



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

May 30, 2019

REQUEST FOR QUOTES (hereinafter "RFQ") BOT 2019-10

EXECUTIVE SEARCH SERVICES

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter "OHA") will be accepting quotes from qualified executive search firms and consultants to conduct an executive recruitment campaign for the position of the OHA's Chief Executive Officer.

Each Offeror shall have and provide evidence of a minimum of ten (10) years' experience in conducting recruitment for the position of a CEO.

SUBMISSION OF QUOTE

The selection shall be contingent on the lowest, most responsible and responsive quote for the OHA. The quote shall be based on placement fees that are based on the percentage of the employee's annual compensation as agreed upon employment.

Quotes are due by Thursday, June 13, 2019, 2:00 p.m. Hawai'i Standard Time (hereinafter "HST"). Interested Offerors shall submit their quote via HiePRO.

The OHA reserves the right to cancel this procurement/award at any time due to funding or non-performance.

Please contact Charmaine Matsuura at (808) 594-0273 or email me at charmained@oha.org with any questions.

SCOPE OF WORK

The Successful Offeror shall provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include, but may not be limited to, the following:

1. Solicit input from the Board of Trustees or a sub-committee thereof, through meetings and/or interviews to understand the role, responsibilities, qualifications and appropriate experience needed for the position.
2. Act as an unbiased party providing a fair recruitment process.
3. Assist to ensure the position's description, salary and responsibilities are relevant and current in terms of the market.
4. Assist to develop an accurate and attractive job description. See Attachment 1 – CEO job description.
5. Provide a recruitment strategy specifically designed to attract a diverse pool of highly qualified and competitive candidates, including women, men, and members of underrepresented groups, and timetable for completion of the work in consultation with the BOT.
6. Conduct outreach recruiting through a number of different channels including advertising in nationally-recognized publications likely to attract qualified candidates, proactively reaching out to candidates in the marketplace that may not be actively seeking the position not just locally but on a national or global level.
7. Screen potential applicant's qualifications against those required in the job description, identify those meeting minimum qualifications and follow up with telephone interviews to clarify each applicant's credentials.
8. Prepare a written summary of five (5) candidates with the most promising qualifications for the position.
9. Conduct in-depth reference checks (minimum 3), background checks and verify specific credentials for each potential candidate such as educational background, and conduct criminal, financial, media and civil litigation checks. Through these reference checks, ascertain the candidate's strength in personal dimensions identified by the job description as well as the contractor's interview with stakeholders.
10. In the event politically sensitive or potentially embarrassing issues arise from the candidate's background, conduct in-depth interviews with the principle parties to clarify the issues and clearly present to the OHA a picture of the event.
11. Select qualified candidates for presentation to the BOT.
12. Facilitate scheduling of interviews with prospective candidates and participate in a process with the OHA for interviews and coordinate candidates' participation in interviews.
13. Debrief with the OHA following interviews and identify additional candidates if necessary.

14. Notify non-selected candidates as soon as the offer letter has been signed by the chosen candidate.
15. In the event that the selected candidate leave employment with the OHA before a period of one year, an additional recruitment and selection process will be conducted at no cost to the OHA.
16. Attend BOT meetings as required by the BOT.

QUALIFICATION AND REQUIREMENTS

The Successful Offeror's qualifications and requirements shall include, but may not be limited to, the following:

1. The Successful Offeror shall have at least ten (10) years' knowledge, experience and expertise in searching for executive management staff.
2. The Successful Offeror shall have at least ten (10) years' experience in working with indigenous entities or organizations or entities that serve indigenous people; preferably experience in working with Native Hawaiian organizations/entities or organizations/entities that serve Native Hawaiians.
3. The Successful Offeror shall have at least ten (10) years' experience in identifying potential contacts and conducting personal outreach recruiting through a number of different channels.
4. The Successful Offeror shall have at least ten (10) years' experience working with government agencies.
5. The Successful Offeror shall have at least ten (10) years' experience targeting Hawaiian audiences.
6. The Successful Offeror shall provide references or proof of successful placements for the past ten (10) years.
7. The Successful Offeror shall comply with all State, Federal, and County requirements and shall obtain all necessary permits, licenses, goods, services, and materials as required to complete this Scope of Work.

COMPLIANCE, DOCUMENTATION AND HAWAII COMPLIANCE EXPRESS

The selection shall be contingent on the lowest most responsible and responsive quote for OHA. The interested offeror is required to be compliant with all appropriate state and federal statutes. Proof of compliance/documentation may be obtained from each of the agencies listed on the next page, or may choose to register with Hawai'i Compliance Express.

- Department of Taxation
- Internal Revenue Service
- Department of Commerce and Consumer Affairs
- Department of Labor and Industrial Relations

To access the services of Hawai'i Compliance Express (hereinafter "HCE"), the interested offeror shall register in HCE, a program separate from HIePRO. The annual subscription fee to utilize the HCE services is currently \$12.00. Allow two (2) weeks to obtain complete compliance status after initial registration. Should the interested offeror choose to use HCE to verify compliance the interested offeror will need to subscribe to HCE prior to responding to this solicitation. The Vendor Name on the Certificate of Vendor Compliance must exactly match the Vendor Name under which the quote for this solicitation is submitted.

The interested offeror is responsible for maintaining compliance. If the interested offeror does not maintain timely compliance, the offer otherwise deemed responsive and responsible may not be awarded.

NOTE: The OHA may check HCE for compliance at any time. Non-compliance may result in a vendor not receiving an award, delay of payment, or cancellation of award. The interested offeror must be a registered company to do business in the State of Hawai'i. No individuals may apply.

If you have any questions, you may contact me at (808) 594-0273 or by email at charmained@oha.org.