



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

February 8, 2022

**REQUEST FOR QUOTES (RFQ) NO. HR 2022-026
STAFFING AND RECRUITING SERVICES FOR THE OFFICE OF HAWAIIAN AFFAIRS**

ADDENDUM 1 – Questions & Answers

1. Who is the previous incumbent vendor for this contract?

This request is for a new contract (not a renewal). OHA currently does not have a provider for such services.

2. I would like to know the previous spent on this contract?

As this is not a contract renewal, there is no data on previous spend available.

3. What is the current budget allocated for this contract?

We do not share that info.

4. I would like to know the evaluation criteria?

As this is a Request for Quotes, there will be no formal evaluation by committee as with an RFP. The award shall be made to the vendor who provides the lowest, responsive, responsible quote.

5. Kindly provide the cost proposal format

For services related to direct placement candidates (i.e., candidates that the provider prescreens before presenting him / her / them to OHA for further consideration), we ask that bidders price these services using an hourly rate. Temp-to-hire services can be quoted based on the vendor's normal pricing structure (e.g., per-employee fee, per-term fee, etc.). Please include any other relevant fees (for direct placement or temp-to-hire services) that we should be aware of.

6. How many resources are you needing to fulfill this rfp?

We envision that it would take two dedicated recruiters who have access to a full suite of recruitment tools (e.g. - online, social media, existing resume banks, etc.) to successfully address our current needs. However, we are open to discussing this further.

7. How many resources are you needing?

Currently there are multiple positions that we need assistance in filling. As we envision recruitment to be an ongoing need through the end of this fiscal year (June 2022), our best estimate is that the total number of positions over the course of the next 5 months will be between 30 to 40 positions.

8. May this work be done remotely or do they have to be on island?

The work can be done remotely. However, we are only interested in service providers who have experience with and connections to the local job market.

9. May we quote an hourly rate or does it have to be for the quoted for the 5 months?

For services related to direct placement candidates (i.e., candidates that the provider prescreens before presenting him / her / them to OHA for further consideration), we ask that bidders price these services using an hourly rate. Temp-to-hire services can be quoted based on the vendor's normal pricing structure (e.g., per-employee fee, per-term fee, etc.). Please include any other relevant fees (for direct placement or temp-to-hire services) that we should be aware of.

10. What do you mean by provide staffing? Are we placing the candidates?

"Provide staffing" refers to temp-to-hire services. OHA is seeking a provider that can offer both direct placement and temp-to-hire solutions.

11. What do you mean by Candidate recommendations? Will these be our employees or become your employees?

Candidate recommendations refers to presenting direct placement candidates to OHA that the provider has prescreened. We are interested in both direct placement (our employee) and temp-to-hire (initially the provider's employee with the option to become our employee at the end of the evaluation period) solutions.

12. Are we placing the candidates?

In a direct hire scenario, the provider will present viable candidates to OHA for consideration and final hiring determination. In a temp-to-hire scenario, OHA will work with provider to review the potential temp's fit for the role / organization prior to starting work.

13. Will these be our employees or become your employees?

Candidate recommendations refers to presenting direct placement candidates to OHA that the provider has prescreened. We are interested in both direct placement (our employee) and temp-to-hire (initially the provider's employee with the option to become our employee at the end of the evaluation period) solutions.

14. Is there a current vendor?

This request is for a new contract (not a renewal). OHA currently does not have a provider for such services.

15. If so what was the total spend by this vendor?

As this is not a contract renewal, there is no data on previous spend available.

16. What type of positions were staffed?

No information is available as there is no current contract or vendor providing these types of services to OHA at this time.

17. How many of these position were remote/onsite

No information is available as there is no current contract or vendor providing these types of services to OHA at this time.

18. Will the vendor be given a rate of pay to negotiate with the candidates?

For direct hire scenarios, OHA will provide the vendor with the non-negotiable salary range for each vacancy to help the recruiter screen candidates. Salary negotiations and determinations will be handled solely by OHA.

19. What is the estimated number of vacancies we will be working on?

We anticipate approximately 30-40 vacancies over the course of the next 5 months.

20. Who pays for the hard recruiting costs such as posting on job boards and advertising?

OHA has its own recruitment advertising budget. However, the vendor is welcome to coordinate their efforts and supplement OHA's postings. Outlay (payment) for those supplemental postings/advertisements would be the responsibility of the vendor. We therefore recommend that this cost be built into the vendor's quoted hourly rate or noted on the quote as an additional fee.

21. Who will pay for any extra costs associated with reference or employment checks such as fees charged by The Work Number?

For direct placement candidates (those that are presented by the recruiter to OHA, interviewed by OHA, and then hired directly by OHA), OHA will conduct its own reference checks / employment verifications. For temp-to-hire employees, those candidates would be sent to OHA as employees of the vendor. And as such, any costs incurred during a reference or employment check would be the responsibility of the vendor.

22. Is there a possibility of this contract being extended beyond 8/2/2022?

Yes. OHA's intent is to maintain this as an ongoing annual contract.

23. What types of jobs will be worked on? Entry level? Mid-Level? Executive?

Currently the majority of our vacancies are mid-level, with a few manager / executive level openings.

24. Is there a specific type of job such as: administrative/clerical, technical, light industrial, engineering, labor?

All of OHA's current vacancies are office positions (i.e., no manual labor positions). The majority fall into EEO category "Administrative Support Workers" with a few "Professional" positions as well.

25. Does the contractor write the job postings?

If the contractor intends / wants to provide supplemental job postings (see answer to question #21), OHA can coordinate with the contractor to draft and finalize posting verbiage.

26. Does OHA intend that the agency selected use their own database of Candidates as a recruiting resource?

Use of a vendor's own candidate database (in addition to other sourcing options) is highly desired.

27. Will OHA want the agency to process any on-boarding checks such as background checks, drug testing, or credit checks? If so, who will pay for these hard costs?

For direct placement candidates (those that are presented by the recruiter to OHA, interviewed by OHA, and then hired directly by OHA), OHA will conduct its own reference checks / employment verifications. For temp-to-hire employees, those candidates would be sent to OHA as employees of the vendor. And as such, any costs incurred during a reference or employment check would be the responsibility of the vendor.

28. Are there specific sites that OHA would like the agency to use for job postings?

No.

29. Will all job postings be required to be posted on HireNet?

No.

30. Is this bid more to recruit candidates and pass them to your HR department?

We are looking for a vendor who can present candidates to our HR Department for further consideration and / or provide temp-to-hire employees to fill staff-level positions on an interim basis.

31. Would the agency receive a fee for all placements?

For services related to direct placement candidates (i.e., candidates that the provider prescreens before presenting him / her / them to OHA for further consideration), we ask that bidders price these services using an hourly rate. Temp-to-hire services can be quoted based on the vendor's normal pricing structure (e.g., per-employee fee, per-term fee, etc.). Please include any other relevant fees (for direct placement or temp-to-hire services) that we should be aware of.

32. Can the services requested be performed virtually or do we need to be close to OHA offices to fulfill the duties?

The work can be done remotely. However, we are only interested in service providers who have experience with and connections to the local job market.

33. We are currently in the process on registering our company to do business in Hawaii. Do we need to be registered before we submit our quote or is it before we start the work?

It's recommended that you be registered prior to submitting a quote as only quotes from vendors compliant with Hawai'i Compliance Express will be considered.

34. Are any of the positions in the IT field?

We are looking for a firm that is able to recruit for all open positions.