**STATE OF HAWAI‘I**

**STANDARD QUALIFICATIONS QUESTIONNAIRE**

**FOR OFFERORS**

**Issued by the**

**HAWAI‘I TOURISM AUTHORITY**

**In compliance with the PROCUREMENT POLICY BOARD**

**To be filed with the procurement officer calling for offers**

**In accordance with Section 103D-310 HRS, as amended.**

RFP# and Title Click or tap here to enter text.

Company/Org. Name Click or tap here to enter text.

Person submitting Click or tap here to enter text.

Title Click or tap here to enter text.

Date Click or tap to enter a date.

**STANDARD QUALIFICATIONS QUESTIONNAIRE**

Covering experience, equipment, and financial statement of offerors. The officer calling for offers may require the offeror to furnish additional information not specifically covered herein. All items must be answered and omissions may be considered good cause for unfavorable consideration.

**GENERAL INFORMATION**

1. The statements contained in this Questionnaire are being furnished for consideration in submitting an offer for the following project:
	1. RFP# and Title Click or tap here to enter text.
2. The Questionnaire is being submitted on behalf of:
	1. Name of Organization Click or tap here to enter text.
	2. Entity Type (Corp, Partnership, etc.) Click or tap here to enter text.
	3. Address Click or tap here to enter text.
	4. Telephone Click or tap here to enter text.
	5. Email Click or tap here to enter text.
	6. RFP Contact Click or tap here to enter text.
3. If the bid is submitted by a joint venture, composed of two or more individual firms, then each member firm comprising the joint venture must submit their own separate Qualifications Questionnaire:
	1. Members of joint Venture Click or tap here to enter text.
	2. Date of Joint Venture Agreement Click or tap here to enter text.
	3. Is agreement between members comprising the joint venture and several liability? Click or tap here to enter text.

If not, state the terms of agreement in this respect Click or tap here to enter text.

**EXPERIENCE**

Company/Org. Name Click or tap here to enter text.

Principal Officer Click or tap here to enter text.

Date Click or tap to enter a date.

**The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to**

**interrogatories hereinafter made**

1. How many years has your organization been in business in this capacity under your present business name? Click or tap here to enter text.
2. How many years of experience in marketing has your organization had in services related to those in the RFP? Click or tap here to enter text.
3. List the last five (5) major projects your organization has completed in the past five (5) years or fewer. Include the following for each: a) Buyer, b) Approximate contract amount, c) Brief description of work, d) When completed, e) Buyer contact information.

Click or tap here to enter text.

1. In what other lines of business are you financially interested? Click or tap here to enter text.
2. For what government agencies within the State of Hawai‘i, if any, have you performed? Click or tap here to enter text.
3. For what government agencies, either in Hawai‘i or elsewhere, have you performed work and when? Click or tap here to enter text.
4. List the experience of the principal individuals who would be assigned to this contract. Include a) Individual’s Name, b) Current Position, c) Position they would hold under this contract, d) Years of work experience in marketing,

Click or tap here to enter text.

**SUBCONTRACTORS AND EQUIPMENT**

1. Please list any subcontractors you plan to use. Include the a) name of the company, b) type of work they will perform, and c) rates if available.

Click or tap here to enter text.

1. List any equipment or facilities you own that would be available for the proposed work.

Click or tap here to enter text.

FINANCIAL STATEMENT

Company/Org. Name Click or tap here to enter text.

Name and Title of Preparer Click or tap here to enter text.

Date Click or tap to enter a date.

BALANCE SHEET

As of (date) Click or tap to enter a date.

**Assets**

|  |  |
| --- | --- |
| Current assets: |  |
| Cash and cash equivalents (1)  | Click or tap here to enter text. |
| Short-term investments (2) | Click or tap here to enter text. |
| Accounts receivable, net (3) | Click or tap here to enter text. |
| Inventories (4) | Click or tap here to enter text. |
| Costs and estimated earnings in excess of billings on uncompleted contracts (5) | Click or tap here to enter text. |
| Prepaid expenses and other (6) | Click or tap here to enter text. |
| Sub-Total Current Assets | Click or tap here to enter text. |
|  |  |
| Property and equipment: |  |
| Land (7) | Click or tap here to enter text. |
| Buildings (8) | Click or tap here to enter text. |
| Vehicles, machinery and equipment (9) | Click or tap here to enter text. |
| Furniture and fixtures (10) | Click or tap here to enter text. |
| Less accumulated depreciation ( ) | (Click or tap here to enter text.) |
| Sub-Total Net Property and Equipment | Click or tap here to enter text. |
|  |  |
| Other assets: |  |
| Cash surrender value of life insurance policies (11) | Click or tap here to enter text. |
| Deposits and other (12) | Click or tap here to enter text. |
| Sub-Total Other Assets | Click or tap here to enter text. |
|  |  |
| Total Assets:  | Click or tap here to enter text. |

BALANCE SHEET (continued)

Liabilities and Stockholder’s Equity

|  |  |
| --- | --- |
| Current liabilities: |  |
| Current portion of long-term debt (1)  | Click or tap here to enter text. |
| Accounts payable (2) | Click or tap here to enter text. |
| Billings in excess of costs and estimated earnings on uncompleted contracts (3) | Click or tap here to enter text. |
| Accrued liabilities and other (4) | Click or tap here to enter text. |
| Sub-Total Current Liabilities \_\_\_\_\_\_ | Click or tap here to enter text. |
|  |  |
| Long-term debt, net of current portion (5) \_\_\_\_\_\_\_\_\_\_\_ | Click or tap here to enter text. |
|  |  |
| Sub-Total Liabilities & Long-term Debt:  | Click or tap here to enter text. |
|  |  |
| Stockholder’s equity: |  |
| Capital stock (6) | Click or tap here to enter text. |
| Additional paid-in capital (7) | Click or tap here to enter text. |
| Retained earnings | Click or tap here to enter text. |
| Treasury stock (8)  | (Click or tap here to enter text.) |
| Sub-Total Stockholder’s Equity  | Click or tap here to enter text. |
|  |  |
| Total Liabilities and Stockholder’s Equity  | Click or tap here to enter text. |