



State of Hawai'i

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

June 19, 2026

Request for Quotes (“RFQ”) No. BOT 2026-022 EXECUTIVE SEARCH SERVICES FOR OHA ADMINISTRATOR

To All Interested Parties:

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 Administrator.

The term of this Contract shall be for three (3) months and sixteen (16) days from the anticipated commencement date of July 15, 2026 through and including October 30, 2026 subject to the availability of funds and with the option to extend.

Quotes must be received through the HiePRO website by 2:00 p.m. HST on Friday, June 26, 2026. Please visit <https://hiepro.ehawaii.gov/solicitation-notices.html>.

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 the award to the lowest responsive, responsible offeror is not practicable, awards shall be made to the offeror whose quote provided 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.

Vendor Questions must be received through the HiePRO website by 4:00 p.m. HST on Tuesday, June 23, 2026.

OHA’s responses to vendor questions will be posted through the HiePRO website by 4:00 p.m. HST on Wednesday, June 24, 2026.

Please visit <https://hiepro.ehawaii.gov/solicitation-notices.html>.

Scope of Services

- A. The Successful Offeror shall provide and perform the executive recruitment campaign 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 Chairperson of the Board of Trustees (hereinafter “BOT”), the BOT, the Interim OHA Administrator or an appointed sub-committee thereof, through meetings and/or interviews to understand the role, responsibilities, qualifications, knowledge, skills, and appropriate experiences needed for the OHA Administrator position.
 2. Act as an unbiased party in facilitating, with the BOT, the design, communication and execution of a fair and equitable recruitment process.
 3. Assist in ensuring the position’s job description, compensation and responsibilities are relevant and current in terms of the needs of the OHA and related market(s).
 4. Assist in developing the job description of the OHA Administrator in accordance with the needs of the OHA.
 5. Provide a diverse, equitable and inclusive recruitment strategy specifically designed to attract a pool of highly qualified and competitive candidates to lead the OHA in alignment with its mission, vision, and values.
 6. Draft and publish a timetable for completion of the work in consultation with the BOT and/or sub-committee appointed thereof and the organization's communications function.
 7. Conduct outreach recruiting through a number of different channels including advertising in nationally recognized publications likely to attract qualified candidates and proactively reaching out to candidates in the marketplace who may not be actively seeking the position locally or on a national or global level.
 8. 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.
 9. Depending on the applicant pool size, prepare a written summary of five (5) candidates with the most promising qualifications for the position, including summary reporting of the applicant pool demographics (e.g., total number, geographic location, minimum qualifications).

10. Conduct in-depth reference checks (minimum 3) to include background checks and verify specific credentials for each potential candidate such as educational background, and also conduct criminal, financial, media, social media and civil litigation checks, when identified in the process. 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.
11. In the event politically sensitive or potentially embarrassing issues arise from the candidate's background, conduct in-depth interviews with the principal parties to clarify the issues and clearly present to the OHA a description of the event and the impact, if any, on the continuation of the individual(s) in the process.
12. Identify application, statement of interest, resume, references, assessments and any other writing sample document or presentation to be provided by applicants.
13. Select qualified candidates for presentation to the BOT.
14. Draft, provide, and train the BOT in the use of the evaluation tools, rubric and/or scoring system(s).
15. Facilitate scheduling of interviews, including presentations, if applicable, with prospective candidates and participate in a process with the OHA for interviews and coordinate candidates' participation in interviews.
16. Debrief with the OHA following interviews and identify additional candidates if necessary.
17. Notify non-selected candidates as soon as the offer letter has been signed by the selected candidate.
18. Assist with the preparation and/or review of public announcement(s), statements, or releases of the selected candidate.
19. In the event that the selected candidate leaves employment with the OHA before a period of one (1) year from the start of his/her employment date, an additional recruitment and selection process will be conducted at no cost to the OHA.
20. Attend BOT meetings as required by the BOT.

B. The OHA Contract Administrator shall act as the contract monitor and principal liaison between the Offeror and the OHA. The OHA Contract Administrator shall assist in resolving policy questions, expediting decisions, and the review of the work performed.

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 the State of Hawai'i in order to be awarded. 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 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 this Contract. Before the effective date of this Contract, the CONTRACTOR agrees to provide the OHA with certificate(s) of insurance necessary to satisfy the OHA that the insurance provision of this Contract have been complied with and to keep such certificate(s) on deposit with the OHA during the entire term of this 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 this Contract.
2. Failure of the CONTRACTOR to provide and keep in force such insurance shall be regarded as a material default under this Contract, entitling the OHA to exercise any or all the remedies provided in this 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 this 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 this Contract.
4. To satisfy the minimum coverage limits required by this Contract, the Successful 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 OHA shall apply in excess of and shall not contribute with insurance provided by the CONTRACTOR.

The Successful Offeror shall comply with HRS, Chapter 103D, as amended, and all State, Federal, and County requirements.

The Successful Offeror shall also comply with the OHA General Terms and Conditions appended hereto as Attachment 1 and which by reference is incorporated herein and made part of this RFQ. Additionally, the Successful Offeror shall also comply with any Special Conditions that the OHA may require. The OHA also reserves the right to make appropriate modifications to the quantity of items or reporting requirements contingent upon unforeseen conditions.

The solicitation may be cancelled when it is determined to be in the best interest of the OHA. If you have any questions, please contact Alison Roney, Procurement Agent at alisonr@oha.org.