



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

May 18, 2016

**REQUEST FOR PROPOSALS (RFP No. HR 2016-09)
STANDARDIZATION OF JOB TITLES, DESCRIPTION OF POSITIONS AND
COMPENSATION REVIEW FOR THE OFFICE OF HAWAIIAN AFFAIRS**

**Addendum No. 2
Response to Additional Questions**

1. Q. Who will be responsible for change management for potential employee changes (e.g., job titles, grade) as a result of this work?
A. HR Manager/COO
2. Q. Will OHA provide the overall classification and compensation strategy as mentioned in scope of service C or is development of the strategy part of this work?
A. Assisting with finalizing a classification and compensation strategy would be part of the work.
3. Q. How many managers need to be educated/trained? What is the preferred method of training?
A. We have nearly 30 managers, including the Executive Team. Preferred method of training is face-to-face group sessions.
4. Q. Will OHA provide the published data? If so, what are the sources? [Not sure what kind of published data she is asking for?]
A. OHA will provide its employee salary data. State bargaining units we would want to compare with are found on the State DHRD website.

If you have any questions please contact Charmaine Matsuura, RFP Coordinator at (808) 594-0273 or email: charmainem@oha.org. Mahalo.