



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

July 8, 2021

**Request for Quotes (“RFQ”) No. HRP 2021-031**

**DOCUMENT SCANNING**

**ADDENDUM 1**

TO: Interested Parties

FROM: Geena Chau  
Procurement Specialist

SUBJECT: Request for Quotes (“RFQ”) No. HRP 2021-031

This Addendum No. 1 is to notify all Offerors of the answers to the questions submitted via HiePRO and additional information for the OHA RFQ No. HRP 2021-031.

A. Questions and Answers:

1. Question: *Is uploading images to network location just a drag and drop function, or are there extra steps that must be taken on the part of the vendor?*

Answer: Yes, it can be a drag and drop function for the scanned records to be uploaded to the OHA network drive.

2. Question: *Are the Applications filed in sequential order according to the ID Number, and are there any missing ID Numbers?*

Answer: Every HRP Form should have an ID number written on it. The records are not filed in sequential order according to the ID number. They are filed alphabetically by last name but there may be some out of order.

3. Question: *How will uploading to OHA Network Drive be accomplished? Will Vendor PC be connected to The OHA Network?*

Answer: The OHA’s Information Technology program can create a guest account for the contracted vendor to use an OHA computer to upload scanned records to the OHA network drive.

## B. Additional Information

1. An on-site tour/meeting for interested Offerors is not available.
2. The OHA cannot share an actual HRP Record with interested Offerors because it contains personally identifiable information. A typical record consists of the HRP Form, a birth certificate, and a photo ID. Some records may contain more documents, and some may contain fewer documents.
3. There have been different versions of the HRP Form throughout the years, but they should all indicate an ID number in the upper right area. See Exhibit 1 for a sample of the HRP Form.
4. All HRP Records, on physical paper or on digital file, shall be kept within the OHA. All work to complete the document scanning services must be done on-site at the OHA office located at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817.
5. All HRP Records shall not be tampered with.
6. The OHA office workspace designated for the document scanning services is to be determined with the OHA Contract Administrator.