



State of Hawai'i

560 North Nimitz Highway, Suite 200
Honolulu, Hawai'i 96817

October 20, 2021

Request for Quotes ("RFQ") No. HR 2022-010

CAREER TRANSITION SERVICES

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter "OHA") will be accepting quotes from qualified Offerors that are able to provide career transition services for employees impacted by the OHA reorganization.

The term of the Contract shall be for SEVEN (7) months from November 30, 2021 through and including June 30, 2022, with the option to extend and subject to the availability of funds.

Quotes must be received through the HiePRO website by 2:00 p.m. HST on Wednesday, November 3, 2021.

Pursuant to HAR §3-122-75, considering the criteria, including but not limited to, quality, warranty, and delivery; the award shall be made to the lowest responsive, responsible Offeror. When award to the lowest responsive, responsible Offeror is not practicable, award shall be made to the Offeror whose quotation provides the best value to the OHA.

The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

Background

As part of the OHA reorganization efforts, career transition services (a.k.a. "outplacement services") have been identified as a component of the agency's Enhanced Severance Package option available to impacted employees who separate from the organization between August 1, 2021 to December 30, 2021.

Scope of Work

- A. The 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. Outplacement services designed to support a maximum of 35 potential departing employees through the provision of services which shall include, but may not be limited to, the following:
 - a. Career counseling;
 - b. Resume development;
 - c. Interview training;
 - d. Spousal/family support; and
 - e. Retirement solutions.
- B. The Offeror shall produce a list of service options to be provided to all eligible OHA employees. A finalized list of service options shall be provided to the OHA by the Offeror upon contract execution with the OHA.
- C. The Offeror shall work directly with eligible OHA employees to facilitate the service process. Eligible employees will be directed to contact the Offeror directly to access and schedule services. Eligible employees may elect to receive any or all available services.
- D. The OHA will supply the Offeror with a list of currently eligible employees and will update the list as necessary. As services are rendered, the Offeror will provide the OHA Human Resources Department with e-mail updates that include the name of each eligible employee, the services rendered, and the date(s) the services were rendered.
- E. Additional Human Resources services, such as recruitment services, may be requested by the OHA and included in the contract with the Offeror via addendum if agreed upon by both parties.

Specific Qualifications and Requirements

- A. The Offeror shall have a minimum of 5 years of experience providing career transition services to job seekers in the Hawai'i market.
- B. The Offeror must be able to perform the services listed in the Scope of Work at a minimum during the hours of 8:30 am – 4:30 pm Hawai'i Standard Time.

General Requirements

- A. Prior to submitting a quote through HIePRO, the Offeror must be registered in HIePRO in order to respond to a solicitation. Please register by going to SPO's website: <https://hiepro.ehawaii.gov/vendor.html>.

- B. All local, national or international Offerors must be compliant with certain applicable laws of the State of Hawai‘i in order to be awarded a Contract. If you are not compliant, please register by going to Hawaii Compliance Express’ (hereinafter “HCE”) website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>
- C. The Offeror must complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) upon notification of award.
- D. The Offeror must submit a current copy of a Certificate of Liability Insurance upon notification of award and shall, at its own costs and expense, at all times during the term of the Contract, maintain insurance coverage with the minimum limits as follows:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (including personal injury, death, and property damage)	\$2,000,000 per occurrence; \$2,000,000 general aggregate per policy year; \$2,000,000 products and completed operations aggregate limit per policy year.
Personal and Advertising Injury	\$1,000,000 each occurrence.
Umbrella Liability	\$2,000,000 aggregate.
Automobile Insurance covering all owned, non-owned, and hired automobiles	Bodily injury liability limits of \$1,000,000 each person and \$1,000,000 per accident; property damage liability limits of \$1,000,000 per accident. Or \$2,000,000 combined single limit.
Workers Compensation as required by laws of the State of Hawai‘i	Insurance to include Employer’s Liability. Such coverage shall apply to all employees of the Contractor and (in case any sub-contractor fails to provide adequate similar protection for all its employees) to all employees of sub-contractors.
Professional Liability (Errors and Omissions)	\$1,000,000 per claim \$2,000,000 annual aggregate

1. The State of Hawai‘i, the OHA, its elected and appointed officials, employees, and volunteers shall be named added as additional insured with respect to occurrences during or in connection with the performance of the Contract. Before the effective date of the Contract, the Contractor agrees to provide the OHA with certificate(s) of insurance necessary to satisfy the OHA that the insurance provision of the Contract have been complied with and to keep such certificate(s) on deposit with the OHA during the entire term of the Contract. The minimum insurance required shall be in full compliance with the Hawai‘i Insurance Code throughout the entire term of the Contract, including

supplemental contracts, and shall be written by a company authorized to do business in the State of Hawai‘i and rated no less than an AM Best rating of A- VIII. Contractor and its carriers agree to waive their rights of subrogation with respect to any claims covered, or which should have been covered, by valid and collectible insurance, including any deductibles or self-insurance maintained thereunder. Upon request by the OHA, the Contractor shall furnish a copy of the policy or policies that satisfy the Insurance Requirements of the Contract.

2. Failure of the Contractor to provide and keep in force such insurance shall be regarded as a material default under the Contract, entitling the OHA to exercise any or all the remedies provided in the Contract for default of the Contractor.
3. The procuring of such required policy or policies of insurance shall not be construed to limit the Contractor’s liability hereunder or to fulfill the indemnification provisions and requirements of the Contract. Notwithstanding said policy or policies of insurance, the Contractor shall be obliged for the full and total amount of damage, injury, or loss cause by negligence or neglect connected with the Contract.
4. To satisfy the minimum coverage limits required by the Contract, the Offeror may use an umbrella policy in addition to the mandatory insurance policies (e.g, general liability insurance, automobile Insurance, and workers’ compensation) provided that the OHA approves, and the umbrella policy follows the underlying coverage forms.
5. The Contractor shall notify the OHA in writing of any cancellation or substantive change in insurance at least thirty (30) calendar days prior to the effective date of such cancellation or change.
6. The OHA is a self-insured semi-autonomous state agency. The Contractor’s insurance shall be primary. Any insurance maintained by the State of Hawai‘i and the OHA shall apply in excess of, and shall not contribute with, insurance provided by the Contractor.

Other Requirements

- A. The Contractor shall comply with applicable safety, hygiene, and physical distancing guidance from the Centers for Disease Control and Prevention (CDC), as well as with State, county, industry, and regulatory practices for safety, hygiene, and physical distancing, including standards and requirements adopted and issued by Hawai‘i Department of Health (DOH) or required by State and county emergency orders, rules, or proclamations related to COVID-19 (novel coronavirus).
- B. No person shall enter an OHA worksite if they have: (i) a fever, cough, shortness of breath or difficulty breathing, or other symptoms of respiratory illness or of COVID-19 as set forth by the CDC; (ii) had close contact with a person who has or is suspected to have COVID-19; or (iii) traveled outside of Hawai‘i in the past ten (10) days and have not satisfied the negative test exception to the mandatory self-quarantine period, subject to any subsequent out-of-state

travel restrictions imposed through Statewide or county emergency orders, rules, or proclamations related to COVID-19 (novel coronavirus).

- C. Pursuant to Governor Ige’s Executive Order No. 21-07 issued September 8, 2021 (“Order”), contractors and visitors are required to provide their vaccination or testing status as a condition of entry onto State property and into State facilities. As such, starting on Monday, September 13, 2021, all contractors entering, working, or providing services to any OHA physical worksites shall submit an attestation of their vaccination status and for those who are unvaccinated or partially vaccinated, a negative test result of a COVID-19 test. The Contractor shall be responsible for the following:
1. The Contractor shall identify all employees accessing any OHA physical worksites and provide a written attestation to OHA as to each employee whether they are: (1) fully vaccinated for COVID-19; (2) partially vaccinated for COVID-19 (including receipt of one dose of a two-dose course of vaccination); or (3) not vaccinated for COVID-19;
 2. The Contractor will ensure and provide verification that any unvaccinated or partially vaccinated employee is subject to regular COVID-19 testing that shall occur once per week;
 3. The Contractor will ensure that any unvaccinated or partially vaccinated employee does not enter, work, or provide services in any OHA physical worksite unless the employee obtains a negative test result of a COVID-19 test as a condition to being allowed to enter or remain in any OHA physical worksite;
 4. If not otherwise required by State or county orders, the Contractor will ensure that all employees, whether fully vaccinated, unvaccinated, or partially vaccinated, will wear a mask the entire time they are present in any OHA physical worksite and physically distance themselves from others;
 5. Any unvaccinated or partially vaccinated Contractor and/or its employees not in compliance with this Order or found to have submitted falsified information pursuant to this Order shall be precluded from entry to any State facility. Any violation of this Order by a Contractor and/or its employees may also be subject to contractual remedies or other remedies as allowed under the law; and
 6. Contractors must e-mail the attestation required pursuant to this Order to their OHA Contract Administrator prior to entering, working, or providing services at any OHA physical worksite.

This solicitation may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, you may contact Alison Roney, Procurement Specialist, by e-mail at alisonr@oha.org.