

**PROPOSAL SUBMITTAL CHECKLIST****RFP No. COMM 2026-009  
UPGRADE WEBSITES FOR OHA**

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 2 - Cover Letter (authorized signature required).
- 2. Proposal
  - a. Finance Related Requirements
  - b. Qualifications and Requirements pertaining to the Scope of Services, if any
  - c. Hawaii Compliance Express (HCE) Certificate of Vendor Compliance OR  
Individual copies of clearances with the following agencies:
    - i. Department of Taxation (DOTAX) - Form A-6,
    - ii. Internal Revenue Service (IRS) - Tax Compliance Report (TCR),
    - iii. Department of Commerce and Consumer Affairs (DCCA) - Form COGS, and
    - iv. Department of Labor & Industrial Relations (DLIR) - Form LIR27
  - d. Corporate Resolution indicating authorized signer for proposal and contractual documents
- 3. Attachment 3 – Wage Certificate
- 4. Attachment 4 – Offer Form OF-1 and OF-2