

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

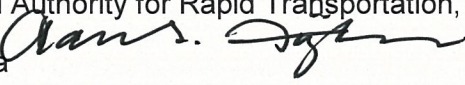
P.O. Box 119
Honolulu, Hawaii 96810-0119
Telephone: (808) 587-4700
e-mail: state.procurement.office@hawaii.gov
<http://hawaii.gov/spo>

August 5, 2013

PROCUREMENT CIRCULAR NO. 2013-06, Amendment 1

TO: Chief Procurement Officers (CPOs):
Department of Education (DOE), Superintendent
University of Hawaii (UH), President
Office of Hawaiian Affairs (OHA), Chairperson of the Board
Hawaii Health Systems Corporation (HHSC), President and
Chief Executive Officer
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker

Counties of Hawaii, Kauai, Maui, and City & County of Honolulu
Executive Branch, Finance Director
Legislative Branch, Chairpersons of the County Council
Board/Departments of Water Supply, Manager/Chief Engineer
Honolulu Authority for Rapid Transportation, Executive Director

FROM: Aaron S. Fujioka 

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

In May 2013, the State Procurement Office announced the transition to HIePRO the new eProcurement application. This circular is an update on the transition.

Orientation for CPO Jurisdictions

An orientation webinar for CPO Jurisdiction eProcurement Administrators who may be interested in participating in HIePRO will be held on 8/23/13. Register at <http://hawaii.gov/spo> click **For State & County Personnel** and then **Training**.

Vendor Notification

Vendors are being notified by email and through the SPO website. Attached is a copy of the information sent. Departments are advised to send notifications to their vendors as the vendor contact persons may vary. A sample notice is on the SPO website at <http://hawaii.gov/spo> click **HePS-HIePRO** then **HIePRO for State Procurement Personnel** and **Sample Notice to Vendors**

Your staff may contact Mara Smith at 587-4704 or mara.smith@hawaii.gov for any HIePRO questions.

Attachment

ATTACHMENT

Below is the information being sent to vendors via email:

Subject: Transition to the new Hawaii State eProcurement application, HiePRO

The State Procurement Office (SPO) is pleased to announce the transition to a new, updated eProcurement System. Over the next few months state agencies will be transitioning from the current eProcurement system, HePS, to the new Hawaii State eProcurement application, **HiePRO** [pronounced HI-PRO].

Register now for HiePRO at <http://hiepro.hawaii.gov>.

Advantages of HiePRO

- **Updated technology** - the system will be faster and more compatible with browsers
- **Mobile device friendly**- may view/respond to solicitations on a mobile device
- **Ease of use** - user friendly application
- **Transparent** - Immediate public access to procurement notices and awards
- **Cost-efficient** - vendor transaction fee begins a lesser amount and is capped at the same level as HePS.

About the transition

You may receive notices from both HePS and HiePRO as some buyers will issue their solicitations in HiePRO while other will utilize HePS until they are trained.

Help Registering in HiePRO:

- Go to the website at <http://hiepro.hawaii.gov> and download the instructions.
- Go to <http://hiepro.hawaii.gov> click **chat**.
- Attend a webinar previewing HiePRO and demonstrating registration on 8/30/13 at 9:00 AM. Register for this webinar at: <http://hawaii.gov/spo> click **HePS-HiePRO** and click **HiePRO for Vendors, Contractors or Service Providers**.
- Contact Hawaii Information Consortium, LLC at (808) 695-4620.
- A video is also forthcoming.

For general questions about HiePRO please contact the State Procurement Office at (808) 586-0554 or hiepro@hawaii.gov

We look forward working with you as we take the next steps in eProcurement.