

Offeror's Checklist

1. The following documents, forms and/or certificates must be submitted **as an attachment on HlePRO:**

- ☐ Offer Form
- ☐ Wage Certificate
- ☐ W-9 Request for Taxpayer ID

Offerors are responsible to make sure all documents, forms and certificates are submitted as an **attachment on HlePRO**, otherwise an offer submitted by a responsive and responsible Offeror may not receive the award.

2. **Offeror's are responsible to make sure their Unit Bid Price and/or Total Bid Amount** includes all costs for labor, materials, delivery, surcharges, etc), all applicable taxes (including the current Hawaii General Excise Tax) and any other expenses, including travel , mileage, freight incurred.

3. **CERTIFICATE OF VENDOR COMPLIANCE**, issued by the Hawaii Compliance Express (HCE) **is required** for awards of **\$2,500 or more**.

If required, it must be submitted **within ten (10) working days from the date the request is made**, otherwise an offer submitted by a responsive and responsible Offeror may not receive the award.

It is highly recommended that Offerors register with Hawaii Compliance Express (HCE) prior to responding to a solicitation to ensure timely submittal when requested. Offerors should be aware that it may take thirty (30) working days or more to establish a compliant status.

4. Offerors are recommended to have available:

Certificate of Insurance

If required, they must submit **within ten (10) working days from the date the request is made** otherwise an offer submitted by a responsive and responsible Offeror may not receive the award.

If you have any questions or require vendor support, please contact HlePro at (808) 695-4620 or e-mail hiepro@hawaii.gov