



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

April 15, 2018

REQUEST FOR QUOTATIONS (RFQ) HR-2018-32
TEMPORARY STAFF FOR ADMINISTRATIVE SUPPORT

ADDENDUM NO. 1

1. **REVISED** DUE DATE FOR THE SUBMISSION OF QUOTE

On Page 1, Paragraph 2 Submission of Quote states: "Quotes are due by Wednesday, April 17, 2018, 2:00 p.m. Hawai'i Standard Time (hereinafter "HST")."

*The **revised due date** for this Submission of Quotes is now **Wednesday, April 25, 2018, 2:00 p.m. HST.***

Q.2 These questions were received regarding the rate of pay.

- What is your current pay rate for entry level administrative support?
- Does OHA have minimum hourly pay rate the staffing agencies are required to pay the temporary employee?

A.2 *For the entry level administrative support the current salary is \$45,000.00*

Q.3 What are expected spend for temp admin services for 2018 calendar year.

A.3 *The expected spend of the entry level administrative support for 2018 is \$45,000.00*

Q.4 Listed below are questions regarding the number of entry level administrative support staff required for this RFQ

- How many entry level administrative support positions do you need to fill?
- Is this RFQ just for one position or possible multiple temporary staff?
- Are you seeking only one (1) employee in this solicitation or are there opportunities for additional employees to added onto the contract?
- How many resources are expected to be hired in 2018 for temp staff admin?

A.3 *The OHA is anticipating up to 3 entry level temporary staff to be filled for the 2018 calendar year.*

Q.4 How much was spent on temp admin staff for 2017?

A.4 *Approximately \$5,400.00, only one (1) entry level temporary staff was filled for one (1) month in 2017 calendar year, however the entry level temporary staff continues to date.*

Q.5 Are these new the positions?

A.5 *Yes, but only to assist the department for a limited period, due to anticipated high volume of clerical work. The length of the period is unknown at this time, but not to exceed 9 months.*

Q.6 Listed below are questions regarding the number of current entry level temporary staffing and the cost

- Are there current temp staffing services in place providing these types of resources if so how much?
- How many temp admins do you currently have in place?

A.6 *Yes, we currently have one (1) entry level temporary staff, the anticipated annual cost is \$45,000.00.*

Q.7 Do you have an average number of hours per week expected for this temp to work? 0-40 is a wide range.

A.7 *A minimal would be 20 hours not to exceed 40 hours per week. The number of hours shall depend on the volume of work, which the OHA is in the process of trying to determine the volume of work.*

Q.8 Will parking be provided? Are there parking options available in the area?

A.8 *Parking is available at OHA's Kaka'ako parking lot, the cost is \$25.00 per month. The OHA has a free shuttle service to and from the worksite and the Kaka'ako parking lot.*

Q.9 How frequently will the temp be required to lift up to 30 pounds? How frequently will the temp be pushing, pulling, and lifting items? What are the items the temps will be lifting?

A.9 *The entry level temporary staff lifting primarily storage boxes with files. See the table below:*

Entry level temporary hire will be:

<i>lifting up to 25 pounds up</i>	<i>1/3 of the time</i>
<i>pushing</i>	<i>1/3 of the time</i>
<i>Pulling less than 25 pounds</i>	<i>2/3s of the time</i>

Q.10 Companies are increasingly including policies & procedures against providing professional references, resulting in employment verifications only. On a case-by-case basis, and after due diligence to obtain references, will employment verifications or non-supervisory or personal references suffice in lieu of supervisory references?

A.10 *Yes.*

Q.11 Is Hawai'i Compliance Express registration required for responders? If so, is a completed compliance status required?

A.11 *Certificate of Vendor Compliance*

The successful Offeror(s) 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; and*
- 3) Certificate of Good Standing issued by the DCCA.*

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

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

The HCE provides the successful 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 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.

If you have any questions, please email Phyllis Ono-Evangelista at phylliso@oha.org