



**State of Hawaii  
Hawaii Strategic Development Corporation**

**REQUEST FOR PROPOSALS  
No. RFP-16-001-HSDC**

**PROPOSALS  
FOR  
HI GROWTH CONNECT AND NETWORK  
SPONSORSHIP PROGRAM**

WILL BE RECEIVED BEGINNING  
8:00 A.M. (HST)  
ON  
JULY 15, 2015  
AT  
THE HAWAII STRATEGIC DEVELOPMENT CORPORATION OFFICE  
250 SOUTH HOTEL STREET, ROOM 508  
HONOLULU, HAWAII 96813

DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO  
KARL FOOKS  
TELEPHONE: (808) 587-3830  
E-MAIL: [KARL.FOOKS@DBEDT.HAWAII.GOV](mailto:KARL.FOOKS@DBEDT.HAWAII.GOV)  
SUBJECT: RFP-16-001-HSDC

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**SECTION ONE**  
**INTRODUCTION AND KEY DATES**

**1.01 TERMS AND ACRONYMS USED THROUGHOUT THE SOLICITATION**

|                      |  |
|----------------------|--|
| Applicant            | = Any individual, partnership, firm, corporation, joint venture, or representative or agent, submitting an application in response to this solicitation. |
| Application/Proposal | = These terms may be used interchangeably  |
| FY                   | = Fiscal Year (July of current year to June of next year)  |
| GC                   | = General Conditions, issued by the Department of the Attorney General   |
| GET                  | = General Excise Tax   |
| HAR                  | = Hawaii Administrative Rules  |
| HRS                  | = Hawaii Revised Statutes  |
| HSDC                 | = Hawaii Strategic Development Corporation   |
| Procurement Officer  | = The contracting officer for the State of Hawaii, Hawaii Strategic Development Corporation  |
| RFP                  | = Request for Proposals  |
| State                | = State of Hawaii, including each department and political subdivision   |

## 1.02 INTRODUCTION

The Hawaii Strategic Development Corporation (HSDC), an agency of the State of Hawaii (State), is accepting applications for sponsorship of programs that are closely aligned with HSDC's mission from the beginning date listed in Section 1.04 to June 30, 2016.

## 1.03 CANCELLATION

The RFP may be cancelled and any or all proposals rejected in whole or in part, without liability, when it is determined to be in the best interest of the State.

## 1.04 RFP SCHEDULE AND SIGNIFICANT DATES

The schedule set out herein represents the State's best estimate of the schedule that will be followed. If a component of this schedule, such as "Advertising of Request for Proposals" date is delayed, the rest of the schedule will likely be shifted by the same number of days. The approximate schedule is as follows:

|  |                                   |
|--|-----------------------------------|
| Advertising of Request for Proposals   | 7/15/2015                         |
| Initial Deadline to Submit Written Questions   | 7/22/2015                         |
| State's Response to Written Questions & Posted Addenda   | 7/24/2015                         |
| Beginning Date for Submission of Applications<br>(additional applications will be accepted through the FY) | 7/15/2015                         |
| Sponsorship Awards   | Multiple, See Section<br>5.04 (h) |
| Expiration of RFP  | 6/30/2016                         |

## SECTION TWO

### BACKGROUND AND SCOPE OF WORK

#### **2.01 PURPOSE OF THE REQUEST FOR PROPOSAL**

HSDC is posting this open solicitation to provide public notice, promote fair competition, and to create a consistent documented procedure for evaluating and handling sponsorships under the HI Growth Connect and Network program.

#### **2.02 ABOUT THE HAWAII STRATEGIC DEVELOPMENT CORPORATION**

The Hawaii Strategic Development Corporation (HSDC) is an attached agency to the State of Hawaii Department of Business, Economic Development and Tourism (DBEDT). Its mission is to promote economic development and economic diversification in Hawaii through a return driven investment program in partnership with private capital. HSDC's duties include, but are not limited to:

- financing, conducting, or cooperating in financing or conducting technological, business, financial, or other investigations that are related to or likely to lead to business and economic development by making and entering into contracts and other appropriate arrangements, including the provision of loans, start-up and expansion capital, and other forms of assistance
- providing advice and technical and marketing assistance, support, and promotion to enterprises in which investments have been made
- coordinating the corporation's programs with any education and training program
- carrying out specialized programs designed to encourage the development of new products, businesses, and markets
- organizing, conducting, sponsoring, or cooperating in and assist in the conduct of conferences, demonstrations, and studies relating to the stimulation and formation of businesses.

For more information about HSDC, visit <http://hfdc.hawaii.gov/>.

#### **2.03 ABOUT THE HI GROWTH CONNECT AND NETWORK PROGRAM**

The HI Growth Initiative is the State of Hawaii's effort to grow Hawaii's economy by investing in the infrastructure, workforce and capital requirements to cultivate the innovation sector.

In FY 2014, the HI Growth Connect and Network Program was launched with the mission of increasing networking opportunities for Hawaii's high-growth businesses to gain exposure to potential customers, partners and investors that can help those businesses to further grow and scale. This included programs such as investor pitch

competitions/events, entrepreneur/technology showcases, startup events, venture capital summits, and virtual meeting programs. This program was administered by the High Technology Development Corporation as a specific track under their Sponsorship Program.

The sponsorships awarded under the HI Growth Connect and Network Program to-date have supported the broader innovation sector by creating opportunities for Hawaii entrepreneurs to establish and scale their businesses by exposing them to potential customers, partners and investors on a regular basis. These activities are important to growing Hawaii's innovation sector because they help generate a strong pipeline of businesses that can access a continuum of Hawaii-based startup investment capital to further grow and scale their operations.

#### **2.04 PRIORITIES FOR THE FY 2016 HI GROWTH CONNECT AND NETWORK PROGRAM**

HSDC is seeking proposals for programs which help to achieve the mission of the HI Growth Connect and Network Program. Priority will be placed on programs that focus on the following areas:

- Connecting the entrepreneurial, investor and corporate communities (including, but not limited to, reverse pitch events);
- Highlighting and publicizing Hawaii's high-growth businesses to the general public including In-State and Out-of-State stakeholders;
- Establishing virtual connectivity platforms or environments between entrepreneurs, customers and investors.

#### **2.05 SPONSORSHIP OBJECTIVES**

Proposals for sponsorship under the HI Growth Connect and Network Program should provide an efficient way to:

- Create public awareness and support for the innovation sector, the Startup Paradise brand and the HI Growth Initiative;
- Identify and build relationships with public and private stakeholders of the innovation sector;
- Establish a pathway to future viability and continued sustainability of the supported programs.

#### **2.06 REQUIREMENTS OF SPONSORSHIP**

All Applicants wishing to have a proposal considered for funding by the HI Growth Connect and Network Program must submit an application to HSDC (see Section 3).

If selected for sponsorship, HSDC may, from time to time, require a video recording of the program (by either the organizer, HSDC, or a representative of either).

All recipients will be required to submit a report to HSDC summarizing the program outcome, including, but not limited to, the number of participants, actual expenses and revenues generated, sponsors, marketing materials, social media performance, and other specialized measures as determined by HSDC.

Sponsorship will be subject to satisfaction of the provisions outlined in Section 5.

## **2.07 TERM OF SOLICITATION**

This solicitation shall be open from the initial advertising of the RFP through June 30, 2016.

## **SECTION THREE**

### **APPLICATION FORMAT AND CONTENT**

#### **3.01 INTRODUCTION**

One of the objectives of this RFP is to make application preparation easy and efficient, while giving Applicants ample opportunity to describe their request. When an Applicant submits an application, it must be a complete submission which includes all attachments as specified below.

Applicants must:

1. Include a transmittal/cover letter to confirm that the Applicant shall comply with the requirements, provisions, terms, and conditions specified in this RFP.
2. Include signed Applicant Form (AF-1) with the complete name and address of Applicant's firm and the name, email address, mailing address, telephone number, and fax number of the person the State should contact regarding the application.
3. Complete the Sponsorship Application (AF-2).
4. Provide any supplemental information (Section 3.03) describing and evidencing the program and sponsorship amount requested as referenced in Section 3.02.
5. Be compliant with all State laws as described in Section 5.02 and 5.13. Compliance to be verified using Hawaii Compliance Express.
6. Applications to be submitted fourteen (14) working days prior to the start of the proposed program for consideration. However, more lead time may be needed if Applicant will require funding prior to the start of the proposed program, or has yet to obtain verification through HCE (see Section 5.02).

Additional information may be requested by HSDC following submission of the above materials. Applicants may submit multiple applications for the same fiscal year.

#### **3.02 PRICING**

Provide pricing information on all sponsorship levels offered and the preferred amount/level requested by this application.

### **3.03 SUPPLEMENTAL INFORMATION**

Include as attachments all other relevant material to be considered – information about the host, related programs, other sponsors, speaker biographies, etc. The additional material should help the Procurement Officer or Sponsorship Evaluation Committee better understand the benefit of sponsoring the program.

**SECTION FOUR**

**EVALUATION CRITERIA AND APPLICANT SELECTION**

The Procurement Officer or Sponsorship Evaluation Committee will score the application on the following criteria.

The total number of points used to score this application is 100. Only applications scoring over 50 will be considered for sponsorship.

Name of Program: \_\_\_\_\_ Sponsorship Request: \$ \_\_\_\_\_

Lead Organization: \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**General Criteria:**

Is the program relevant to the needs of the innovation sector?      Yes \_\_\_\_ No \_\_\_\_

Is the primary beneficiary of the program the Hawaii public/community opposed to a group/company/individual?      Yes \_\_\_\_ No \_\_\_\_

**If the answer to either question above is “No”, the application will not be scored.**

**Scoring Criteria:**

**1. Program Aligns with CAN Mission 25 points**

- a. Program’s focus is to create access for Hawaii’s high-growth businesses to potential customers, partners and/or investors that can help those businesses to further grow and scale \_\_\_\_\_(20)
- b. Program addresses unfulfilled need \_\_\_\_\_(5)

**2. CAN Priority Area(s) Addressed 25 points**

- a. At least one Priority Area is addressed by program (5 points for each of the Priority Areas addressed: connecting the entrepreneurial, investor and corporate communities; highlighting and publicizing Hawaii’s high-growth businesses to the general public including In-State and Out-of-State stakeholders; establishing virtual connectivity between entrepreneurs and investors) \_\_\_\_\_(15)

- b. Expected impact of program as it applies to the Priority Area(s) addressed \_\_\_\_\_(10)

**3. Program Satisfies CAN Objectives **30 points****

- a. Program will create public awareness and support for the innovation sector, the Startup Paradise brand and the HI Growth Initiative \_\_\_\_\_(10)
- b. Program aims to build relationships with public and private stakeholders of the innovation sector \_\_\_\_\_(10)
- c. Program has outlined a sustainability plan \_\_\_\_\_(10)

**4. Applicant Qualifications **20 points****

- a. Applicant demonstrates active role in innovation sector \_\_\_\_\_(5)
- b. Applicant has experience with coordinating/hosting related programs \_\_\_\_\_(5)
- c. Applicant has clear nexus to CAN mission \_\_\_\_\_(5)
- d. Applicant demonstrates plan/skill/network to produce program \_\_\_\_\_(5)

Overall Score \_\_\_\_\_ / 100

Recommendation:

Comments/Notes/Justification:

## SECTION FIVE

### SPECIAL PROVISIONS

#### 5.01 SCOPE

All resulting contracts shall be in accordance with, and may incorporate, this RFP, including the special provisions in this section, the Scope of Work specified herein, and the State General Conditions (GC), included by reference.

#### 5.02 RESPONSIBILITY OF APPLICANT

Applicant is advised that in order to be awarded a sponsorship under this solicitation, Applicant is required to be compliant with all laws governing entities doing business in the State pursuant to HRS §103D-310(c) and verified through Hawaii Compliance Express (HCE).

The selected Applicant shall, at the time of award, be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to HRS §103D-310(c):

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;
3. Chapter 386, workers' compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. Chapter 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

The State will verify compliance on Hawaii Compliance Express (HCE) prior to awarding a sponsorship.

**Hawaii Compliance Express (HCE)**. The HCE is an electronic system that allows Applicants doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service; Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Applicant should register with (HCE) prior to submitting an application at <https://vendors.ehawaii.gov>. There is a nominal annual registration fee and the 'Certificate of Vendor Compliance' is accepted for the execution of the sponsorship award and final payment.

**Timely Registration on HCE.** If not already, Applicant is highly advised to register on HCE as soon as possible. Should Applicant be awarded a sponsorship, and not be compliant with all State laws (to be verified through HCE) at the time of award, the Applicant is at risk of not receiving the award.

### **5.03 CONTRACT ADMINISTRATOR**

For the purposes of any contracts awarded pursuant to this RFP, Karl Fooks, (808) 587-3830, karl.fooks@dbedt.hawaii.gov, is designated the Contract Administrator.

### **5.04 OVERVIEW OF THE MODIFIED RFP PROCESS**

- a. The RFP is issued pursuant to Subchapter 6 of HAR Chapter 3-122, implementing HRS §103D-303. This solicitation is a modified version of the typical RFP process via exemption PE-15-067S.
- b. The procurement process begins with the issuance of the RFP and the formal response to any written questions or inquiries regarding the RFP. Changes to the RFP will be made only by written Addendum.
- c. All proposals and other material submitted by Applicants become the property of the State and may be returned only at the State's option.
- d. The Procurement Officer, or a Sponsorship Evaluation Committee selected by the Procurement Officer, shall evaluate the applications in accordance with the evaluation and selection criteria in Section 4. Applications may be accepted on evaluation without discussion or the Procurement Officer may enter discussions with Applicant to clarify details regarding the Applicant's proposal before finalizing the evaluation.
- e. After evaluation, the Procurement Officer or the Sponsorship Evaluation Committee will make its recommendations. The Procurement Officer will award the sponsorships if the proposal is determined to be advantageous to the State taking into consideration the evaluation factors set forth in Section 4, and is subject to the availability of funds.
- f. Sponsorship awards are to be posted in the State's Awards reporting system ([http://hawaii.gov/spo2/source/search\\_results.php?sourcethodID=4](http://hawaii.gov/spo2/source/search_results.php?sourcethodID=4)) based on the guidelines in place at the time of the award for procurements exempt from the requirements of HRS §103D. Once an award is made, all proposals, successful and unsuccessful, become available for public inspection.

- g. The Procurement Officer or the Sponsorship Evaluation Committee reserves the right to determine what is in the best interest of the State for purposes of reviewing and evaluating applications submitted in response to the RFP. The Procurement Officer or the Sponsorship Evaluation Committee will conduct a comprehensive, fair and impartial evaluation of applications received in response to the RFP.
- h. Notice of sponsorship award or decline will be provided by email within an estimated 3 weeks of submission of application or seven (7) working days prior to the start of the proposed program, whichever is later. A delay in this process may occur if there are questions about the application, missing information, or a need to discuss the request with the Applicant.

#### **5.05 REQUIRED REVIEW OF RFP**

Applicant shall carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter must be submitted per Section 5.06 below, and must be received by HSDC prior to the deadline to submit written questions as stated in the RFP Schedule and Significant Dates, Section 1.04. This will allow issuance of any necessary corrections and/or amendments should there be any to the RFP.

#### **5.06 QUESTIONS ABOUT THE RFP**

All questions must be submitted in writing and directed to the HSDC Contract Administrator. Questions may be submitted through email to [karl.fooks@dbedt.hawaii.gov](mailto:karl.fooks@dbedt.hawaii.gov) with subject line "RFP-16-001-HSDC". HSDC will respond to written questions by the date indicated in Section 1.04 RFP via an addendum to the solicitation.

#### **5.07 APPLICATION PREPARATION**

- a. **Applicant Form AF-1.** See Attachment 1. Application shall be submitted using Applicant's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate spaces on Applicant Form page AF-1. Failure to do so may delay proper execution of the contract.

The authorized signature on the first page of the Application Form shall be an original signature. If unsigned, the application shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the Applicant's intent to be bound.

- b. **Offer Guaranty.** An offer guaranty is NOT required for this RFP.

- c. **Tax Liability.** Work to be performed under this solicitation is a business activity taxable under HRS §237, and if applicable, taxable under HRS §238. Vendors are advised that they are liable for the Hawaii general excise tax (GET) and the applicable use tax. If, however, an Applicant is exempt by the HRS from paying the GET and not liable for the taxes on the gross receipts derived from this solicitation, Applicant shall state its tax exempt status and cite the HRS allowing the exemption.
- d. **Original Applications to be Submitted.** Applicant shall submit one (1) original application.

Applicant is encouraged to submit typewritten offers. If handwritten, it should be clearly printed. Applicant is cautioned that illegible applications may be automatically rejected to avoid any errors in interpretation by the reviewers during the evaluation process.

- e. Costs for developing the Application are solely the responsibility of the Applicant, whether or not any award results from this solicitation. The State of Hawaii will not reimburse such costs.
- f. All applications become the property of the State of Hawaii.

## **5.08 PRICING**

The pricing shall be the all-inclusive sponsorship amount to the State and no other costs will be honored.

## **5.09 CONFIDENTIAL INFORMATION**

If an applicant believes any information, data, or other material submitted contains information that should be withheld as confidential, then the Procurement Officer named on the cover of this RFP must be so advised in writing and provided with justification to support confidentiality claim. Price is not considered confidential and will not be withheld.

An Applicant shall request in writing nondisclosure of designated trade secrets or other proprietary data considered confidential. Such data shall accompany the application, be clearly marked, and shall be readily separable from the application in order to facilitate eventual public inspection of the non-confidential portion of the application.

If a request is made to inspect the confidential or proprietary data, the head of the purchasing agency or designee shall consult with the Attorney General and make a written determination in accordance with HRS §92F. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the person appeals the denial to the Office of Information Practices in accordance with HRS §92F-42(1).

## **5.10 SUBMISSION OF APPLICATION**

The submission of an application shall constitute an incontrovertible representation by the Applicant of compliance with every requirement of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of the scope of services.

Before submitting an application, each Applicant must:

- (1) Examine the solicitation documents thoroughly. Solicitation documents include this RFP, any attachments, plans referred to herein, and any other relevant documents;
- (2) Become familiar with State, local, and federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.

Applications shall be received at HSDC, 250 South Hotel Street, #508, Honolulu, HI 96813, from the beginning date for submission of applications (Section 1.04) throughout the remaining 2016 fiscal year.

## **5.11 APPLICATION OPENING**

Applications shall not be opened publicly. After a sponsorship is awarded, the following information shall be open to the public: the award letter, the Procurement Officer or Sponsorship Evaluation Committee's criteria for selection, and the application, except any confidential portions.

## **5.12 CANCELLATION OF RFP AND APPLICATION REJECTION**

The State reserves the right to cancel this RFP and to reject any and all applications in whole or in part when it is determined to be in the best interest of the State, pursuant to HAR Section 3-122-96 through 3-122-97.

The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever, incurred by the Applicant in the event this RFP is cancelled or an application is rejected.

## **5.13 AWARD OF SPONSORSHIP**

Awards will be made to the responsible Applicants whose proposals are determined to be the most advantageous to the State based on the evaluation criteria set forth in the RFP.

#### **5.14 ADDITIONAL TERMS AND CONDITIONS**

The State reserves the right to add terms and conditions during the sponsorship negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluation.

#### **5.15 SPONSORSHIP EXECUTION**

Successful Applicants receiving an award shall enter into a written agreement in the form of Attachment 3.

No work pertaining to the sponsorship award shall be undertaken by an Applicant prior to the commencement date set forth in the agreement. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Applicant prior to the official commencement date.

#### **5.16 PAYMENT**

HRS §103-10, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory delivery of goods or performance of services to make payment. For this reason, the State may reject any proposal submitted with a condition requiring payment within a shorter period. Further, the State will reject any proposal submitted with a condition requiring interest payments greater than that allowed by HRS §103-10, as amended.

The State will not recognize any requirement established by the Applicant and communicated to the State after award of the sponsorship, which requires payment within a shorter period or interest payment not in conformance with statute.

Should there be an excess cash balance upon conclusion of the program, Applicant shall immediately repay HSDC any such excess balance, as agreed to in a written agreement in the form of Attachment 3, not to exceed the sponsorship amount paid by HSDC to the Applicant.

#### **5.17 PROTEST**

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall

be submitted within five (5) working days after the posting of award of the Sponsorship or notice of decline of application.

The notice of award, if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website ([http://hawaii.gov/spo2/source/search\\_results.php?sourcemethodID=4](http://hawaii.gov/spo2/source/search_results.php?sourcemethodID=4)).

Any protest shall be submitted in writing to the HSDC Procurement Officer, 250 South Hotel Street #580, Honolulu, HI 96813. Parties who protest will be offered a consultation prior to the formal protest added to the file. Due to the limited size and scope of awards, decisions of the Procurement Officer are final. Protests will serve as feedback on the effectiveness of this RFP in evaluating sponsorship opportunities.

#### **5.18 NON-DISCRIMINATION**

The Applicant awarded a contract pursuant to this solicitation shall comply with all applicable federal and State laws prohibiting discrimination against any person on the grounds of race, color, national origin, religion, creed, sex, age, sexual orientation, marital status, handicap, or arrest and court records in employment and any condition of employment with the Applicant or in participation in the benefits of any program or activity funded in whole or in part by the State.

#### **5.19 CONFLICTS OF INTEREST**

The Applicant represents that neither the Applicant, nor any employee or agent of the Applicant, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, that would or might conflict in any manner or degree with the Applicant's performance of this contract.

#### **5.20 CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS**

It has been determined that funds for this sponsorship have been appropriated by a legislative body.

If awarded a sponsorship in response to this solicitation, Applicant agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and county government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.

#### **5.21 ADDITIONS, AMENDMENTS AND CLARIFICATIONS**

**Approvals.** Any agreement arising out of this solicitation may be subject to the approval of the Department of the Attorney General as to form, and is subject to all further

approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

**Records Retention.** The Applicant and any subcontractors shall maintain the books and records that relate to the Agreement and any cost or pricing data for three (3) years from the date of final payment under the Agreement.

**Competency of Offeror.** Prospective Applicants must be capable of performing the work for which applications are being called for. Either before or after the deadline for an application, the HSDC may require Applicant to submit answers to questions regarding facilities, equipment, experience, personnel, financial status or any other factors relating to the ability of the Applicant to furnish satisfactorily the goods or services being solicited by the State. Any such inquiries shall be made and replied to in writing; replies shall be submitted over the signatures of the person who signs the application. Any Applicant who refuses to answer such inquiries will be considered non-responsive.

**Preparation of Application.** An Applicant should submit only one application for each program or event in a series of events for which Applicant is seeking sponsorship. If an Applicant submits more than one application for each program or event in a series of events, then all such applications shall be rejected.

## **SECTION SIX**

### **ATTACHMENTS**

- Attachment 1: APPLICANT FORM, AF-1
- Attachment 2: SPONSORSHIP APPLICATION, AF-2
- Attachment 3: FORM OF AWARD NOTICE AND AGREEMENT

**APPLICANT FORM  
AF-1**

**HI GROWTH CONNECT AND NETWORK SPONSORSHIP  
STATE OF HAWAII  
HAWAII STRATEGIC DEVELOPMENT CORPORATION  
RFP-16-001-HSDC**

Procurement Officer  
Hawaii Strategic Development Corporation  
State of Hawaii  
Honolulu, Hawaii 96804

Dear HSDC:

The undersigned has carefully read and understands the terms and conditions specified in the RFP, and in the General Conditions, by reference made a part hereof and available upon request; and hereby submits the following application to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this application, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Applicant is:

- Sole Proprietor     Partnership     \*Corporation     Joint Venture  
 Other \_\_\_\_\_

\*State of incorporation: \_\_\_\_\_

Hawaii General Excise Tax License I.D. No. \_\_\_\_\_

Payment address (other than street address below): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

Business address (street address): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_

Respectfully submitted:

Telephone No.: \_\_\_\_\_

**(x)** \_\_\_\_\_  
Authorized (Original) Signature

Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Please Type or Print)

\*\*  
\_\_\_\_\_  
Exact legal name of Company (Applicant)

\*\*If Applicant is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

\_\_\_\_\_



## SPONSORSHIP APPLICATION, AF-2

Thank you for your interest in seeking sponsorship support from the HI Growth Connect and Network Program. Please complete **all items** on this application form, sign and return to: Hawaii Strategic Development Corporation, Attn: Karl Fooks, 250 South Hotel Street #508, Honolulu, Hawaii 96813. After committee review, notice of sponsorship award or decline will be provided by email within an estimated 3 weeks of submission of application or 7 working days prior to start of Program, whichever is earlier. A delay in this process may occur if there are questions about the application, missing information, or a need to discuss the request with the Applicant.

If you have any questions, contact [karl.fooks@dbedt.hawaii.gov](mailto:karl.fooks@dbedt.hawaii.gov), or call (808) 587-3830 and reference HI Growth Connect and Network Program (RFP-16-001-HSDC).

Date of Application: \_\_\_\_\_

### A. APPLICATION INFORMATION

|                    |  |
|--------------------|--|
| Name of Program:   |  |
| Date(s):           |  |
| Location(s):       |  |
| Amount Requested:  |  |
| Name of Contact:   |  |
| Title:             |  |
| Lead Organization: |  |
| Address:           |  |
| Daytime Phone:     |  |
| E-Mail Address:    |  |

### B. PROGRAM OVERVIEW

1. Please describe the Program, including its purpose and intended audience.

## SPONSORSHIP APPLICATION, AF-2

### **C. PROGRAM ALIGNMENT WITH CAN MISSION**

1. Describe how the Program aligns with the CAN mission to expose Hawaii's high-growth businesses to potential customers, partners and/or investors that can help those businesses to further grow and scale.

2. Does the Program address an unfulfilled need in the community? Please explain.

### **D. CAN PRIORITY AREA(S) ADDRESSED**

1. Describe how the Program addresses at least one of the CAN Priority Areas.

2. How many participants do you expect? How will you market your program to these participants?

## SPONSORSHIP APPLICATION, AF-2

### E. SPONSORSHIP OBJECTIVES

1. Describe how the Program will create public awareness and support for the innovation sector, the Startup Paradise brand and the HI Growth Initiative.

2. List confirmed and invited speakers, partners, participating organization and sponsors, including amounts raised to-date.

3. Will this be a recurring Program? Please describe how you plan to sustain the Program over time (i.e., sponsorships/donations, grants, revenue).

### F. APPLICANT QUALIFICATIONS

1. Describe your organization and involvement in the community.

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2. Describe your past experience in organizing or hosting programs similar to what's being proposed.

3. How does your organization's mission align with CAN?

4. Describe the additional steps you must take to produce the Program.

### **G. BUDGET**

1. Please provide a detailed budget of the Program, including all cost and revenue items (i.e., ticket sales, other sponsorships). Please note if any cost items are being contributed as in-kind.



## SPONSORSHIP APPLICATION, AF-2

### H. OTHER

1. Please provide any Supplemental Information and marketing materials/drafts for the Program.

**Please also submit with this application:**

- ✓ Completed AF-1 form.
- ✓ Evidence of compliance w/ all State laws via HCE Certificate. See Sections 5.02 and 5.13 of the RFP.

