

July 7, 2000

PROCUREMENT CIRCULAR NO. 2000-04, AMENDMENT 1

TO: All Executive Departments (Except DOE, OHA, & UH)
FROM: Robert J. Governs, CPPB, Chief Procurement Officer
State Procurement Office
SUBJECT: Act 141 (SB 2521)

The purpose of this amendment is to revise the guidance for the implementation of Act 141, SLH 2000, effective May 30, 2000. The revised information is bolded and this amendment replaces the entire circular no. 2000-4 dated June 30, 2000.

The Act mandates that all awards for professional services issued under §103D-304, HRS, are posted electronically within seven days of the award. This also includes those awards less than \$25,000 pursuant to Subsection (g) of Section 103D-304.

Heads of purchasing agencies are delegated authority and responsibility to ensure compliance with Act 141 and shall establish the necessary internal controls to that effect.

The State's Internet Homepage is a starting point for the public to access this information. It will be a menu pick entitled "Professional Services Awards" under the Main Menu that will link to a choice of two drop down selections "state and county agencies" or "categories", or both may be selected to narrow the search. The State Procurement Office's web page is also a starting point and will have the same menu pick and link to the selections. The categories that will drop down are on page 3 of the attachment.

Attached to this circular are the instructions to input the data required by this Act.

The target date to have the input page ready for your use is July 3, 2000. Agencies will be required to post all previous awards going back to May 30, 2000.

Questions concerning this circular may be directed to Ruth Yamaguchi (585-0567) or Justin Fo (586-0577).

E-mail: ruth_yamaguchi@exec.state.hi.us or justin_fo@exec.state.hi.us.

Attach. (2 pages)

c: All Chief Procurement Officers

In order to use this system, please refer to the User's Guide prepared by the ICSD for all participating state and county agencies.

A description of the fields on the input page is described below:

INPUT PAGE

Services to be Provided: Use a brief description up to 200 characters e.g., "Design services for additional classrooms at Kokohead Elementary School".

Names Submitted for Selection: The field will allow for ten entries, if necessary. Otherwise, enter the top five (or less) persons submitted to the head of the purchasing agency listed in alpha sequence, including the awardee.

Awardee: Enter the person/company who was awarded the contract.

Date Awarded: Enter the date of the award. The award date is defined as the date of the contract which is the date that the head of the purchasing agency signs the contract. For awards by purchase order, the award date is the date of the purchase order.

Dollar Amount: Enter the amount to be paid for the services. A field for comments up to 200 characters will also be provided. **For example, the contract may be on a per hour basis and the total cost is estimated. This can be explained in the comment field.**

Purchasing Agency: This will be the department that signs the contract. If two agencies are involved e.g., DAGS selects an audit service for DOT to contract with. The DOT signs the contract and would be entered here. The entry for "services to be provided" above would state "Auditing services for the DOT". DOT would be responsible to post the award when the contract is signed. However, DAGS should provide as much data entry information as is available and forward it to the DOT along with the selection.

Official Making the Selection: Enter name and title of the official e.g., "Raymond H. Sato, State Comptroller" making the selection.

Relationship Between Principals and the Official Making the Award: The word "none" will automatically appear. If there is an immediate family or business relationship, overwrite the entry, as applicable. Immediate family means the official's parent, sibling, spouse, child, or an individual who became a member of the official's family through the "Hanai" custom or a step relationship. Agencies shall refer to Section 84-14, HRS, for guidance relating to any conflict of interest determination.

Date Amended and Reason for Amendment: Use only if initial data is changed e.g., awardee is changed, dollar amount is adjusted, etc., prior to start of contract. Do not amend for price adjustments due to modifications during the term of the contract.

Contact Person: Provide the person's name and phone number, and e-mail address to contact for more information on this award.

CATEGORIES OF PROFESSIONAL SERVICES*
(DROP DOWN SELECTIONS)

ACCOUNTING AND BUDGET

ARCHITECTURE AND ENGINEERING

BIOLOGICAL SCIENCES

BUSINESS AND INDUSTRY

COMPUTER, MATHEMATICS, AND STATISTICS

COPYRIGHT, PATENT, AND TRADE MARK

EDUCATION

INFORMATION AND ARTS

LEGAL

LIBRARY AND ARCHIVES

MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH

PHYSICAL SCIENCE

SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE

VETERINARY MEDICAL SCIENCE

MISCELLANEOUS SERVICES**

*Note: Agencies shall use PROCUREMENT CIRCULAR NO. 1995-03, AMENDMENT 2, dated June 1, 2000 for subcategories to the above categories.

****Miscellaneous services: Also includes those professional services defined in §103D-104, HRS, and §3-122-1, HAR, that are not listed as a subcategory in the above Procurement Circular, e.g., “real property appraisal”.**

**User's Guide
State Procurement Office
Professional Services Awards System
Act 141, SLH 2000**

These instructions are for those government employees who will be entering and maintaining data for the State Procurement Office's web-based application system called Professional Services Awards or PSA. Act 141, SLH 2000, directed the development of this system.

In order to use this system, the following is required:

- A PC that connects to the Internet;
- Internet Explorer version 4 and higher;
- A login ID and a password from ICSD's TSSB/PIA Section; and
- The universal resource locator (URL) address for this system:
<http://hahalua.icsd.hawaii.gov/act141psa>

The steps to use this system begin on page 2. If this is the first time you are using this system, be sure to read the SPO Circular pertaining to the implementation of Act 141 as it describes what to enter in each data field.

When entering data into this system please follow these special rules:

- For all data fields, do not use apostrophe or quotation marks.
- For the date field, use slashes to separate the month/day/year. You may enter a 4-digit (2000) or 2-digit (00) year.
- For the dollar amount field, do not use commas but do use a period if you need to enter cents.

The public will access this system using links from the State's home page or from the State Procurement Office home page. If you would like to access the display sub-system directly, enter this URL: <http://hahalua.icsd.hawaii.gov/professionalservices> and you will receive the web page on page 8.

To make it easy for you to identify which part of the system you are in, a yellow background is used for the data entry web pages and are printed with a gray background in this User's Guide. The display sub-system web pages use a white background for the display and in this Guide.

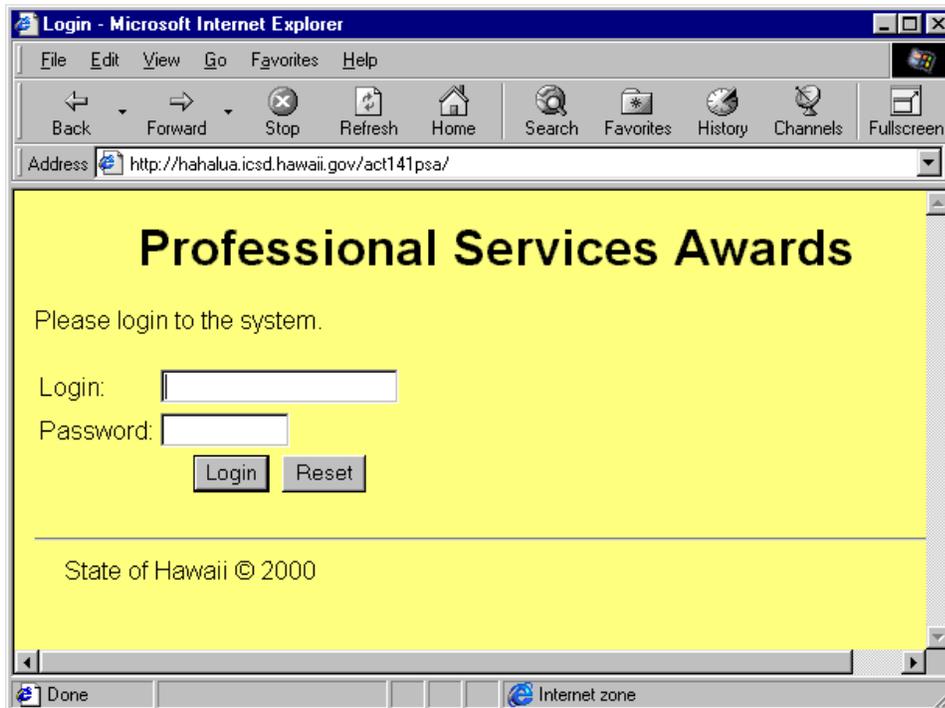
Should you have any problems using this system or have suggestions to improve the system, please send a Notes email to Ruth Yamaguchi (586-0567) or to Justin Fo (586-0577).

Acknowledgements

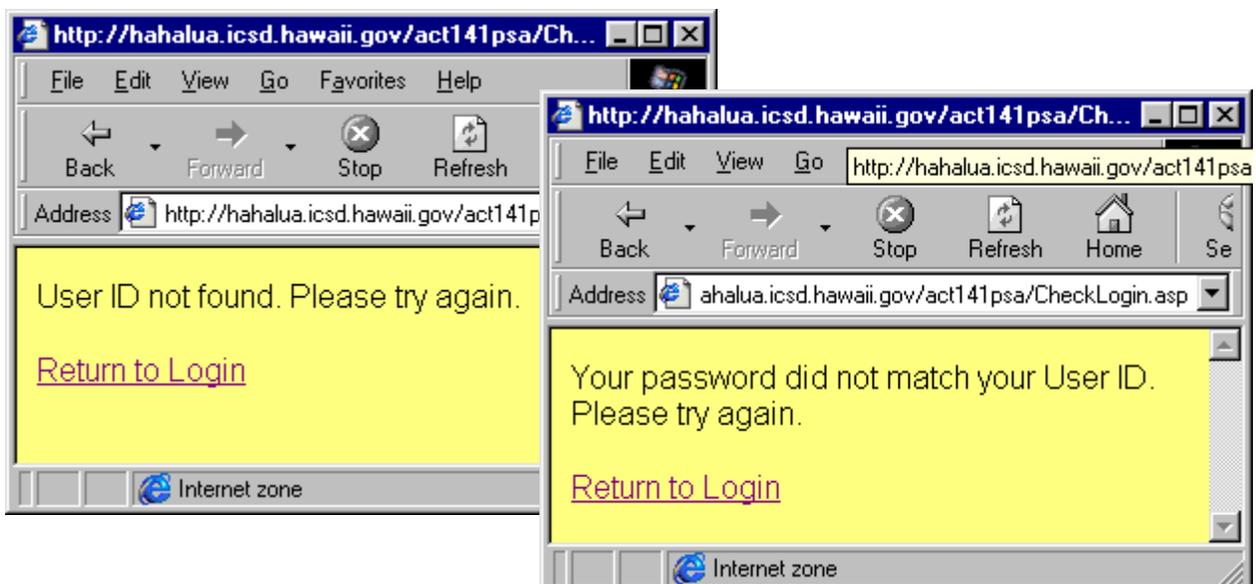
ICSD extends its Mahalo to Kyle Nishiguchi and Henry Lau of Microsoft Consulting Services Hawaii for providing the initial guidance and instructions to use SQL and SQL Server. And a tremendous Mahalo Nui Loa to Jean Cox, Webmaster for the Senate. Jean willingly shared her expertise and time that enabled ICSD to meet the stringent time requirement to design, develop, and implement this application for SPO. She is a treasured diamond for whom there are not enough words to say thank you very, very much!

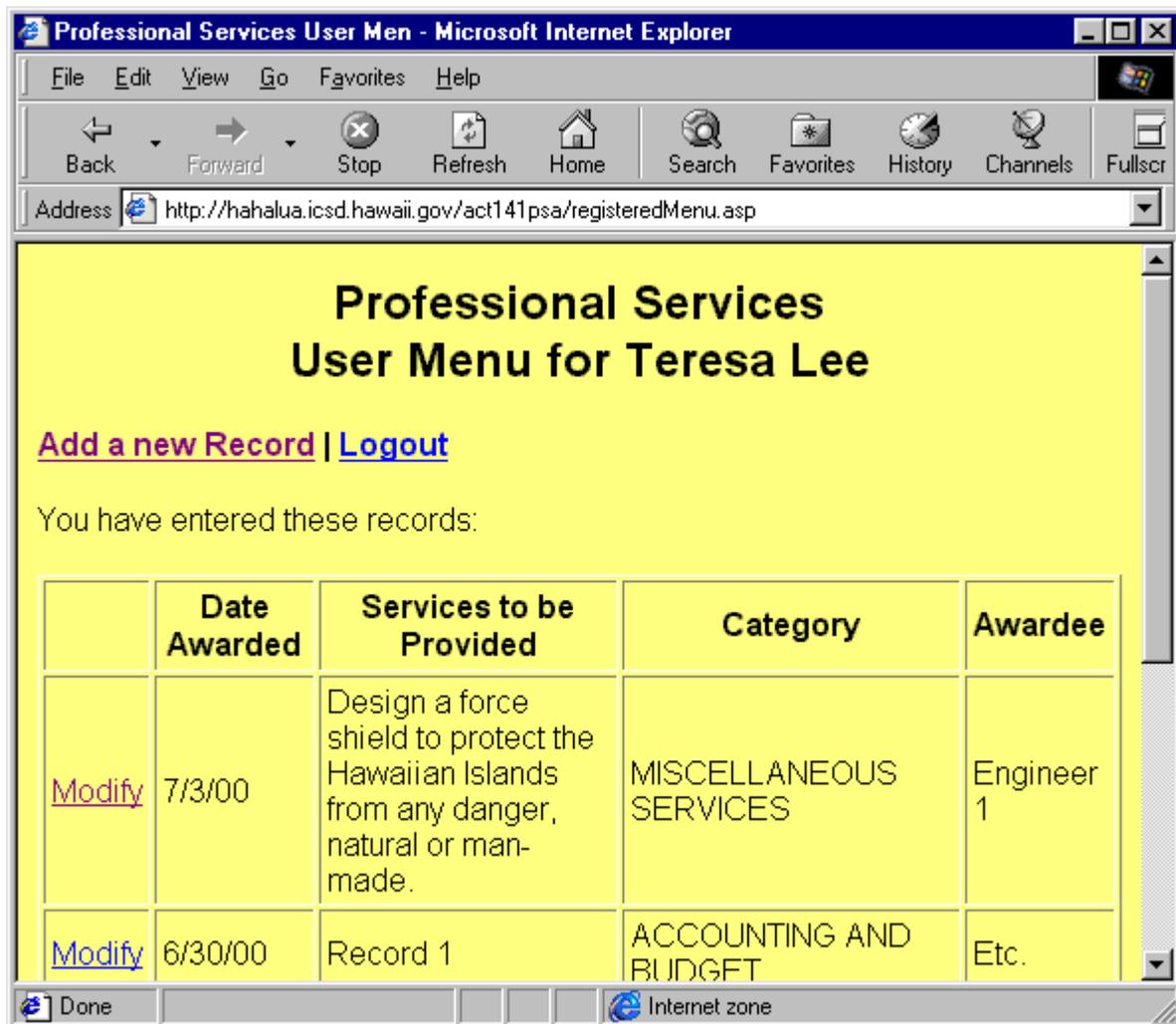
Start your MS Internet Explorer browser. Enter hahalua.icsd.hawaii.gov/act141psa in the address line and press the ENTER key. You will go to the web page below.

- A Hint: If you will be entering PSA data regularly, you ought to bookmark this page by pressing the Favorites button or by creating an icon shortcut on your desktop.



Enter your login id and password that ICSD sent to you and press ENTER. You will go to the User Menu shown on page 3. If you did not login properly you will receive one of these messages.





Professional Services User Menu for Teresa Lee

[Add a new Record](#) | [Logout](#)

You have entered these records:

	Date Awarded	Services to be Provided	Category	Awardee
Modify	7/3/00	Design a force shield to protect the Hawaiian Islands from any danger, natural or man-made.	MISCELLANEOUS SERVICES	Engineer 1
Modify	6/30/00	Record 1	ACCOUNTING AND BUDGET	Etc.

If this is the very first time you are entering an award record, you will have the "Add a new Record" function or the "Logout" function.

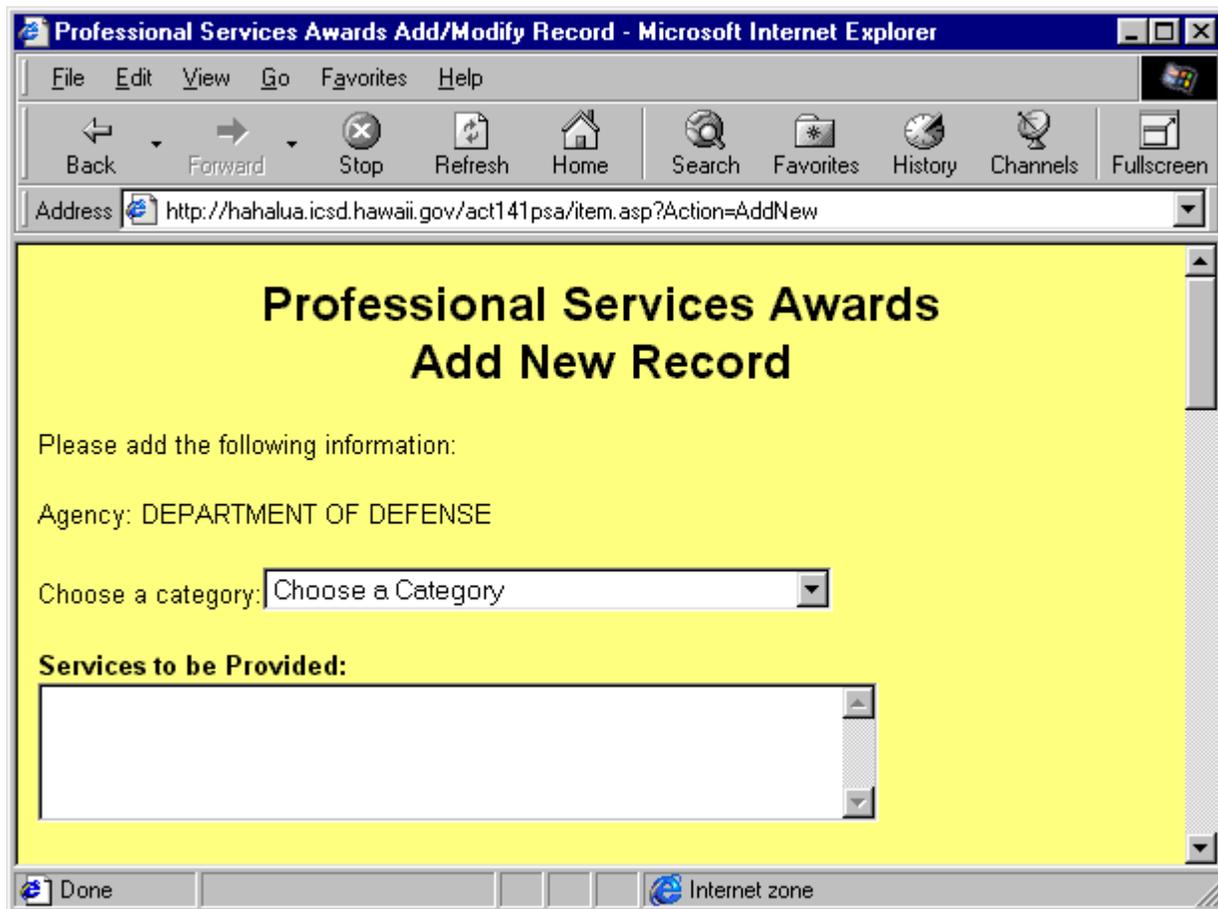
If you already entered records, they will be listed in most recent date order. You may choose a record to modify or you may scan the list to find out if you already entered the award. Click on one of the three choices and then go to the page indicated:

For Add a Record, go to page 4.

For Modify a Record, go to page 5.

For Logout, go to page 7.

For an explanation of each data field, see the SPO Circular pertaining to the implementation of Act 141.



Professional Services Awards Add/Modify Record - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen

Address <http://hahalua.icisd.hawaii.gov/act141psa/item.asp?Action=AddNew>

Professional Services Awards Add New Record

Please add the following information:

Agency: DEPARTMENT OF DEFENSE

Choose a category: Choose a Category

Services to be Provided:

Done Internet zone

Note that the agency name is automatically completed for you. Proceed to enter the data for this award. As you enter data, you may use the TAB key to move from field to field or you may use the scroll bar on the right to see more of the data fields. When you are done, click the SUBMIT button at the bottom of the input screen. The record will be added to the PSA database and you will receive the web page on the next page.



Click on one of the choices, then

For Add another record, go to page 4.

For Back to your User Menu, go to page 3. Remember, on the User Menu you can see all the records you added.

For Logout, go to page 7.

Professional Services Awards Add/Modify Record - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen

Address <http://hahalua.icsd.hawaii.gov/act141psa/item.asp?Action=Edit&RecKey=22>

Professional Services Awards Modify Record

Agency: DEPARTMENT OF DEFENSE
Category: MISCELLANEOUS SERVICES

Reason for amending this record:

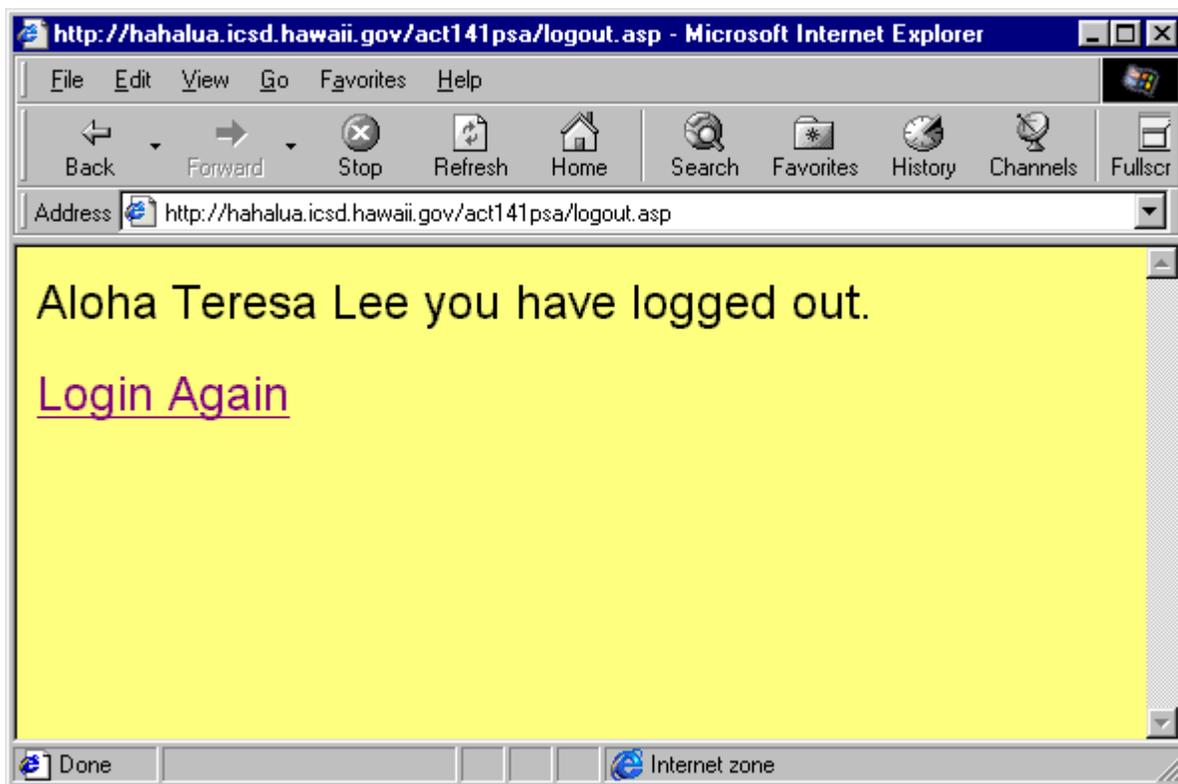
Date Amended:

Services to be Provided:

Design a force shield to protect the Hawaiian Islands from any danger, natural or man-made.

Done Internet zone

This is the web page you will go to when you click "Modify" on the User Menu. The first field presented is the reason for amending or changing this record. The second field is the date of the amendment, *not the date you input the change*. After entering the reason and the date, change the appropriate data. You may also change the data first, and then scroll up to complete the reason for amending this record and the date amended. When you are done, click the SUBMIT button at the bottom of the data fields (which is what you do when you Add a Record). You will then receive the add/modified web page that is on page 5.

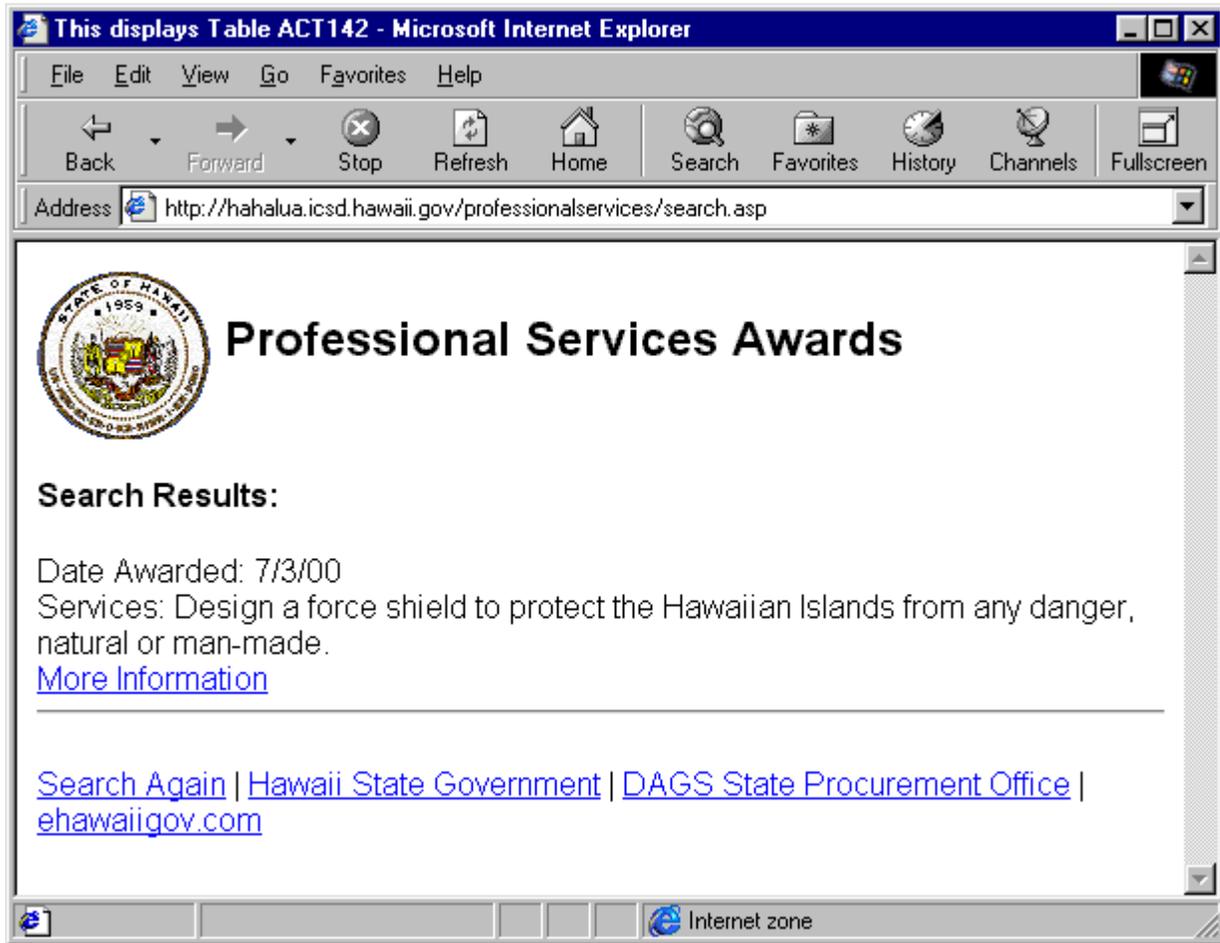


You will receive this web page when you logout. From here, you can also login again to begin another session. The other way to logout is to close your browser.

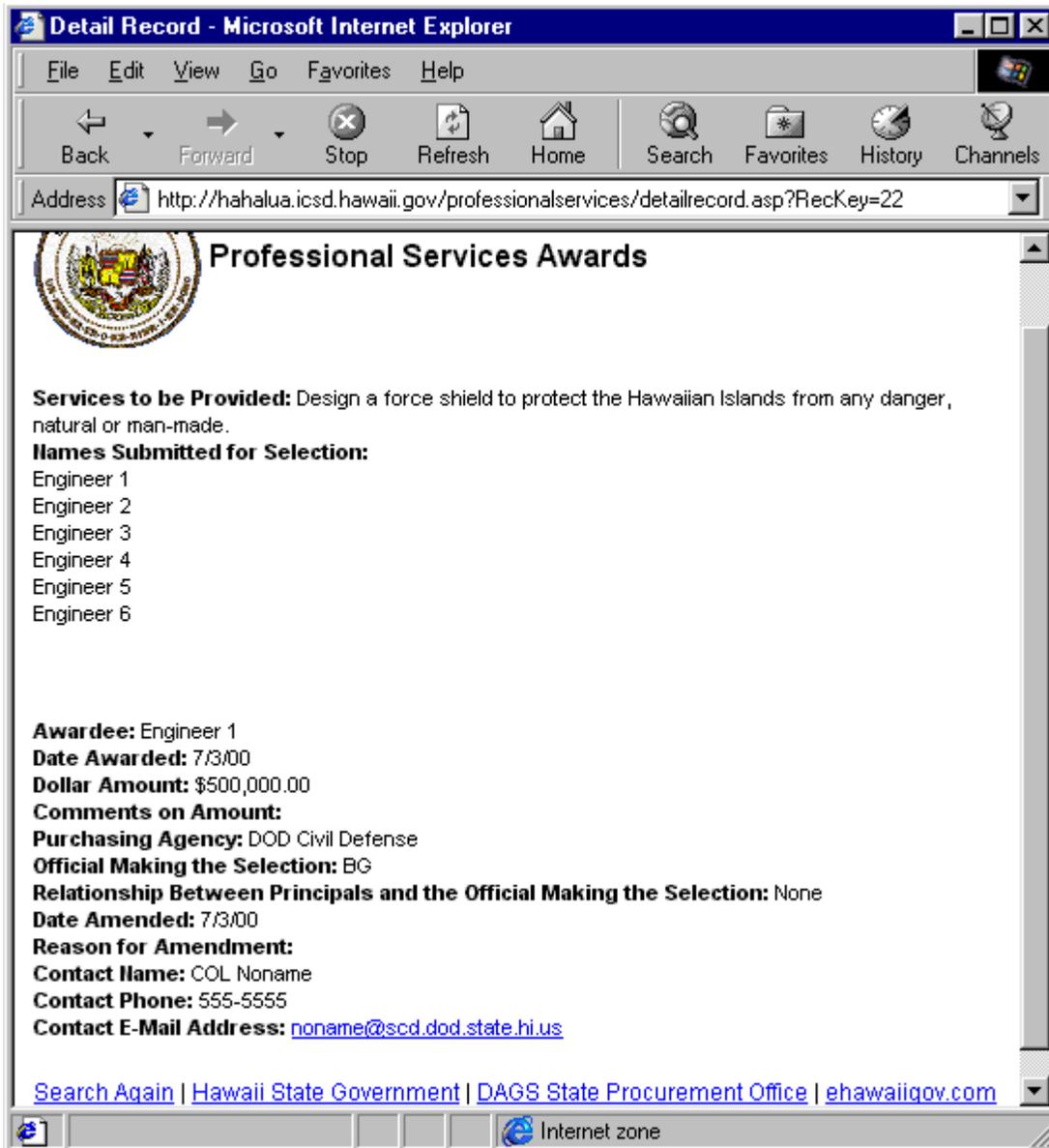
This is the web page the public will use to view awards. Awards may be viewed for a specific agency, a specific category, or by a combined selection from each field for a more refined search. After clicking on the Search button, the Search Results page is displayed.



The search results are displayed with the most recent awards at the top of the list. The details about an award are obtained by clicking on "More Information" (see next page). Press the Back button or click on Search Again at the end of the list to start a new search, or click on the other web sites to go to another government service.



This web page displays the record details after "More Information" is clicked. Press the Back button to return to the same search results or click on Search Again to begin a new search, or click on one of the other web sites listed to "surf" to another government service.



The screenshot shows a Microsoft Internet Explorer browser window titled "Detail Record - Microsoft Internet Explorer". The address bar displays the URL: <http://hahalua.icsd.hawaii.gov/professionalservices/detailrecord.asp?RecKey=22>. The main content area features the Hawaii State seal and the heading "Professional Services Awards".

Services to be Provided: Design a force shield to protect the Hawaiian Islands from any danger, natural or man-made.

Names Submitted for Selection:

- Engineer 1
- Engineer 2
- Engineer 3
- Engineer 4
- Engineer 5
- Engineer 6

Awardee: Engineer 1
Date Awarded: 7/3/00
Dollar Amount: \$500,000.00
Comments on Amount:
Purchasing Agency: DOD Civil Defense
Official Making the Selection: BG
Relationship Between Principals and the Official Making the Selection: None
Date Amended: 7/3/00
Reason for Amendment:
Contact Name: COL Noname
Contact Phone: 555-5555
Contact E-Mail Address: noname@scd.dod.state.hi.us

At the bottom of the page, there are links for [Search Again](#), [Hawaii State Government](#), [DAGS State Procurement Office](#), and [ehawaii.gov.com](#). The status bar at the bottom indicates "Internet zone".