



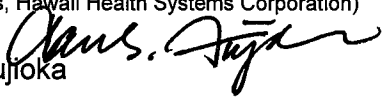
**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Telephone: (808) 587-4700
e-mail: state.procurement.office@hawaii.gov
<http://hawaii.gov/spo>

May 7, 2013

PROCUREMENT CIRCULAR NO. 2013-05

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Hawaii State Public Library System, State Librarian
Executive Department Heads (excluding the Department of Education, University of Hawaii, Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

FROM: Aaron S. Fujioka 

SUBJECT: State of Hawaii eProcurement System - Transition from HePS to **HIePRO**

The State Procurement Office is pleased to announce the transition to a new eProcurement application, the State of Hawaii eProcurement System (**HIePRO**). Additional procurement circulars will be issued with details and guidance to outline the transition plan, and establish point-of-contacts for Executive Departments.

Participation: All Executive Branch Departments are required to utilize **HIePRO**.

Advantages of **HIePRO** (pronounced HI-PRO):

- **Updated technology** - system will be faster, and more compatible with browsers.
- **Mobile device friendly**- vendors may view/respond from their mobile devices.
- **Ease of Use** - user-friendly system.
- **Transparent** - immediate public access to procurement notices and awards.
- **Cost-efficient** - vendor transaction fee begins at a lesser amount and capped at the same level as HePS.

HIePRO has many similar functions to HePS including approval paths that **HIePRO** administrators will build prior to use.

Data will not be ported from HePS to **HIePRO**. HePS will close in October 2013 and will not be accessible. Departments are responsible for saving documentation for their procurement files prior to the close of HePS. SPO will provide written guidance and procedures for collecting data to HePS administrators.

Transition will occur over the next several months.

Point-of-Contact: Similar to HePS, each department will have a **HIePRO** administrator responsible for the implementation and oversight of **HIePRO**. Current department HePS administrators and alternates may become the **HIePRO** administrators without further designation. If a department wishes to change their administrator, form SPO-036 (rev. 4/13) shall be used. Forms are available at <http://hawaii.gov/spo>; under *Toolbox/QuickLinks*, click on *SPO Forms* and *Forms for State and County Personnel for Procurement*. Submit forms to state.procurement.office@hawaii.gov by May 28, 2013.

HIePRO administrators will be trained and be responsible for transitioning their department. Buyers will use **HIePRO** as training is completed.

SPO will conduct orientations for vendors/contractors.

Your staff may contact Mara Smith at 587-4704 or mara.smith@hawaii.gov for any **HIePRO** questions, or you may call me at 587-4700.