



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

May 22, 2023

TO: Interested Offerors

FROM: Geena Chau
Procurement Agent

SUBJECT: Request for Quotes (“RFQ”) No. BOT 2023-018, Addendum No. 1
EXECUTIVE SEARCH SERVICES FOR CHIEF EXECUTIVE OFFICER

A. Questions and Answers:

- 1. I thought this was just a direct placement fee that the OHA was seeking. However, looking at it more closely, there is a “term of contract” attached to it as well for six (6) months and fifteen (15) days, subject to extension. Would you be engaging us for the 6 months to find someone? Or does the 6 months serve as the offeror’s guarantee period (I did see the one year replacement clause)?**

The engagement fee is a direct placement fee (i.e., as a % of the final salary) that should be proposed by the respondent. The “term of contract” is the anticipated time of the work (e.g., recruitment, seating, selection and contracting expected to be concluded by 12/31/2023); and the Offeror’s guarantee period is one year from the contracted start date.

- 2. Does the offeror have other obligations after the placement is made?**

No other obligations other than a free replacement search in the event the individual does not complete the one year of employment (i.e., leaves before one year from the contracted start date).