

STATE PROCUREMENT OFFICE

Application and Agreement for Cooperative Purchasing
Participation by Nonprofit Organizations
State Procurement Office Price/Vendor Lists
Pursuant to Chapter 3-128-5, HAR

Instructions

(Revised November 2006)

- A. Complete the application and sign
Applicant Organization: Enter the legal name of the applicant organization as reported to the Department of Commerce and Community Affairs.
DBA: If the organization is doing business under another name enter the name.
Address: Enter the mailing address.
Contact Person: Enter the name, phone number and e-mail address of the contact person for this application.
- B. Enclose (1) copy of:
1. The extract from the Chapter 103F, HRS, purchase of service contract showing the name of the department with whom the contract was made and start and end dates of the contract; and
 2. Documentation from the Internal Revenue Service verifying nonprofit status.
- C. Return completed application and documents to:
- State Procurement Office
Attn: Corinne Higa
1151 Punchbowl St., #230
Honolulu, HI 96813
Fax: (808) 587-4703

Once approved you may contact vendors on the various price/vendor lists. Descriptions of available price and vendor lists are located on the State procurement Office website at www.spo.hawaii.gov, click "Awards." You will receive a copy of the approval to use as documentation.

If you have any questions, contact Corinne Higa at (808) 587-4706 or corinne.higa@hawaii.gov or Mara Smith at (808) 587-4704 or mara.smith@hawaii.gov.