

**State of Hawaii
Business Development & Support
Division (BDSD), Department of
Business, Economic Development &
Tourism (DBEDT)**

**REQUEST FOR PROPOSALS
No. RFP-16-02-BDSD**

**PROPOSALS
FOR**

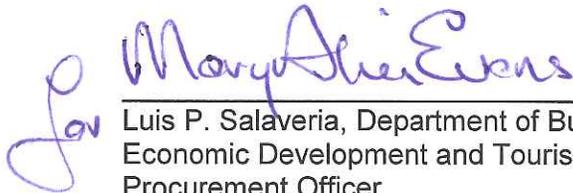
**Hawaii State Trade and Export Promotion
Assistance Program (HiSTEP-AP)
STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC
DEVELOPMENT, AND TOURISM**

WILL BE RECEIVED ON A CONTINUING BASIS BEGINNING 12:00 P.M. NOON (HST) ON
JANUARY 4, 2016
IN THE BUSINESS DEVELOPMENT & SUPPORT DIVISION, 250 SOUTH HOTEL STREET,
SUITE 503, HONOLULU, HAWAII 96813.

DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO MARK RITCHIE, TELEPHONE (808)
587-2785, FAX (808) 586-2359 OR E-MAIL AT MARK.J.RITCHIE@HAWAII.GOV
SUBJECT: RFP-16-02-BDSD.

THIS SOLICITATION MAY BE OBTAINED FROM THE BUSINESS DEVELOPMENT & SUPPORT
DIVISION OFFICE. PLEASE CALL LESLIE KAWAMOTO AT 808-587-2757 TO MAKE PICK UP
ARRANGEMENTS. THERE WILL BE A FIVE CENT (\$0.05) PER PAGE CHARGE. THIS SOLICITATION
MAY BE ALSO BE ACCESSED VIA THE FOLLOWING URL:

<http://hawaii.gov/spo/general/procurement-notice-for-solicitations>.


Luis P. Salaveria, Department of Business,
Economic Development and Tourism
Procurement Officer

RFP-16-02-BDSD

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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
Award	= Funds to be used by Applicant for the purpose of this solicitation
BDSB	= Business Development & Support Division
DBEDT	= Department of Business, Economic Development & Tourism
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
Hi-STEP Program	= Hawaii State Trade and Export Promotion Program
Hi-STEP-AP	= Hawaii State Trade and Export Promotion Assistance Program
HRS	= Hawaii Revised Statutes
Procurement Officer	= The Director of the Department of Business, Economic Development & Tourism
RFP	= Request for Proposal
SBA	= U.S. Small Business Administration
State	= State of Hawaii, including each department and political subdivision

1.02 INTRODUCTION

The Business Development & Support Division (BDS), a division of the State of Hawaii (State) Department of Business, Economic Development & Tourism (DBEDT), is accepting applications for the Hawaii State Trade and Export Promotion Assistance Program (HiSTEP-AP), which is closely aligned with BDS's mission to increase and expand the range of exports from the State. This solicitation begins on the date listed in Section 1.04 and finishes at 4:00PM (HST) on July 30, 2016 or when funds expire or are depleted.

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. All times indicated are Hawaii Standard Time (HST). 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	December 2, 2015
Deadline to Submit Written Questions	December 16, 2015
State's Response to Written Questions Through Posted Written Addenda	December 30, 2015
Beginning Date for Submission of Applications (additional applications will be accepted on a continual basis through July 30, 2016)	January 4, 2016, 12:00PM
Program Awards	Notice provided within 4 weeks of application submission.
Expiration of RFP	July 20, 2016, 4:00PM

SECTION TWO

BACKGROUND

2.01 BDS D MISSION

The mission of the Business Development & Support Division (BDS D) of the Department of Business, Economic Development & Tourism (DBEDT) is to facilitate the growth and development of viable and innovative industry sectors in Hawaii's economy which focus on exporting and globalization of Hawaii products and services as well as supporting and increasing Hawaii's international role in trade and business investment. BDS D's duties include, but are not limited to:

- Promoting industry development and economic diversification in Hawaii by supporting existing and emerging targeted industry sectors of fashion, biotechnology, manufacturing, and international student attraction;
- Working to increase exports of Hawaii's products and services; and
- Marketing and supporting Hawaii's international role related to sister-state relations in business, trade and economic development.

2.02 BDS D PRIORITIES FOR 2016

Specifically within the mission stated above, BDS D is seeking opportunities to expand exports of Hawaii produced goods and services and grow the number of Hawaii-based companies that are active in global markets. These goals can be achieved through sponsorship of Hawaii pavilions at trade shows and Hawaii trade missions overseas and also through programs to assist individual companies with their export market development.

2.03 PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

BDS D is posting this open solicitation to provide public notice, promote fair competition, and to create a consistent documented procedure for evaluating and handling application proposals for the HiSTEP-AP program.

Supported by funding from the U.S. Small Business Administration (SBA), the goal of the Department of Business, Economic Development and Tourism (DBEDT) Hawaii State Trade and Export Promotion (HiSTEP) program is to assist Hawaii small businesses with export market development and expansion through export readiness programs, industry-based marketing (trade shows and missions) and direct awards to individual companies to participate in export marketing activities (HiSTEP-AP). This RFP is specifically for the HiSTEP-AP component of the HiSTEP program. For more information on HiSTEP, go to: <http://invest.hawaii.gov/exporting/histep/>

2.04 THE HISTEP-AP PROGRAM SCOPE AND OBJECTIVES

The HiSTEP Assistance Program (HiSTEP-AP) is designed to increase exports of Hawaii produced goods and services by assisting individual Hawaii companies with export market development activities such as participation in trade shows and missions. Although tailored for Hawaii companies, this program is modeled after successful export market

development programs offered by government trade organizations such as those of Canada and Australia.

Success metrics for the HiSTEP-AP include, but are not limited to 1) expanded exports and revenue from exports of Hawaii produced goods and services; 2) a larger overall number and a larger percentage of Hawaii-based companies that are active in global markets; and 3) penetration of new markets for Hawaii produced goods and services.

Hawaii companies submitting application proposals for this program are expected to be export ready. Application proposals will be evaluated, classified, and selected by a committee comprised of representatives from three or more of the following organizations: DBEDT, Hawaii Department of Agriculture, High Technology Development Corporation, Innovate Hawaii, Hawaii Pacific Export Council, Export Assistance Center/U.S. Department of Commerce, and the Hawaii Small Business Development Centers.

2.05 PROGRAM ELIGIBILITY

Any Hawaii company that meets SBA's definition of an "eligible small business concern" as follows:

- Company has been in business for not less than one (1) year.
- Company is profitable.
- Company has a business and export plan.
- Company certifies that it is not barred from receiving federal funds.

Additional eligibility requirements:

- Company is registered and in good standing with the Hawaii Department of Commerce and Consumer Affairs as verified through Hawaii Compliance Express (HCE).
- Company has a current general excise tax license from the Hawaii Department of Taxation.

For producers/manufacturers, priority will be given to companies whose Hawaii-made product meets the "Made in Hawaii" designation as defined under Hawaii Revised Statutes Chapter 468-119, stipulating that the product will have at least 51% of the wholesale value added by manufacture, assembly, fabrication, or production within the State. (Refer to Applicant Form AF-2 Made in Hawaii Valuation Formula and Formula Worksheet.).

For service providers, the eligibility requirement is that the company be registered to do business in the State of Hawaii.

2.06 AWARD AMOUNTS PER COMPANY

Application proposals can request a minimum of \$2,000 and a maximum of \$6,000. HiSTEP-AP applicants shall provide a minimum of 25% cash matching funds. In-kind and personnel are not allowed as matching funds.

2.07 ALLOWABLE USE OF AWARD FUNDS

Award funds will be limited to the following uses:

1. Trade Show/Trade Mission costs (eligible costs include space rental and other exhibit-related expenses; airfare; accommodations for period of show/mission only; shipping of products for show);
2. Travel for multiple buyer meetings (minimum 6 meetings);
3. Gold Key Service (a program offered by U.S. Department of Commerce's U.S. Commercial Service that matches pre-qualified foreign buyers with American companies in markets around the world), or other federal export development programs;
4. Localization services for collateral materials and website (\$3,000 maximum).
5. Fees for shipping sample products (\$2,000 maximum).
6. Cost of compliance testing an existing product for entry into an export market (\$2,000 maximum).

Allowable travel and accommodation costs are for one or two people per company. Companies already participating in any of the DBEDT-sponsored trade shows (Hawaii pavilions) or trade missions are only eligible to submit application proposals if this is their first time participation in the DBEDT-sponsored event. **All activities funded by this award must be completed by September 29, 2016.**

2.08 DISBURSEMENT OF AWARD FUNDS AND REPORTING

Payments will be made on a reimbursable basis upon submission of proper documentation and receipts approved by the State.

Companies will be required to submit a report using the HiSTEP-AP report form to be provided by DBEDT at the completion of this program. As a recipient of federal funds, DBEDT is required to report results to the SBA. To the extent allowed by law, individual company sales information will be kept confidential and all sales figures will be aggregated for reporting to the SBA.

2.09 TERM OF SOLICITATION

This solicitation shall be open from the initial advertising of Request for Proposals until July 30, 2016, or until funds expire or are depleted. Application proposals will be accepted and evaluated on a continual basis.

SECTION THREE

APPLICATION FORMAT AND CONTENT

3.01 INTRODUCTION

One of the objectives of this RFP is to make application preparation easy and efficient. When an Applicant submits an application, it must be a complete submission responding to this RFP and it must show how it accomplishes the objectives described in **Section 2.04 THE HISTEP-AP PROGRAM SCOPE AND OBJECTIVES**

Applications must:

1. Include a transmittal 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, mailing address, telephone number, and fax number of the person the State should contact regarding the application.
3. Include completed and signed Applicant Form AF-2, Made in Hawaii Valuation Formula and Formula Worksheet (for producers/manufacturers)
4. Complete and submit the following documentation as described in sections 3.02, 3.03, and 3.04.

3.02 APPLICATION QUESTIONS

Applicants must respond to an "APPLICANT QUESTIONNAIRE" in **Section Four, Parts A and B** of this RFP providing basic company information and demonstrating "export readiness," a key criterion of this program. Point totals for evaluation purposes are listed with each question. The questionnaire accounts for 25% of the evaluation point total.

3.03 EXPORT MARKET DEVELOPMENT PLAN

To facilitate the evaluation process, applicants must also provide a brief summary sheet (two pages maximum) titled "EXPORT MARKET DEVELOPMENT PLAN" outlining the company's marketing strategy to enter overseas markets. A template plan is included in **Section Four, Part C** of this RFP. This part of the RFP is worth 50% of the evaluation points.

3.04 BUDGET

A one page "BUDGET" must also be provided with the "EXPORT MARKET DEVELOPMENT PLAN." A budget template is included in **Section Four, Part D** of this RFP.

3.05 SUPPLEMENTAL INFORMATION

Include as attachments any additional relevant material to be considered such as information about a trade show your company proposes to attend. The additional material should help the selection committee better understand the benefit of your company participating in the marketing activity. Please limit attachments to no more than **two** pages.

SECTION FOUR

SCOPE OF WORK

APPLICANT QUESTIONNAIRE AND EVALUATION

The total number of points used to score this application is 100

Part A*

Name of Company:

Address:

City:

State:

Phone:

Email:

Fax (if any):

Website (if any):

Name, title and contact info for authorized representative

State of Hawaii general excise tax (G.E.T.) number

Federal ID number

Company structure (select one)

- Sole proprietorship
- Partnership
- Limited Liability Company
- Corporation

Business scope (select one)

- Agriculture
- Manufacturing /processing
- Services

Number of full-time employees in Hawaii

Annual gross revenue for 2015

*Proposal considered non-responsive if Part A is not fully completed.

Part B (25 points)

Is your company currently exporting?

To US Mainland?

Other countries? Please list.

Percent of gross annual revenue from sales outside Hawaii? Outside US?

Company's product/service to market outside Hawaii using HiSTEP-AP program

Is product or service produced in Hawaii? If a product, is product's Hawaii wholesale value added 51% or greater? (Refer to Applicant Form AF-2 Made in Hawaii Valuation Formula and Formula Worksheet.)

Who is your company's customer? (select one)

- Wholesalers
- Distributors / agents
- Retailers
- Direct to consumers
- Direct to businesses
- Combination of above

What market(s) outside Hawaii do you wish to use HiSTEP-AP for?

How do you want to use the HiSTEP-AP Award (select all that apply):

- Trade show booth rental and associated expenses
- Gold Key or other Federal government export development programs
- Multiple customer/buyer meetings outside Hawaii
- Localization services for marketing collateral including website
- Fees for shipping sample products
- Cost of compliance testing an existing product for entry into an export market

Part C (50 points)

Please attach a maximum two-page export development plan for your company that includes how you will use the HiSTEP-AP award and the success metrics you expect (Review **Section 2.04** for the type of success metrics DBEDT must report).

Include in your export development plan:

- What products or services will you be marketing.
- Which markets outside of Hawaii you want to enter with those products or services and why.
- What is your strategy to be successful in those markets.
- What distribution channels will you use.
- What are your sales targets for this marketing program.
- What follow up will be needed to close sales.

Part D (25 points)

Also please attach a budget breakdown per the template below.

REQUEST FOR PROPOSAL NO. RFP-16-02-BDSD

Hawaii State Trade and Export Promotion Assistance Program (HiSTEP-AP)

BUDGET

Budget Category	HiSTEP-AP Funds	Company Match (at least 25% match required)	TOTAL
Trade Show/Trade Mission costs (eligible costs include space rental and other exhibit-related expenses; airfare*; accommodations for period of show/mission only; shipping of products for show)			
Travel for multiple buyer meetings*			
Gold Key Service or other federal export development programs			
Localization services for collateral materials and website (\$3,000 maximum for website)			
Fees for shipping sample products (\$2,000 maximum)			
Cost of compliance testing an existing product for entry into an export market (\$2,000 maximum)			
Other			
TOTAL			

***IMPORTANT NOTE!**

HiSTEP funds used for airfare are subject to the *Fly America Act* which requires that an individual travel on a U.S. Flag Carrier, even if a foreign carrier is less expensive or more convenient. Limited exceptions exist, and anyone seeking approval for an exception must obtain written approval prior to travel.

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 General Conditions (GC), included by reference and available at the BDSD.

5.02 RESPONSIBILITY OF APPLICANT

Applicant is advised that in order to receive an award 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).

Timely Registration on HCE. Applicants are encouraged to register on HCE as soon as possible. If an Applicant is not compliant at the time of award, the Applicant may not receive the award.

Refer to the **Section 5.13 Financial Assistance Award** for instructions on registering for HCE.

5.03 CONTRACT ADMINISTRATOR

For the purposes of any contracts awarded pursuant to this RFP, Mark Ritchie, (808) 587-2785 is designated the Contract Administrator.

5.04 OVERVIEW OF THE RFP PROCESS

- a. The RFP is issued pursuant to Subchapter 6 of HAR Chapter 3-122, implementing HRS Section 103D-303.
- b. The procurement process begins with the issuance of the RFP and the formal response to any written questions or inquiries regarding the RFP, which 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 an evaluation committee selected by the Procurement Officer, shall evaluate the applications in accordance with the evaluation and selection criteria in Section Four. Applications may be accepted on evaluation without discussion or the Procurement Officer or his designee may enter into discussions to clarify issues regarding the Applicant's proposal before the Applicant submits a Best and Final proposal.
- e. After evaluation, the Procurement Officer or the evaluation committee will make its recommendations. The Procurement Officer will award the funds IF the proposal is

determined to be advantageous to the State taking into consideration the evaluation factors set forth in **Section Four**.

- f. Notice of awards, if any, will be posted at: <http://hawaii.gov/spo2/source/>. As awards are made all evaluated proposals, successful and unsuccessful, become available for public inspection.
- g. The Procurement Officer or the 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 evaluation committee will conduct a comprehensive, fair and impartial evaluation of applications received in response to the RFP.
- h. Notice of award or decline will be provided by email within 4 weeks of submission of application.

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**. 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 by the date noted in Section 1.04 RFP Schedule and Significant dates, or as amended, and directed to the BSDS Contract Administrator. Questions may be submitted through email to: mark.j.ritchie@hawaii.gov with subject line "Ref: RFP-16-02-BSDS." BSDS will respond to written questions by the date noted in Section 1.04 RFP Schedule and Significant Dates, or as amended, by posting 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, in the appropriate space 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 in ink (blue in preferred). If unsigned or the affixed signature is a facsimile or a photocopy, the application shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the Applicant's intent to be bound.

- b. **APPLICANT FORM, AF-2**, Made in Hawaii Valuation Formula and Formula Worksheet. See Attachment 2. This is a tool to establish that your product is 51% Hawaii content or greater. Service companies do not need to submit this form.

- c. **Offer Guaranty.** An offer guaranty is NOT required for this RFP.
- d. **Tax Liability.** Work to be performed under this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. Applicants 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 is not liable for the taxes on the gross receipts derived from this solicitation, Applicant shall state its tax exempt status and cite the HRS section allowing the exemption.
- e. **Original Applications to be Submitted.** Applicant shall submit one (1) original application and three (3) copies.

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.
- f. 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.
- g. All applications become the property of the State of Hawaii.

5.08 PRICING

The pricing shall not exceed the amount requested by the Applicant to be used as specified in Section 2.07 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 the 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 Chapter 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 Section 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 of its terms and conditions.

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 the BDS/DBEDT, 250 South Hotel Street, Suite 503, Honolulu, HI 96813, from the date of the posting until **4:00 pm HST, July 30, 2016**.

5.11 APPLICATION OPENING

Applications shall not be opened publicly. As contracts are awarded, the following information shall be open to the public: the contract, the Evaluation Committee's criteria for selection, the Scope of Work/application and other items pursuant to HAR Section 3-122-58, 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 FUNDS

Method of Award. 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.

Responsibility of Applicant. Pursuant to HRS Chapter 103D-310(c), 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:

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).

Hawaii Compliance Express. 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 required for the execution of a contract and final payment.

Timely Registration on HCE. Applicants are encouraged to register on HCE as soon as possible. If a recipient is not compliant on HCE at the time of award, the Applicant may not receive the award.

5.14 ADDITIONAL TERMS AND CONDITIONS

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

5.15 CONTRACT

Successful Applicants receiving an award shall enter into a written contract. The RFP, the successful Application, and the State's General Conditions, may become part of the contract. No work is to be undertaken by an Applicant awarded a contract prior to the official commencement date of the contract. The State shall not be liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Applicant prior to the official commencement date.

The term of the contract shall be from the effective date of the contract to the end of the project period, unless an extension is granted in accordance with the State's General Conditions, paragraph 19, Modification of Contract, or other applicable provision.

The HiSTEP-AP is funded in part through a Cooperative Agreement with the U.S. Small Business Administration, Award No. SBAHQ-15-IT-0024; therefore, the terms and conditions of this award may become part of the contract.

5.16 PAYMENT

Payments will be made to the Applicant on a reimbursable basis upon submission of proper documentation and receipts approved by the State.

5.17 DEBRIEFING AND PROTEST

Pursuant to HAR Section 3-122-60, an applicant not selected for award may submit a written request for a debriefing within three (3) working days after the notice of decline of application.

A protest shall be submitted in writing within five (5) working days following the debriefing.

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 beginning date set for submission of applications, and further provided that a protest of a decline of application shall be submitted within five (5) working days after the 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://www.hawaii.gov/spo2/source/>.

Any protest shall be submitted in writing to *Dennis T. Ling*, 250 South Hotel Street, Suite 503, Honolulu, HI 96813.

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 Award have been appropriated by a legislative body.

If awarded a contract in response to this solicitation, offeror 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 contract 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 contract and any subcontractors shall maintain the books and records that relate to the contract and any cost or pricing data for three (3) years from the date of final payment under the contract.

Competency of Offeror. Prospective Applicant must be capable of performing the work for which applicants are being called. Either before or after the deadline for an application, the BDSO 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.

SECTION SIX

APPLICANT FORM 1 (AF-1)

HAWAII STATE TRADE AND EXPORT PROMOTION ASSISTANCE PROGRAM

STATE OF HAWAII

BUSINESS DEVELOPMENT & SUPPORT DIVISION, DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM

RFP-16-02-BDSD

Dennis Ling
Business Development & Support Division
State of Hawaii
250 South Hotel Street, Suite 503
Honolulu, Hawaii 96813

Dear Mr. Ling:

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 application 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: _____

Respectfully submitted:

Date: _____ (x) _____
Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____ Name and Title (Please Type or Print)

E-mail Address: _____ **
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:

APPLICANT FORM 2 (AF-2),
Made in Hawaii Valuation Formula and Formula Worksheet

**HAWAII STATE TRADE AND EXPORT PROMOTION ASSISTANCE PROGRAM
(HiSTEP-AP)
STATE OF HAWAII
BUSINESS DEVELOPMENT & SUPPORT DIVISION, DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM
RFP-16-02-BDSD**

MADE IN HAWAII VALUATION FORMULA

By submitting this formula, you are certifying that all of the information is true and correct. There are three components of product cost:

- Direct Material Cost— raw materials, distinguished by origin, imported or Hawaiian;
- Direct Labor Cost — the cost of workers who add value to a product through their direct involvement in the production process here in Hawaii; and
- Manufacturing Overhead Cost — indirect manufacturing costs incurred in Hawaii, which includes:
- Indirect labor costs – wages of employees not directly involved in product, including
 - Wages for employees performing equipment maintenance and repairs;
 - Wages for production supervisors; and
 - Wages for personnel supporting production such as quality control inspectors.

EXAMPLE FORMULA

Cost — per individual unit

Material Cost — Imported	A	\$ 12.00
Hawaii Value Added		
Material Cost — Hawaii (Locally Produced Materials)	B	\$ 5.00
Direct Labor Cost — Hawaii	C	\$ 7.00
Manufacturing Cost — Hawaii		
Indirect Material Cost	D	\$ 3.50
Indirect Labor Cost	E	\$ 3.25
Hawaii Value (B + C + D + E) (\$5.00 + \$7.00 + \$3.50 + \$3.25)	F	\$ 18.75
Product Cost (Wholesale Value) (A + F) (\$12.00 + \$18.75)	G	\$ 30.75
Hawaii Wholesale Value Added (G - A) ÷ G = H%	H	60.98 %
Estimated Retail Selling Price	I	\$ 55.00

FORMULA WORKSHEET

Cost — per individual unit

Material Cost — Imported	A	\$
Hawaii Value Added		
Material Cost — Hawaii (Locally Produced Materials)	B	\$
Direct Labor Cost — Hawaii	C	\$
Manufacturing Cost — Hawaii		
Indirect Material Cost	D	\$
Indirect Labor Cost	E	\$
Hawaii Value (B + C + D + E)	F	\$
Product Cost (Wholesale Value) (A + F)	G	\$
Hawaii Wholesale Value Added $(G - A) \div G = H\%$	H	%
Estimated Retail Selling Price	I	\$