Attachment E: Hawaii Bidder/Offeror Preference Certification Form

Solicitation #RFP-27-LESB-001

Instructions to Offerors

The Hawaii Bidder/Offeror Preference Certification Form (SPO-081) begins on the following page.

This form is used by an Offeror claiming the Hawaii Bidder/Offeror preference under HRS §103D-1001.

The preference is available to an Offeror that has maintained a valid commercial place of business in the State of Hawaii, staffed by the Offeror or their employee, for not less than two (2) consecutive years immediately preceding the proposal due date, and that will perform not less than fifty-one percent (51%) of the total direct labor hours required for this contract within the State. The proposal must also be submitted under the name under which the Offeror is authorized to do business in the State. A joint venture must be composed entirely of parties meeting these requirements.

Submission of this form is optional. An Offeror not claiming the Hawaii Bidder/Offeror preference is not required to submit this form. An Offeror claiming the preference must upload the completed form to HIePRO with their proposal, at or before the proposal due date and time specified in RFP Section 1.8 Schedule and Significant Dates. A certification submitted for a previous or other solicitation will not be accepted.

The authorized officer may sign the form by typing their name on the Signature of Authorized Officer line. The LESB accepts a typed name entered with the intent to sign as an electronic signature under HRS §§489E-2 and 489E-18.

The form may also be obtained directly from the State Procurement Office at: https://spo.hawaii.gov/wp-content/uploads/2026/07/SPO-081_Hawaii-Bidder-Offeror-Preference-Certification-Form.pdf

STATE OF HAWAII
Hawaii Bidder/Offeror
Preference Certification Form
(As Defined in HRS103D-1001)

I, _____, _____ of
(Authorized Officer's Name) (Office or Position Held)

_____, certify the following:
(Name of Bidder/Offeror)

(1) That the Bidder/Offeror holds a valid commercial place of business located in the State of Hawaii at the following address:

_____

_____,

and that the above-named office was opened on the following date: _____,

and has been staffed by the Bidder/Offeror or an employee of the Bidder/Offeror for not less than two (2) consecutive years immediately preceding the time and date set for the opening of bids or receipt of proposals;

(2) That the bid or proposal in response to IFB/RFP No. RFP-27-LESB-001, is submitted under the name under which the Bidder/Offeror is authorized to do business in the State;

(3) That not less than fifty-one percent (51%) of the total direct labor hours required for performance of the contract will be performed within the State; and

(4) If the Bidder/Offeror is a joint venture, the Bidder/Offeror is composed entirely of parties meeting the requirements of paragraphs (1), (2), and (3).

I certify under penalty of perjury that the above statements are true. I agree to maintain the above qualifications throughout contract performance; any changes in eligibility shall be reported to the Contract Administrator or purchasing agency's contact person identified in the RFP/IFB. I acknowledge that failure to maintain the above qualifications triggers a price adjustment equal to the value of the preference applied and may constitute cause for debarment under HRS §103D-702.

_____
Signature of Authorized Officer

_____
Print Name and Title

_____
Date