

**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 08/2019)**

**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 Revue Service verifying nonprofit status.

**C.** Return completed application and documents to:

State Procurement Office

Attn: Health & Human Services Section

State Procurement Office

1151 Punchbowl St., #416

Honolulu, HI 96813

Upon approval, the nonprofit is placed on the list of qualifying nonprofits eligible to participate in cooperative purchasing.

Purchases from SPO price or vendor list contracts are allowed if there is mutual agreement between the vendor and the nonprofit organization. You will receive a copy of the approval to use as documentation.

If you have any questions, contact the State Procurement Office at (808) 586-0554 and request the Health & Human Services section.