

- naming the State of Hawai'i, OHA, and their elected and appointed officials, employees, and volunteers as additional insureds where required; and
- compliance with HRS Chapter 103D, all applicable State, Federal, and County requirements, the OHA General Terms and Conditions, and any applicable Special Conditions.

No additional out-of-state vendor requirement is stated in the RFQ beyond the requirements applicable to all Offerors and the Successful Offeror.

2. Are third-party background screening costs expected to be included in the quoted price, or will they be reimbursed separately?

Third-party background screening costs should be included in the Offeror's quoted price.

The RFQ's Scope of Services requires the Successful Offeror to conduct reference checks and background checks, including verification of specific credentials and criminal, financial, media, social media, and civil litigation checks when identified in the process. The RFQ does not provide for separate reimbursement of third-party background screening costs. Accordingly, Offerors should include any anticipated costs associated with performing these required services in their submitted quote.

3. Is there any supporting documentation — such as a capability statement or past performance examples — recommended or required at the time of submission?

No additional supporting documentation was required at the time of submission. However, vendors are welcome to include materials such as capability statements, references, or past performance examples to provide additional context regarding their qualifications and experience. Any award determination will be made in accordance with the requirements and evaluation criteria stated in the solicitation.

4. Does the replacement guarantee referenced in scope item 19 apply regardless of the reason for departure, including voluntary resignation or termination for cause?

Yes. As stated in Scope of Services item 19, in the event that the selected candidate leaves employment with OHA before a period of one (1) year from the start of their employment date, an additional recruitment and selection process will be conducted at no cost to OHA.

The replacement guarantee applies if the selected candidate leaves employment with OHA within one (1) year from the start of employment, including voluntary resignation or

termination for cause.

5. Beyond price, what qualitative factors will OHA consider when determining best value?

An award is made to the lowest responsive and responsible bidder—meaning the vendor submitted the lowest eligible price, fully complied with all solicitation requirements, and has the financial, operational, and legal capacity to successfully perform the work. For Hawaii contracts of \$2,500 or more, the vendor must also be compliant through Hawaii Compliance Express (HCE).

6&7. Scope item 20 references attendance at BOT meetings. Will attendance be required in person in Honolulu, virtually, or at OHA's discretion? If in-person attendance is required, will associated travel expenses be reimbursed separately or included in the quoted fee?

Attendance of BOT meetings can occur in person in Honolulu, virtually, or at OHA's discretion. Travel costs should be included in the quoted fee.

8. Does OHA have a target date for when finalists should be presented to the Board of Trustees?

Ratification by the Board of Trustees for the selection of the Administrator is expected to take place during the Board of Trustees meeting no later than Thursday, October 22, 2026. Timeframe of this may be adjusted as needed.

9. Has OHA previously conducted a search for this position? If so, is there an existing candidate pool or position profile available to the selected vendor?

Yes, OHA has previously conducted a search for this position. OHA is seeking a new, independent executive recruitment campaign through this RFQ. The selected vendor will be expected to develop and conduct a fair, equitable, and comprehensive recruitment process in accordance with the Scope of Services, including stakeholder input, review and development of the position profile/job description, outreach, screening, evaluation tools, and presentation of qualified candidates to the Board of Trustees.

OHA does not intend for this recruitment to rely on or leverage any prior candidate pool. Any candidate pool, position profile, recruitment strategy, or related materials for this engagement should be developed through the process established under this RFQ and in

consultation with OHA.

10. Can OHA provide the anticipated salary range for the Administrator position to help vendors develop an appropriately targeted recruitment strategy?

OHA does not anticipate providing the salary range during the solicitation period. Upon award, OHA will provide relevant available information to the Successful Offeror to support the executive recruitment campaign.

As stated in the RFQ Scope of Services, the Successful Offeror will assist in ensuring the position's job description, compensation, and responsibilities are relevant and current in terms of OHA's needs and related market(s), and will assist in developing the job description for the OHA Administrator. Accordingly, compensation and salary range considerations are anticipated to be addressed as part of the post-award scope of services in consultation with OHA.

11. Can OHA share the anticipated salary range or total compensation package for the Administrator position? Has the salary for the current full-time ED, and current Interim, been recently benchmarked?

OHA does not anticipate providing the salary range during the solicitation period. Upon award, OHA will provide relevant available information to the Successful Offeror to support the executive recruitment campaign. As stated in the RFQ Scope of Services, the Successful Offeror will assist in ensuring the position's job description, compensation, and responsibilities are relevant and current in terms of OHA's needs and related market(s), and will assist in developing the job description for the OHA Administrator. Accordingly, compensation and salary range considerations are anticipated to be addressed as part of the post-award scope of services in consultation with OHA.

12. How similar (or not) does the Board envision the process to the one conducted in 2022/2023 that yielded the hire of the current Executive Director? What might the Board like to change about the previous search process?

The Board envisions a process that is broadly similar to the 2022/2023 search in that it should be fair, structured, professionally facilitated, and designed to produce a strong pool of qualified candidates for consideration. However, the Board would like this search to place added emphasis on early BOT input, clear timelines, updated position expectations and compensation review, a diverse and inclusive recruitment strategy, consistent

evaluation tools, and thorough vetting of candidates before final consideration.

13. Will the Board consider search partners on the Continent?

This solicitation is open to all qualified vendors, including out-of-state firms. OHA does not state a preference for Hawai'i-based firms in this RFQ.

As provided in the RFQ, all local, national, or international Offerors must be compliant with the State of Hawai'i in order to be awarded a contract. Offerors must also be registered in HlePRO to submit a quote and must be compliant through Hawai'i Compliance Express (HCE) prior to award.

In addition to HCE compliance, the Successful Offeror must meet all requirements stated in the RFQ, including but not limited to:

- submission of a completed W-9 upon notification of award;
- submission of a current Certificate of Liability Insurance upon notification of award;
- maintenance of the required insurance coverage during the contract term, including insurance written by a company authorized to do business in the State of Hawai'i and meeting the stated AM Best rating;
- naming the State of Hawai'i, OHA, and their elected and appointed officials, employees, and volunteers as additional insureds where required; and
- compliance with HRS Chapter 103D, all applicable State, Federal, and County requirements, the OHA General Terms and Conditions, and any applicable Special Conditions.

No additional out-of-state vendor requirement is stated in the RFQ beyond the requirements applicable to all Offerors and the Successful Offeror.

14. Approximately how many stakeholders (Board members, executive staff, community representatives, etc.) does OHA anticipate participating in interviews or stakeholder input sessions?

The RFQ anticipates stakeholder input primarily from the BOT Chairperson, the full Board of Trustees, the Interim OHA Administrator, and/or an appointed subcommittee, with the final number of participants to be determined by the Board as the process is developed in consultation with the selected Offeror.

15. What is the ideal timeline preferred by the Board for the hire?

Ratification by the Board of Trustees for the selection of the Administrator is expected to take place during the Board of Trustees meeting no later than Thursday, October 22, 2026. Timeframe of this may be adjusted as needed.

16. Is there a cap on the amount of the contract since this is a Small Purchase RFQ?

Yes. The monetary cap for small purchases is \$99,999.99.