

STATE OF HAWAII
STATE PROCUREMENT OFFICE
CHAPTER 103F, HRS

PROPOSAL APPLICATION IDENTIFICATION FORM

FORM SPO-H 200
INSTRUCTIONS

- **State Agency Issuing RFP:** Enter the name of the state agency issuing the RFP.
 - **RFP Number and RFP Title:** Enter the RFP number and title as it is stated in the RFP.
 - **Initial or Final Revised Proposal:** Check whether this is 1) an initial proposal, or 2) a final revised proposal (best and final offer). If this is a final revised proposal enter the sections being submitted.
1. **Applicant Information**

Enter the legal name of the applicant as registered with the Department of Commerce and Consumer Affairs Business Registration Division.

If the applicant is doing business under another name (DBA) enter the DBA. If the applicant does not have a DBA, leave it blank.

Enter the street address and mailing address of the applicant. If the mailing address is the same as the street address, “same” may be entered for the mailing address.

Enter the name, title, phone number, fax number and e-mail address of the point of contact for matters pertaining to the application. Ensure the person knows they are listed as the point of contact.
 2. **Business Information**

Check the type of business entity at the time of the proposal submittal.

As applicable, enter the state of incorporation and date incorporated.
 3. **Proposal Information**

Enter the geographic area to be served as required by the RFP.

Enter the target group to be served as required by the RFP.
 4. **Funding Request**

As specified in the RFP, enter the funding request by fiscal year.
- **Authorized Representative:** The applicant or authorized representative must sign the application. Enter the name, title and date signed.