

**REQUEST FOR QUOTES  
(Chapter 103D, 305 HRS)**

**Temporary Secretarial and Administrative Support  
for the Hawaii Community Development Authority**

**SCOPE OF SERVICES**

The Scope of Work consists of a receptionist, secretarial and administrative support on a temporary basis for the State of Hawaii, Hawaii Community Development Authority (HCDA). The applicant shall be proficient in typing, Microsoft Office Suite (Word, Excel, Outlook), and capable of operating basic office machines (such as photocopiers and postage machines). Duties will include, but not limited to, the following:

**1. Receptionist Duties:**

- a. Serves as the office receptionist; greets visitors, answers the main telephone line, refers general and specific inquiries to the appropriate staff members or proper agencies while providing basic information as necessary; and
- b. Receives incoming mail/email and inputs all into a tracking system.

**2. Secretary and Administrative Support Duties:**

- a. Reviews and proofreads documents for proper format, grammar, and spelling;
- b. Finalizes correspondence/documents;
- c. Coordinates meetings and takes meeting minutes;
- d. Files, makes copies, faxes and collates materials as necessary;
- e. Maintains supervisor's calendar, daily schedule and any weekly or monthly meetings;
- f. Assists the HCDA Executive Secretary in preparing for monthly board meetings; and
- g. Performs other duties as assigned or necessary.

**3. Minimum Requirements:**

- a. High school diploma;
- b. Mandatory Work Hours: Monday through Friday, 7:45 AM – 4:30 PM;
- c. Clear communication skills, both written and verbal; professional attitude;
- d. Proficient in Typing and Microsoft Office Suite (Outlook, Word, Excel, Access); and
- e. Ability to organize, multitask, prioritize work, work independently and use critical thinking.

Questions concerning this RFQ must be submitted in writing in HlePRO. Verbal questions received via telephone or questions submitted through other means will NOT be accepted.

Written questions shall be accepted until 12:00 p.m. on **Friday, July 5, 2024**. All answers will be posted via the HlePRO Answer section at 4:30 p.m. on **Monday, July 8, 2024**

### **TERM OF CONTRACT**

The term of the contract shall be from July 15 to December 31, 2024 with two (2) 3-month option to extend.

Services requested will be between 24 to 40 hours per week.

The HCDA may terminate the contract at any time upon fifteen (15) days prior written notice and is subject to the availability of funds.

### **VENDOR REQUIREMENTS**

- A. At least 5 years of temporary administration support services.
- B. Provide 3 references from customers for whom the bidder has provided similar services.

### **REQUIRED SUBMITTALS PRIOR TO AWARD**

Offeror must complete and submit (upload) attached bid form. Bid form must be submitted electronically, as an attachment when submitting a bid, otherwise a responsible bid from a responsible bidder may not receive the award.

Contractor is advised that if it is awarded this solicitation, Contractor shall upon award of the contract, to furnish compliance with the requirements of §103D-310, HRS through Hawaii Compliance Express.

Contractor must provide a Certificate of Insurance for general liability insurance for \$2,000,000 combined single limit occurrence for bodily injury and property damage and automobile insurance for \$1,000,000 each person and \$1,000,000 per accident and property damage of \$1,000,000 per accident. The State of Hawaii and the Hawaii Community Development Authority, its elected and appointed officials, officers, employees and volunteers shall be named as additional insured.

**Bid proposals shall be electronically submitted via HlePRO no later than 12:00 p.m. on Friday, July 12, 2024.** Only responses submitted through HlePRO shall be considered for award. Award, if made, shall be to the lowest responsive, responsible Offeror. The HCDA may reject any or all bids and waive any defects if the HCDA believes the rejection or waiver is in the best interest of the State.