PROPOSAL SUBMITTAL CHECKLIST

RFP No. LLP 2026-001
SITE MANAGEMENT SERVICES FOR PAHUA HEIAU

The following checklist is provided as a reference for proposal submittal. The offeror shall be responsible for complying with all aspects of proposal submission requirements. See the RFP for more information regarding each item. The OHA shall not be responsible for other pertinent RFP information not listed below:

☐ 1. Attachment 3 - Cover Letter (original signature required).

☐ 2. Proposal

a. Finance Related Requirements
b. Qualifications and Requirements pertaining to the Scope of Services, if any
c. Hawaii Compliance Express Certificate of Vendor Compliance OR
   - Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR #27; AND
   - Department of Consumer and Commerce Affairs Certificate of Good Standing; AND
   - State and Federal Tax Clearance Certificates.
d. Corporate Resolution indicating authorized signer for proposal and contractual documents

☐ 3. Attachment 4 – Acknowledgement of Addendum

☐ 4. Attachment 5 – Wage Certificate

☐ 5. Attachment 6 – Offer Form OF-1 and OF-2