:

The Office of Hawaiian Affairs ("OHA") is seeking a motivated individual with knowledge in accounting, records management and events planning to serve as an Office Manager to our Washington, D.C. office.

The Office of Hawaiian Affairs' Washington, D.C. Bureau is primarily responsible for advocating on behalf of the OHA and the Native Hawaiian community at the federal level by working closely with Congress, engaging with federal agencies on matters that may impact Native Hawaiians, and providing opportunities for members of the Native Hawaiian community and those interested in advocating on behalf of the community to work and gain professional, federal experience in Washington, D.C.

I. Scope of Work:

- A. The interested Offeror shall provide the services set forth below in a satisfactory manner as determined by OHA, and in accordance with the terms and conditions of this Contract.
- B. Assistance with Bureau Chief's Responsibilities
 1. Assists the Bureau Chief in keeping track of projects, deadlines, work assignments and work products of D.C. Bureau staff and volunteers.
 2. Informs the Bureau Chief about status of projects and any problems with work assignments or work products.
 3. Ensures work products provided to the Bureau comply with OHA policies and procedures.

4. Makes recommendations to the Bureau Chief for improvements in D.C. Bureau office policies and procedures to continually improve performance.
5. Provides information to others seeking information on the D.C. Bureau and OHA. Refers detailed inquiries to appropriate staff.
6. Ensures accuracy, completeness, and conformance with established OHA policies and procedures for records and forms. Assists the Bureau Chief in coordinating updates to forms and records to meet requirements under applicable state, federal, and local laws.
7. Assists the Bureau Chief with coordination of work performed by junior team members and interns.

C. Accounting Activities

1. Manages the Bureau's accounting activities, including purchase requisitions, payment of invoices, check requests, and requests for reimbursements through OHA systems such as Ki'i. Maintains records of expenditures.
2. Assists with the preparation of budget and explanations on any budget variances. Assists with collecting and compiling statistical, financial, and other information for monthly, special, and periodic reports.

D. Records Management Responsibilities

1. Maintains the Bureau Chief's files and oversees the overall filing and archiving system for the Bureau.
2. Assists in retention and maintenance of the Bureau Chief's office records. Ensures that all records and documents are maintained in accordance with office records and OHA retention policy.
3. Assists in the gathering of all D.C. Bureau documents, files, and computer data needed to respond to complaints, government agency audits, and litigation proceedings.

E. Event Management

1. Manages major events for the D.C. Bureau, especially focusing on events such as the annual Kamehameha Day Lei Draping Reception hosted by OHA; Pacific Day, hosted by the New Zealand Embassy and in partnership with other Pacific nations; the National Museum of the American Indian's Hawaiian Cultural Festival; and other events described in subsection (4) of this section.

2. Manages participation in major events and national conventions for OHA through the D.C. Bureau, including securing participation with national AAPI and/or native organizations including, but not limited to: the National Congress of American Indians, Alaska Federation of Natives, and the National Indian Education Association, as well as the Asian Pacific Islander American Scholarship Fund.
3. Such management may include working through OHA's budgeting and expenditure processes to, among other things, secure venues, secure contractors working with other contractors to provide food and entertainment as warranted, working with partner organizations to plan and execute an event, as well as managing invitations and reservations for all guests including high priority or high security guests, and other items as necessary.
4. Manages other events as warranted, including but not limited to: receiving external requests for meetings; scheduling meetings with and for the Bureau Chief and/or D.C. Bureau staff; managing community outreach events such as workshops, brown bag lunches, presentations, or other meetings in which the D.C. Bureau engages with the D.C. based Hawaiian community; open house events at the D.C. Bureau; and other meetings or events as required.

F. Secure Travel

Coordinate with OHA main office to secure official work travel for the D.C. Bureau Chief, the Federal Public Policy Advocate, and other staff as necessary.

II. General Contract Requirements for the Successful Offeror:

A. Certificate of Vendor Compliance

The Successful Offeror shall demonstrate compliance with the following:

1. Tax Clearance, Form A-6.
2. Department of Labor and Industrial Relations, Application for Certificate of Compliance, Form LIR#27.
3. Certificate of Good Standing issued by the DCCA.

All Offeror(s) may demonstrate compliance of the above by using the Hawai'i Compliance Express (hereinafter "HCE"). The HCE services allow businesses to register online through a simple wizard interface at:

<http://vendors.ehawaii.gov/hce/splash/welcome.html>.

The HCE provides all Offeror(s) with a “Certificate of Vendor Compliance” with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Businesses that elect to use the HCE services will be required to pay an annual fee of \$12.00 to the Hawai‘i Information Consortium, LLC (hereinafter “HIC”).

Timely Registration on HCE. Vendors/contractors/service providers are advised to register on HCE as soon as possible. If a vendor/contractor/service provider is not compliant on HCE at the time of award, an Offeror will not receive the award.

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.

B. Insurance

The successful Offeror shall provide proof of insurance for the following minimum insurance coverage(s) and limit(s) no later than ten (10) days after notification of award and shall procure at its sole expense and maintain insurance coverage acceptable to the OHA in full force and effect throughout the term of the Contract. The type of insurance coverage is listed as follows:

<u>Coverage</u>	<u>Limit</u>
Commercial General Liability Insurance (occurrence form)	\$1,000,000 per occurrence and \$2,000,000 general aggregate.
Personal Injury Liability	\$1,000,000 single limits per occurrence \$2,000,000 for general aggregate.
Automobile Insurance covering all owned, non-owned and hired automobiles.	\$1,000,000 combined single limit for each accident or equivalent and shall cover owned, hired, and non-owned vehicles.
Workers Compensation	Policy shall include coverage required by State of Hawai‘i and include Part B coverage as follows: Employers Liability with limits of \$100,000 for each accident, \$500,000 disease policy limit, and \$100,000 disease policy limit per employee.

The Certificate of Insurance shall contain the following clauses:

- 1) “Added insured – State of Hawai‘i, the OHA, its Trustees, OHA’s employees, representatives and agents.”
- 2) “It is agreed that any insurance maintained by OHA shall apply in excess of, and not contribute with, insurance provided by this policy.”

The insurance company shall notify the OHA in writing of any cancellation or change in provisions thirty (30) calendar days prior to the effective date of such cancellation or change and shall submit to the procurement unit a renewal certificate 30 days before expiration.

Failure of the successful Offeror to provide and keep in force such insurance shall constitute a material default under the Contract, entitling the OHA to exercise any or all of the remedies provided in the Contract (including without limitation, terminating the Contract). The procuring of any required policy or policies of insurance shall not be construed to limit the successful Offeror’s liability hereunder, or to fulfill the indemnification provisions of the Contract. Notwithstanding said policy or policies of insurance, the successful Offeror shall be responsible for the full and total amount of any damage, injury, or loss caused by the successful Offeror’s negligence or neglect in the provision of services under the Contract.

The OHA is a self-insured State agency. The successful Offeror’s insurance shall be primary. Any insurance maintained by the OHA shall apply in excess of and shall not contribute to any insurance provided by the successful Offeror.

III. Duration of Agreement:

- A. The term of this Contract shall be from January 29, 2018 through and including January 28, 2019 for twelve (12) months subject to the availability of funds.
- B. The manner in which the services are to be performed and the specific hours to be worked by the successful Offeror shall be determined by the successful Offeror, limited however, to the maximum amount payable as specified in the Contract.
- C. Option to Extend: The term of the Contract may be extended, at negotiated fees, subject to the availability of funds, upon mutual written agreement of the parties. It is understood that a Supplemental Contract must be executed by both the successful Offeror and the OHA, prior to the expiration date of the current Contract, to exercise any and all extensions.

Deadline for submission of your cover letter and resume along with their salary requirements (including 5.75% District of Columbia General Excise Tax) to the Office of Hawaiian Affairs, 560 N. Nimitz Hwy, Suite 200, Honolulu, Hawai‘i 96817 is due by Tuesday, January 23, 2018, 2:00 p.m. HST via email to charmained@oha.org.

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.