

# Reporting Awards User's Guide

## Part 1 – Goods, Services and Construction HRS Chapter 103D, Hawaii Public Procurement Code

## Part 2 – [Health and Human Services](#) HRS Chapter 103F, Purchases of Health and Human Services

## Part 3 – Professional Services HRS §103D-304, Procurement of Professional Services

State Procurement Office

The Awards reporting system was developed with the assistance of the Department of Accounting & General Services, Information & Communication Services Division, Public Information & Access Section.

This User's Guide is updated as necessary.  
Agencies are encouraged to periodically check the SPO website for updated versions.

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## INTRODUCTION

Governor's Executive Memorandum No. 06-01 issued on January 20, 2006 directed State Executive Departments to post awards to increase transparency and demonstrate that procurement of goods, services, and construction are subject to full and open competition. The State Procurement Office (SPO) Procurement Circular 2010-01 and as amended hereafter, provides current procedures, guidelines, and information regarding the Awards reporting system.

The disclosure of award information ensures public confidence in the integrity of Hawaii's procurement processes, fair and equitable treatment of vendors, contractors, and service providers, and supports full and open competition. The public, including vendors, contractors, and service providers, are able to view award information by specific types of procurement, agency, and awardee. The Awards reporting system displays the most current information. Awards date back to January 23, 2006, though some agencies may have entered earlier award information.

## WHAT MUST BE REPORTED

Goods, services, and construction awarded in accordance with HRS Chapter 103D shall be reported on the Awards reporting system includes:

- Competitive Sealed Bidding (IFB) awards pursuant to HRS §103D-302;
- Competitive Sealed Proposals (RFP) awards pursuant to HRS §103D-303;
- [Note: Professional Services pursuant to HRS §103D-304 are reported separately.]
- Small Purchase awards between \$15,000 and the dollar limits of HRS §103D-305, or as otherwise determined by the SPO Chief Procurement Officer (CPO);
- Sole Source awards \$2,500 and above pursuant to HRS §103D-306 for CPO approved form SPO-001, *Notice and Request for Sole Source*, and HAR Chapter 3-122, *Procurements Approved for Sole Source*, as listed below:
  - 1 Rental of booth space for exhibits at conventions and trade shows when organized by a single sponsor and when rental is available only through a single organizer/sponsor of the convention/tradeshow;
  - 2 For the repair, replacement, installation (connection, activation or hookup), or relocation of public utility company equipment or facilities when the equipment or facilities are owned or controlled by utility companies such as electric, telephone, gas or cable television company;
  - 3 Annual license renewal and maintenance for computer software when the license renewal and maintenance can be obtained from a single source, normally the manufacturer of the software;
  - 4 Procurement of computer software conversions, modifications, and maintenance for existing programs from the manufacturer of the software when the conversion, modification or maintenance can be obtained from only the manufacturer of the software;

- 5 Transcripts of court proceedings when the transcripts are only available from the respective assigned court reporter provided by the Judiciary;
  - 6 Repair and maintenance services and supplies from the original equipment manufacturer or its designated representative; when the manufacturer or its designated representative is required to provide the services and supplies to retain the manufacturer's warranty or guarantee; and
  - 7 Procurement of equipment upgrades from the original manufacturer to existing equipment and information technology hardware, when the upgrades can only be obtained from the manufacturer.
  8. CPO approved form SPO-001 Notice and Request for Sole Source.
- Emergency awards \$2,500 and above pursuant to HRS §103D-307 for CPO approved form SPO-002, *Emergency Procurement Request*;
  - Awards \$2,500 and above for procurements exempt from the requirements of HRS chapter 103D, pursuant to HAR chapter 3-120, Exhibit A, *Procurements Exempt from HRS chapter 103D*, as listed below:
    - 1 Research, reference, and educational materials including books, maps, periodicals, and pamphlets, which are published or available in print, video, audio, magnetic, or electronic form, including web-based databases;
    - 2 Services of printers, rating agencies, support facility providers, fiscal and paying agents, and registrars for the issuance and sale of the State's or counties' bonds;
    - 3 Services of lecturers, speakers, trainers, facilitators and scriptwriters, when the provider possesses specialized training methods, techniques or expertise in the subject matter;
    - 4 Services of legal counsel, guardian ad litem, psychiatrists, psychologists, receivers and masters when required by court order;
    - 5 ~~Fresh meats and produce~~; (Deleted pursuant to Act 175/SLH 2009, eff. 7/1/09)
    - 6 Insurance to include insurance broker services;
    - 7 ~~Animals and plants~~; (Deleted pursuant to Act 175/SLH 2009, eff. 7/1/09)
    - 8 New or used items which are advantageous and available on short notice through an auction, bankruptcy, foreclosure, etc.;
    - 9 Food and fodder for animals;
    - 10 Facility costs for conferences, meetings, and training sessions;
    - 11 Advertisements in specialized publications, such as in ethnic or foreign language publications, trade publications or professional publications;
    - 12 Arbitrators and mediator services;
    - 13 Interpreter services;
    - 14 Procurement of repair services when dismantling is required to assess the extent of repairs;
    - 15 Burial services consisting of mortuary, crematory, cemetery, and other essential services for deceased indigent persons or unclaimed corpses;

- 16 Radio and television airtime when selection of stations is based on the targeted audience (i.e. ethnic or age group, gender, etc.);
  - 17 Subscription costs and registration or workshop fees for conferences or training; and
  - 18 Court reporter services.
- Awards \$2,500 and above for procurements exempt from the requirements of HRS §103D-102, as listed below:
    - 1 Grants or subsidies as those terms are defined in §42F-101, made by the State in accordance with standards provided by law as required by article VII, section 4, of the State Constitution; or by the counties pursuant to their respective charters or ordinances;
    - 2 Disbursement of funds for deposit, investment, or safekeeping, including expenses related to their deposit, investment, or safekeeping;
    - 3 Disbursement of funds to governmental bodies of the State;
    - 4 To procure goods, services, or construction from a governmental body other than the University of Hawaii bookstores, from the federal government, or from another state or its political subdivision;
    - 5 Services of expert witnesses for potential and actual litigation of legal matters involving the State, its agencies, and its officers and employees, including administrative quasi-judicial proceedings;
    - 6 Meats and foodstuffs for the Kalaupapa settlement;
    - 7 Performances, including entertainment, speeches, and cultural and artistic presentations;
    - 8 Services of attorneys employed or retained to advise, represent, or provide any other legal service to the State or any of its agencies, on matters arising under laws of another state or foreign country, or in an action brought in another state, federal or foreign jurisdiction, when substantially all legal services are expected to be performed outside this state; and
    - 9 CPO approved form SPO-007, *Notice of and Request for Exemption from Chapter 103D, HRS*;
    - 10 Procurements expressly exempt from any or all of the requirements of this chapter by references in state or federal law to provisions of this chapter or a section of this chapter, or references to a particular requirement of this chapter.
    - 11 Award to a bidder or offeror who is a United States General Services Administration-approved sole source vendor, who shall be exempt from complying with HRS §103D-302, 103D-303, or §103D-304, as applicable, in any procurement funded by state and federal matching funds, if the bidder or offeror was responsible for obtaining and was the recipient of the federal funds.
    12. Awards for Kaho'olawe Island Reserve Commission for the procurement of food or fuel products.pursuant to Act 159, SLH 2010
  - Contract amendments, extensions, change orders, and supplemental agreements whenever the change affects the contract term or the original award amount.

## WHAT IS NOT REQUIRED TO BE REPORTED

Procurements exempted pursuant to HRS §103D-102 are not required to be reported for:

- Payments to or on behalf of public officers and employees for salaries, fringe benefits, professional fees, or reimbursements;
- Obligations that the State is required to pay by law, including paying fees, permanent settlements, subsidies, or other claims, making refunds, and returning funds held by the State as Trustee, custodian, or bailee;
- Entitlement programs, including public assistance, unemployment, and workers' compensation programs, established by state or federal law;
- Dues and fees of organizations of which the State or its officers and employees are members, including the National Association of Governors, the National Association of State and County Governments, and the Multi-State Tax Commission;
- Loans, under loan programs administered by a governmental body;
- Works of art for museum or public display;
- Opponents for athletic contests;
- Utility services whose rates or prices are fixed by regulatory processes or agencies;
- Goods and services for commercial resale by the State;
- Financing agreements under HRS Chapter 37D; and
- Trade agreements, including the Uruguay Round General Agreement on Tariffs and Trade (GATT) which requires certain non-construction and non-software development procurements by the comptroller to be conducted in accordance with its terms.

In addition to the above, the following awards are not required to be reported:

- Purchases from an SPO Price List or Vendor List contract;
- Travel related costs; and
- Contract amendments, extensions, change orders and supplemental agreements that do not affect the contract term or the original award amount.

## REPORTING PERIOD

The date the award is posted on the Awards reporting system shall serve as the official date of award for purposes such as protests and debriefing pursuant to HRS §103D-701.

All awards by the procurement method or process listed below shall be posted on the Awards reporting system **within 7 calendar days of award\* date.**

- Competitive Sealed Bidding (IFB)
- Competitive Sealed Proposals (RFP)
- Professional Services\*\*

- Small Purchases between \$15,000 and the dollar threshold of HRS §103D-305 or as otherwise required by the CPO
- Sole Source \$2,500 and above
- Emergency \$2,500 and above
- Exemption \$2,500 and above
- Contract amendments, extensions, change orders, supplemental agreements

Final contract amount shall be posted within 60 calendar days from the contract end date.

\*refer to Appendix: Definitions

\*\*Professional Services awards shall be posted on the Professional Services Awards posting webpage. See Reporting Awards, Part 3 - Professional Services

## **OBTAINING A LOGIN AND PASSWORD**

Refer to SPO Procurement Circular No. 2010-01 and as amended hereafter. Procurement Circulars are available at: <http://hawaii.gov/spo>, click "*Procurement Circulars*."

Users shall contact their departmental Accounts Manager to obtain a login. Departmental Accounts Managers are posted on the SPO website: <http://hawaii.gov/spo>, click "*For State and County Procurement Personnel*", "*Posting Procurement Awards, Notices and Solicitations*", then "*Accounts Managers*."

## **CONNECTING TO THE AWARDS REPORTING SYSTEM**

Login to the Awards reporting system website using your login and password.

1. Open browser (i.e., Internet Explorer, Firefox, Safari). Go to the SPO homepage: <http://hawaii.gov/spo>. Click on "*For State and County Procurement Personnel*".



**State Procurement Office** — State Procurement Office - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://hawaii.gov/spo

Most Visited Headlines SPO PNS PRS SicommNet HCE e-Directory FormsCentral HTML agencies OIP DAGSnet PL-VL

State Procurement Office — State Pro...

**Hawaii.gov**  
Official site for the State of Hawaii

**State Procurement Office**  
Integrity in an Open, Fair and Transparent Process

You are here: [Home](#)

**Home**

- [Program Overview \(PDF\)](#)
- [Procurement Policy Board](#)
- [Procurement Policy Board - Agenda and Minutes](#)
- [Community Council on Purchases of Health & Human Services](#)
- [Small Business Utilization Council](#)
- [Chief Procurement Officers](#)
- [Contact SPO](#)
- [FAQs \(PDF\)](#)
- [Statutes and Rules](#)
- [For State and County Procurement Personnel](#)
- [SEARCH Documents](#)
- [DAGS Home](#)

**Where can I find information on...**

- [Awards](#)
- [Doing Business with the State: Information for Vendors, Contractors and Service Providers](#)
- [Hawaii Electronic Procurement System \(HePS\)](#)
- [Hawaii Electronic Procurement System \(HePS\) - Chapter 103F, HRS](#)
- [Hawaii Electronic Procurement System \(HePS\) - Chapter 103D, HRS](#)
- [Price List/Vendor List Contracts](#)
- [Training for State And County Procurement Personnel](#)
- [pCard \(purchasing card\)](#)

**What's New**

**Contact Information**  
**Kalanimoku Bldg.**  
1151 Punchbowl St.  
Honolulu HI 96813  
PO Box 119  
Honolulu HI 96810-0119  
Ph: 808 587-4700  
Fax: 808 587-4703  
E-mail: [SPO](#)

**Hawaii Date & Time**  
**06/07/2010 08:33 (HST)**  
[Refresh page for current time.](#)

**Quicklinks**

- [Forms for State Agencies](#)
- [Forms for Vendors/Contractors/Service Providers](#)
- [Hawaii Compliance Express](#)
- [Procurement Circulars](#)
- [Procurement Directives](#)
- [Procurement Notices](#)
- [State/County Public Notices](#)

2. Under the subheading “Posting Procurement Notices, Solicitations and Awards”, click the link labeled “Posting Procurement Awards, Notices and Solicitations”.

**Minutes**

- [Community Council on Purchases of Health & Human Services](#)
- [Small Business Utilization Council](#)
- [Chief Procurement Officers](#)
- [Contact SPO](#)
- [FAQs \(PDF\)](#)

**Information on Procurement Methods, Related Procedures and Online Manuals**

- [Procurement of Goods, Services and Construction](#)
- [Procurement of Health and Human Services](#)

**Posting Procurement Awards, Notices and Solicitations**  
(Sites requiring an account, including a login/password to access)

**Chief Procurement Officer (CPO) Approvals (Executive Branch)**

**Hawaii Date & Time**  
**06/17/2010 11:14 (HST)**  
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**Quicklinks**

- [Forms for State Agencies](#)
- [Forms for Vendors/Contractors/Service Providers](#)

3. Click “Awards”.

**Personnel**

- [SEARCH Documents](#)
- [DAGS Home](#)
- [State of Hawaii Home](#)
- [Hawaii Electronic Procurement System \(HePS\)](#)
- [FAQs](#)
- [Procurement Notices, Solicitations and Awards Posting](#)

**Awards**

**County Posting Site**

**Public Site**

- [Awards](#) - **Note: this site is accessible only to computers on the state network.** Use **interim procedures** until Accounts Managers are selected. See new procedures pursuant to **Procurement Circular 2010-01**
- [Awards Public website](#)
- [Professional Services Awards pursuant to HRS § 103D-304](#)
- [Professional Service Awards Public website](#)

**Hawaii Date & Time**  
**06/17/2010 11:14 (HST)**  
[Refresh page for current time.](#)

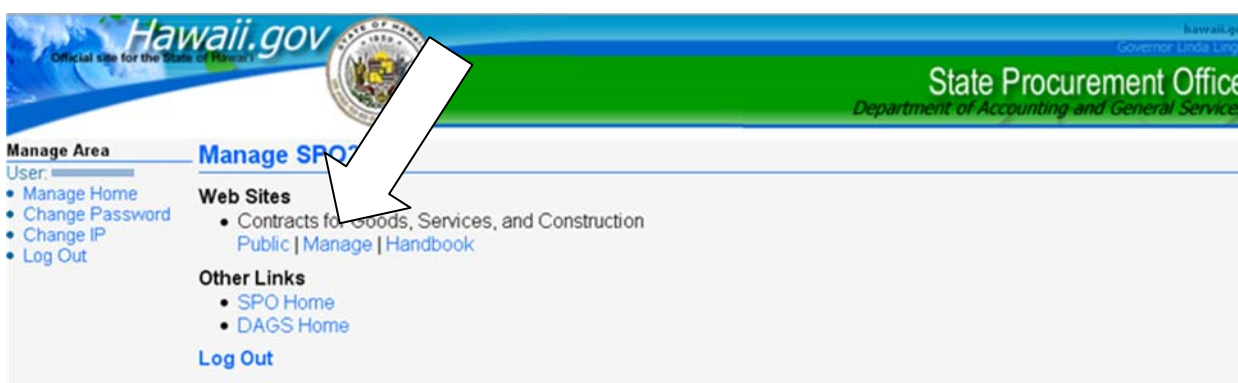
**Quicklinks**

- [Procurement Notices](#)
- [State/County Public Notices](#)

4. Enter your login and password. Click “Submit”.



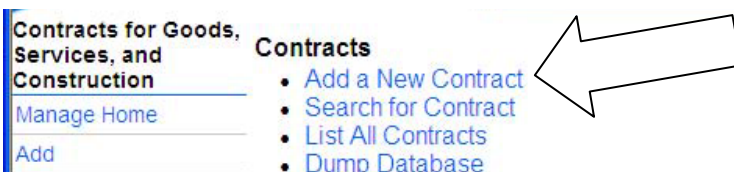
5. Click “*Manage*” to add, edit, delete, or upload award information. There may be additional items under Web Sites (i.e., Contracts for Goods, Services, and Construction, Health and Human Services Contracts, RFPs for Health and Human Services, etc) depending on your delegated authority to post awards.



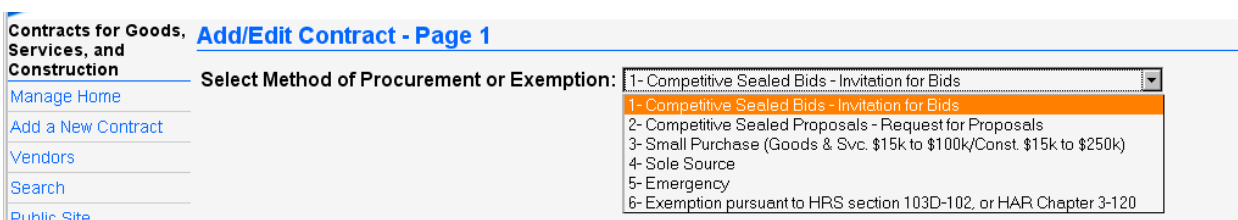
## ENTERING AWARD INFORMATION

### ADD A NEW CONTRACT

1. To enter a new contract award record, click on “*Add a New Contract*”.



2. Select applicable procurement method for the solicitation.



**SAMPLES: DATA ENTRY PAGES (based on procurement method)****Competitive Sealed Bids - Invitation for Bids**

**Add/Edit Contract - Page 2**

<b>Method:</b>	<b>1- Competitive Sealed Bids - Invitation for Bids</b>
<b>Contract/PO Number:</b>	<input type="text"/>
<b>Department:</b>	<input type="text" value="Accounting &amp; General Services"/>
<b>Division:</b>	<input type="text" value="Accounting"/>
<b>Description:</b>	<input type="text"/>
<b>Contact Info</b>	
<b>Name:</b>	<input type="text"/>
<b>Phone #:</b>	<input type="text"/>
<b>E-Mail:</b>	<input type="text"/>
<b>Vendor Awarded:</b> <small>If you can not find the vendor in the list use the "Add New Vendor" button to create a new vendor.</small>	<div><div><div>0'olelo Community Television 100th Infantry Battalion Veterans 21st Century Lighting Enterprises, LLC 21st Century Systems, Inc. 3M Company</div></div><div>Add New Vendor</div></div>
<b>Original Award Amount:</b>	<input type="text"/>
<b>Final Contract Amount:</b>	<input type="text" value="0"/>
<b>Notice of Award Date:</b> <small>(mm/dd/yyyy)</small>	<input type="text"/>
<b>Term of contract</b>	
<b>Start:</b> <small>(mm/dd/yyyy)</small>	<input type="text"/>
<b>End:</b> <small>(mm/dd/yyyy)</small>	<input type="text"/>
<b>Comments:</b>	<input type="text"/>

Refer to "Data Entry Instructions" for guidance on entering data.

## Competitive Sealed Proposals - Request for Proposals

**Add/Edit Contract - Page 2**

<b>Method:</b>	2- Competitive Sealed Proposals - Request for Proposals
<b>Contract/PO Number:</b>	<input type="text"/>
<b>Department:</b>	Accounting & General Services
<b>Division:</b>	Accounting
<b>Description:</b>	<input type="text"/>
<b>Contact Info</b>	
<b>Name:</b>	<input type="text"/>
<b>Phone #:</b>	<input type="text"/>
<b>E-Mail:</b>	<input type="text"/>
<b>Vendor Awarded:</b>	
<small>If you can not find the vendor in the list use the "Add New vendor" button to create a new vendor.</small>	<div><div>0lelo Community Television 100th Infantry Battalion Veterans 21st Century Lighting Enterprises, LLC 21st Century Systems, Inc. 3M Company</div><div>Add New Vendor</div></div>
<b>Original Award Amount:</b>	<input type="text"/>
<b>Final Contract Amount:</b>	0
<b>Notice of Award Date:</b> <small>(mm/dd/yyyy)</small>	<input type="text"/>
<b>Term of contract</b>	
<b>Start:</b> <small>(mm/dd/yyyy)</small>	<input type="text"/>
<b>End:</b> <small>(mm/dd/yyyy)</small>	<input type="text"/>
<b>Comments:</b>	<input type="text"/>

Save Reset

Refer to "Data Entry Instructions" for guidance on entering data.

**Small Purchase Award (Goods & Svc. \$15,000 to \$100,000; Const. \$15,000 to \$250,000)**

Note: Current small purchase dollar levels pursuant to Act 175, SLH 2009, effective to 6/30/2012

**Add/Edit Contract - Page 2**

Method:	Small Purchase Award (Goods & Svc. \$15k to \$100k/Const. \$15k to \$250k)		
Contract/PO Number:	<input type="text"/>		
Department:	<input type="text" value="Accounting &amp; General Services"/>		
Division:	<input type="text" value="Accounting"/>		
Description:	<input type="text"/>		
Contact Info			
Name:	<input type="text"/>		
Phone #:	<input type="text"/>		
E-Mail:	<input type="text"/>		
Vendor Awarded:	<input type="text"/> <input type="button" value="Add New Vendor"/>		
<small>If you can not find the vendor in the list use the "Add New Vendor" button to create a new vendor.</small>			
	<div style="border: 1px solid black; padding: 5px;"> <small>           *Olelo Community Television            100th Infantry Battalion Veterans            21st Century Lighting Enterprises, LLC            21st Century Systems, Inc.            3M Company         </small> </div>		
Original Award Amount:	<input type="text"/>		
Final Contract Amount:	<input type="text" value="0"/>		
Notice of Award Date:	<input type="text"/>		
<small>(mm/dd/yyyy)</small>			
Term of contract			
Start:	<input type="text"/>		
<small>(mm/dd/yyyy)</small>			
End:	<input type="text"/>		
<small>(mm/dd/yyyy)</small>			
Comments:	<input type="text"/>		
		<input type="button" value="Save"/>	<input type="button" value="Reset"/>

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Refer to “Data Entry Instructions” for guidance on entering data.

## Sole Source

**Add/Edit Contract - Page 2**

<p><b>Method:</b></p> <p><b>HAR/HRS:</b></p> <p><b>Contract/PO Number:</b></p> <p><b>SPO S.S. Number:</b></p> <p><b>Department:</b></p> <p><b>Division:</b></p> <p><b>Description:</b></p> <p><b>Contact Info</b></p> <p><b>Name:</b></p> <p><b>Phone #:</b></p> <p><b>E-Mail:</b></p> <p><b>Vendor Awarded:</b>  <i>If you can not find the vendor in the list use the "Add New Vendor" button to create a new vendor.</i></p> <p><b>Original Award Amount:</b></p> <p><b>Final Contract Amount:</b></p> <p><b>Notice of Award Date:</b>        (mm/dd/yyyy)</p> <p><b>Term of contract</b></p> <p><b>Start:</b>        (mm/dd/yyyy)</p> <p><b>End:</b>        (mm/dd/yyyy)</p> <p><b>Comments:</b></p>	<p><b>4- Sole Source</b></p> <p><input type="text"/></p> <p>HAR-1: Rental of booth space for exhibits at conventions and trade shows when organized by a single sponsor.        HAR-2: For the repair, replacement, installation (connection, activation or hookup), or relocation of public utility company equipment or facilities.        HAR-3: Annual license renewal and maintenance for computer software.        HAR-4: Procurement of computer software conversions, modifications, and maintenance for existing programs from the manufacturer of the software.        HAR-5: CPO Approved SPO Form 1 Request for Sole Sources        HAR-6: Transcripts of court proceedings.        HAR-7: Repair and Maintenance services and supplies from the original equipment manufacturer or its designated representative; when the manufacturer or its designated representative is required to provide the services and supplies to retain the manufacturer's warranty or guarantee.        HAR-8: Procurement of equipment upgrades from the original manufacturer to existing equipment and information technology hardware, when the upgrades can only be obtained from the manufacturer.        HAR-9: Agency approved goods, services and construction under the dollar thresholds in HRS Chapter 103D-305 and meeting the requirements of HRS 103D-305.</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value="Accounting &amp; General Services"/></p> <p><input type="text" value="Accounting"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value="0"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>
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[Add New Vendor](#)

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Refer to “Data Entry Instructions” for guidance on entering data.

## Emergency

**Add/Edit Contract - Page 2**

<b>Method:</b>	<b>5- Emergency</b>
<b>Contract/PO Number:</b>	<input type="text"/>
<b>SPO E.P. Number:</b>	<input type="text"/>
<b>Department:</b>	<input type="text" value="Accounting &amp; General Services"/>
<b>Division:</b>	<input type="text" value="Accounting"/>
<b>Description:</b>	<input type="text"/>
<b>Contact Info</b>	
Name:	<input type="text"/>
Phone #:	<input type="text"/>
E-Mail:	<input type="text"/>
<b>Vendor Awarded:</b>	
<small>If you can not find the vendor in the list use the "Add New Vendor" button to create a new vendor.</small>	<div><div>100th Community Television 100th Infantry Battalion Veterans 21st Century Lighting Enterprises, LLC 21st Century Systems, Inc. 3M Company 4M LLC</div><div>Add New Vendor</div></div>
<b>Original Award Amount:</b>	<input type="text"/>
<b>Final Contract Amount:</b>	<input type="text" value="0"/>
<b>Notice of Award Date:</b>	<input type="text"/>
<small>(mm/dd/yyyy)</small>	
<b>Term of contract</b>	
Start:	<input type="text"/>
<small>(mm/dd/yyyy)</small>	
End:	<input type="text"/>
<small>(mm/dd/yyyy)</small>	
<b>Comments:</b>	<input type="text"/>
	<div>Save Reset</div>

Refer to “*Data Entry Instructions*” for guidance on entering data.

## Exemption pursuant to HRS §103D-102, or HAR Chapter 3-120

Add/Edit Contract - Page 2	
<b>Method:</b>	6- Exemption pursuant to HRS section 103D-102, or HAR Chapter 3-120
<b>HAR/HRS:</b>	<div> <div></div> <div> <p>HAR-1: Research, reference, and educational material including books, maps, periodicals, and pamphlets, which are published or available in print, video, audio, magnetic, or electronic form, including web-based databases;</p> <p>HAR-2: Services of printers, rating agencies, support facility providers, fiscal and paying agents, and registrars for the lessance and sale of the State's or counties' bonds</p> <p>HAR-3: Services of lecturers, paid speakers, trainers, and scriptwriters</p> <p>HAR-4: Services of legal counsel, guardians ad litem, psychiatrists, which are required by court order, or by the Rules of Court in the case of interpreters, in criminal and civil proceedings</p> <p>HAR-5: Press meals and produce</p> <p>HAR-6: Insurance for to include insurance</p> <p>HAR-7: Animals and plants</p> <p>HAR-8: New or used items which are advantageous and available on short notice through auction, bankruptcy, foreclosure, etc.</p> <p>HAR-9: Food and fodder for animals</p> <p>HAR-10: Facility costs for conferences, meetings, and training sessions</p> <p>HAR-11: Advertisements in specialized publications, such as in ethnic or foreign language publications, trade publications, professional publications</p> <p>HAR-12: Professional consultant services as required under Chapter 66B</p> <p>HAR-13: Interpreter services</p> <p>HAR-14: Procurement of repair services when dismantling is required to assess the extent of repairs</p> <p>HAR-15: Burial Services consisting of mortuary, crematory, cemetery, and other essential services for deceased indigent persons or unclaimed corpses</p> <p>HAR-16: Radio and television airtime when selection of station is to be made by commercial service demographics</p> <p>HRS-1: Grants or stipends as those terms are defined in section 42F-101, made by the State in accordance with standards provided by law as required by article VII, section 4, of the State Constitution, or by the counties pursuant to their respective charters or ordinances</p> <p>HRS-2: Awards for the deposit, investment, or safekeeping, including expenses related to their deposit, investment, or safekeeping</p> <p>HRS-3: Awards to government bodies of the State</p> <p>HRS-4: Goods, services, or construction from a governmental body other than the University of Hawaii Bookstores, from the Federal government, or from another state or its political subdivision</p> <p>HRS-5: Meals and foodstuffs for the Kalanianaʻolaha settlement</p> <p>HRS-6: Services of expert witnesses for potential and actual litigation of legal matters involving the State, its agencies, and its officers and employees, including administrative and judicial proceedings</p> <p>HRS-7: Performances, including entertainment, speeches, and cultural and artistic presentations</p> <p>HRS-8: Services of attorneys employed or retained to advise, represent, or provide other legal service to the State or any of its agencies, on matters arising under laws of another state or foreign country, or in an action brought in another state, federal or foreign jurisdiction, which all substantially all legal services are expected to be performed outside the State</p> <p>HRS-9: CPO Approved SPO Form 7 Request for Exemption from Chapter 103D, HRS</p> </div> </div>
<b>Contract/PO Number:</b>	<input type="text"/>
<b>SPO P.E. Number:</b>	<input type="text"/>
<b>Department:</b>	Accounting & General Services
<b>Division:</b>	Accounting
<b>Description:</b>	<input type="text"/>
<b>Contact Info</b>	
<b>Name:</b>	<input type="text"/>
<b>Phone #:</b>	<input type="text"/>
<b>E-Mail:</b>	<input type="text"/>
<b>Vendor Awarded:</b>	<p>If you can not find the vendor in the list use the "Add New Vendor" button to create a new vendor.</p> <div> <div></div> <div> <p>'Olelo Community Television</p> <p>100th Infantry Battalion Veterans</p> <p>21st Century Lighting Enterprises, LLC</p> <p>21st Century Systems, Inc.</p> <p>3M Company</p> </div> </div>
<b>Original Award Amount:</b>	<input type="text"/>
<b>Final Contract Amount:</b>	0
<b>Notice of Award Date:</b>	<input type="text"/>
<b>Term of contract</b>	
<b>Start:</b>	<input type="text"/>
<b>End:</b>	<input type="text"/>
<b>Comments:</b>	<input type="text"/>
<div> <div>Add New Vendor</div> <div>Save Reset</div> </div>	

Refer to "Data Entry Instructions" for guidance on entering data.



## DATA ENTRY INSTRUCTIONS

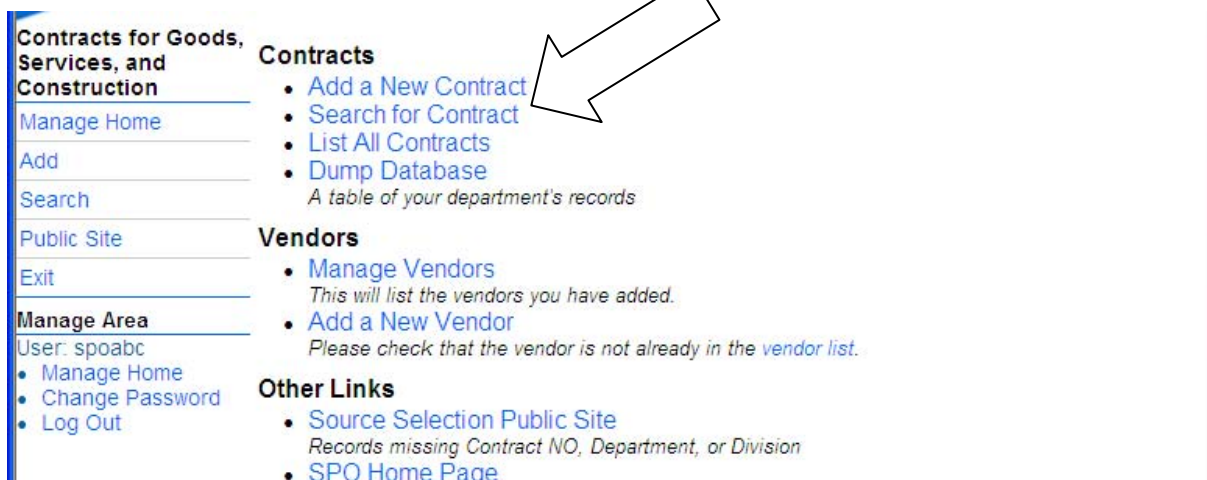
Enter data into the data entry pages. The following is required for each data entry field.

1. Select Method of Procurement or Exemption from the drop down list. If selecting Exemption Award or Sole Source, additional information needs to be provided:
  - a. Exemption Award pursuant to HRS §103D-102, or HAR chapter 3-120: Select an “Exemption Type” from the drop down list (HAR/HRS).
  - b. Sole Source Awards: Select the appropriate HAR/HRS as it relates to the procurement from the drop down list.
2. Contract/PO: **This field is required.** If left blank, the record cannot be opened to view the procurement award information.
  - a. Enter “Pending” if a contract/PO number has not yet been assigned. This field will need to be edited upon assignment of a contract/PO number.
  - b. For contracts, enter the full contract number.
  - c. For purchase orders (PO), enter the full PO number beginning with “PO” (i.e., PO00000338).
  - d. For pCard, enter “pCard.” Do NOT enter the actual pCard number.
  - e. For memorandums of agreement/understanding, enter an alphanumeric identifier.
3. SPO S.S. Number / SPO E.P. Number/ SPO P.E. Number. Award based on a CPO approved *Request for Emergency Procurement*, *Exemption from Chapter 103D*, *HRS*, or *Request for Sole Source*, enter the SPO assigned number from the bottom of the approved SPO-001 (Sole Source), SPO-002 (Emergency), or SPO-007 (Exemption) request.
4. Department: A department will be automatically selected based on the assigned login.
5. Division: Select the division or administratively attached agency from the drop down list. If the division or administratively attached agency is not listed, contact the SPO to add the name of the division or administratively attached agency.
6. Description: Enter a brief description of the goods, services or construction, including the solicitation number. Do NOT use acronyms or apostrophes.
7. Contact Info: Provide state/county agency contact information including name, phone number (xxx-xxx-xxxx) and email.
8. Vendor Awarded: Select a vendor from the vendor list. The list is long. To decrease scrolling, place the cursor in the box and type the first letter of the vendor name. If the vendor is an individual/sole proprietor, the listing should be by last name.
9. If vendor is NOT listed, click “Add New Vendor”; enter the exact legal name of the vendor. Do not use all capitalized letters. Do **not** enter a vendor name if it is already in the database. If the vendor is an individual/sole proprietor, enter in the format: “last name, first name, etc.” No entry in the abbreviation field is required.

10. Original Award Amount: Enter the original amount of the contract/purchase order, pCard purchase. Enter an estimated amount if a fixed amount is not known. **Do not use "\$", commas or periods.** Round out to the nearest dollar amount (no cents).
11. Final Contract Amount: Enter the final contract amount (inclusive of all amendments, extension, change orders, etc.) within sixty (60) calendar days after contract end date. **Do not use "\$", commas or periods.** Round out to the nearest dollar amount (no cents).
12. Notice of Award Date (mm/dd/yyyy): Enter the date of the written notification of the Agency's acceptance of a bid or proposal, electronic notice of award, or the presentation of a contract to the selected vendor.
  - a. Purchase Order - Date order was placed via phone, e-mail, or when purchase order was faxed or received by vendor or the notice of award date if solicited on HePS.
  - b. pCard - Date item was order via phone, fax, e-mail, or the notice of award date if solicited on HePS.
13. Term of Contract: Enter the start and end date of the contract, exclusive of contract extensions that have not been executed. If the purchase does not involve a term, no entry in this field is required.
14. Comments: Enter any comments as applicable.
15. Amendments/Extensions. Only amendments, supplemental agreements, extensions, or change orders that affect the original term of the contract or changes the original award amount needs to be entered as an amendment/extension. Dollar increases/decreases as a result of an amendment, supplemental agreement, extension or change order shall be entered in the "Amended/Extended Amount" box and shall not require any change to the Original Award Amount. Refer to the "Amending an Existing Contract" section herein.

## SEARCHING FOR AN EXISTING CONTRACT

1. Click on "Search for Contract". Note: Only contracts entered with your login may be searched.



**Contracts for Goods, Services, and Construction**

- Manage Home
- Add
- Search
- Public Site
- Exit

**Manage Area**

User: spoabc

- Manage Home
- Change Password
- Log Out

**Contracts**

- Add a New Contract
- Search for Contract
- List All Contracts
- Dump Database

*A table of your department's records*

**Vendors**

- Manage Vendors
- Add a New Vendor

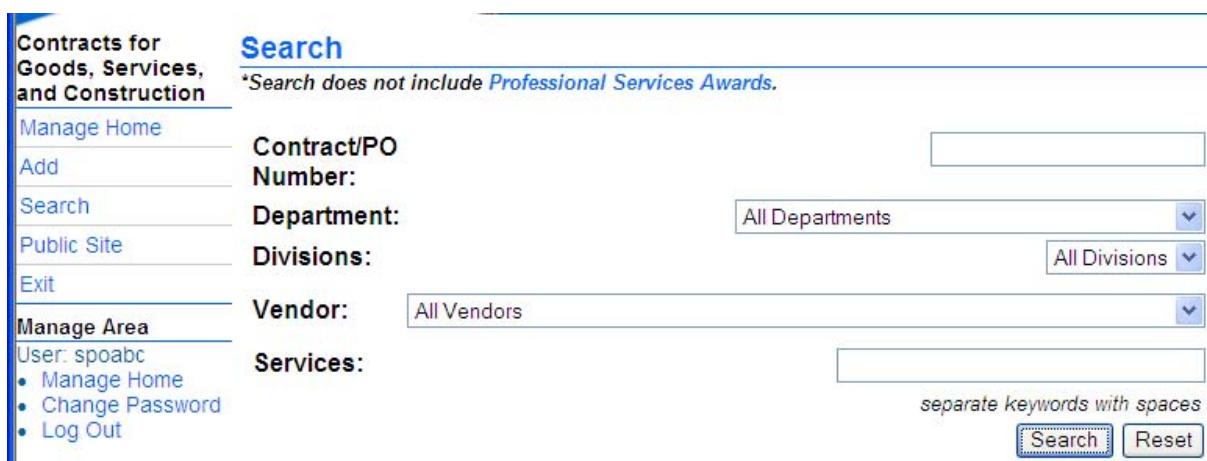
*This will list the vendors you have added.*  
*Please check that the vendor is not already in the vendor list.*

**Other Links**

- Source Selection Public Site
- SPO Home Page

*Records missing Contract NO, Department, or Division*

2. Enter at least one search parameter. Click "Search".



**Search**

*\*Search does not include Professional Services Awards.*

**Contract/PO Number:**

**Department:**

**Divisions:**

**Vendor:**

**Services:**

*separate keywords with spaces*

3. All records found given the search criteria entered will be shown.




**Source Selection Search Results**

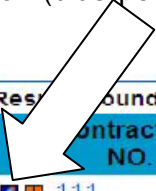
**Results Found: 1**

	Contract/PO NO.	Method	Department	Division	Description	Updated
	111	RFP	Agriculture	Budget and Statistics	Sample	01/13/2006

## EDITING AN EXISTING CONTRACT

To edit or change the contract number or enter a final contract amount.

1. Search for the contract award record to be edited. For instructions on how to search for a contract, refer to “*Searching for a Contract*”.
2. Click the blue edit icon (blue pencil)  to the left of the contract number to edit an existing contract record.



Contract/PO NO.	Method	Department	Division	Description	Updated
111	RFP	Agriculture	Budget and Statistics	Sample	01/13/2006
11199	RFP	Human Services	Benefit, Employment, & Support Services		01/22/2006
12345	RFP	Health	Communicable Diseases	test test blah blah blah	01/17/2006
abcdefghijkl	IFB	Public Safety	Institutions	this is the description of goods/services	01/09/2006


3. If applicable, revise the Method of Source Selection. If no changes, ensure the correct Method of Source Selection is highlighted. Click “Save”.

Add/Edit Contract - Page 1	
<p>Contracts for Goods, Services, and Construction</p> <p>Manage Home</p> <p>Add a New Contract</p> <p>Vendors</p> <p>Search</p> <p>Public Site</p>	<p>Select Method of Procurement or Exemption:</p> <div> <div>1- Competitive Sealed Bids - Invitation for Bids</div> <div>1- Competitive Sealed Bids - Invitation for Bids</div> <div>2- Competitive Sealed Proposals - Request for Proposals</div> <div>3- Small Purchase (Goods &amp; Svc. \$15k to \$100k/Const. \$15k to \$250k)</div> <div>4- Sole Source</div> <div>5- Emergency</div> <div>6- Exemption pursuant to HRS section 103D-102, or HAR Chapter 3-120</div> </div>

4. Make all necessary changes. Click “Save”.

## AMENDING AN EXISTING CONTRACT

Amendments are used when the original term of contract has been extended or when the original award amount has been increased or decreased (i.e., supplemental agreements, change orders).

1. Search for the contract award record to be amended. For instructions on how to search for a contract, refer to “*Searching for a Contract*”.
2. Click the orange edit icon (orange plus sign)  to the left of the contract number to add an amendment to an existing contract award record.

Source Selection Search Results

Source Selection

Manage Home

Add

Search

Public Site

Exit

Manage Area







User: colin

Manage Home

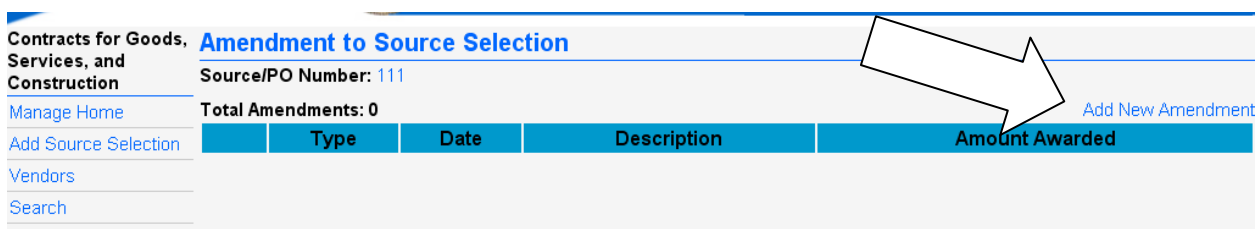
Change Password

Log Out

Result Count: 5

	Contract/PO NO.	Method	Department	Division	Description	Updated
 	111	RFP	Agriculture	Budget and Statistics	Sample	01/13/2006
 	11199	RFP	Human Services	Benefit, Employment, & Support Services		01/22/2006
 	12345	RFP	Health	Communicable Diseases	test test blah blah blah	01/17/2006
 	abcdefghijkl	IFB	Public	Institutions	this is the	01/09/2006

3. Click on “Add New Amendment”.



Contracts for Goods, Services, and Construction		Amendment to Source Selection			
Manage Home		Source/PO Number: 111			
Add Source Selection		Total Amendments: 0			
Vendors	Search	Type	Date	Description	Amount Awarded
		<a href="#">Add New Amendment</a>			

4. Input appropriate information. Reference: “*Type*”: make appropriate selection - Amendment or Extension. “*Date*”: execution date of the Amendment or Extension. “*Description*”: brief description why the contract award record is being amended. Do not use acronyms. “*Amended/Extended Amount*”: the dollar amount of the Amendment or Extension (do not use \$ or commas or periods; round to the nearest dollar). Click “Save”; “Reset” will clear data from all fields.

## 5. Contract Amendment


**Type:**   
**Date (mm/dd/yyyy):**   
**Description:**   
**Amended/Extended Amount:**

5. The new amendment or extension information will be displayed.

Contracts for Goods, Services, and Construction		Amendment to Source Selection		
Source/PO Number: 111				
Total Amendments: 1		<a href="#">Add New Amendment</a>		
	Type	Date	Description	Amount Awarded
	Extension	11/04/09	Extending contract for additional year per Special Provisions	\$1,234

## ADDING AN ATTACHMENT TO AN EXISTING CONTRACT

Attachments (PDF only) may be used to add detailed explanations or clarifications.

1. Search for the contract award record where the attachment will be added. For instructions on how to search for a contract, refer to "Searching for a Contract".
2. Click the green attach icon (green up arrow)  to the left of the contract number to add an attachment to an existing contract award record.

Source Selection		Source Selection Search Results					
Manage Home		Results Found: 5					
Add		Contract/PO NO.	Method	Department	Division	Description	Updated
Search		111	RFP	Agriculture	Budget and Statistics	Sample	01/13/2006
Public		11109	RFP	Human Services	Benefit, Employment, & Support Services		01/22/2006
Exit		12345	RFP	Health	Communicable Diseases	test test blah blah blah	01/17/2006

3. Click "Add New Attachment".



Contracts for Goods, Services, and Construction **Contract Attachment(s)**

Contract/PO #: 111

Manage Home Add Source Selection Vendors

Total Attachments: [Add New Attachment](#)

Attachment Name	File Name	Last Updated
-----------------	-----------	--------------

4. Input appropriate information. Reference: "Name": the public will click on the name of the attachment to download the file. The name should reflect the contents of the attachment. To upload the file, click "Browse". The "Choose File/File Upload" box will open. Find and select the file to be uploaded. Click "Open". The file path will appear in "File Name". Click "Save"; "Reset" will clear data from all fields.

Contracts for Goods, Services, and Construction **Add/Edit Contract Attachment**

Contract/PO #: 111

Name:

File Name:

5. The new attachment and information will be displayed. Note: If no pathname or file is entered, an error message will appear.

Contracts for Goods, Services, and Construction **Contract Attachment(s)**

Contract/PO #: 111


Manage Home Add Source Selection Vendors Search

Total Attachments: [Add New Attachment](#)

Attachment Name	File Name	Last Updated
Award Details	src144191257366331.pdf	11/04/09

## DELETING AN EXISTING CONTRACT

Contracts may only be deleted when they are cancelled or award is rescinded before the contract begins. If a contract is terminated after it begins, enter in comments that the contract was terminated and the date terminated.

1. Search for the contract award record to be deleted. For instructions on how to search for a contract, refer to the "Searching for an Existing Contract" section herein.
2. Click the red delete icon (red "x")  to the left of the contract number to delete an existing contract award record.

Source Selection **Source Selection Search Results**

Manage Home Add Search Public Site Lxit

Manage Area User: colin  
• Manage Home  
• Change Password  
• Log Out

Results Found: 4

Contract/PO	Method	Department	Division	Description	Updated
11199	RFP	Agriculture	Budget and Statistics	Sample	01/13/2006
11199	RFP	Human Services	Benefit, Employment, & Support Services		01/22/2006
12345	RFP	Health	Communicable Diseases	test test blah blah	01/17/2006

3. A confirmation page is displayed that identifies and verifies the deletion of the record. Click “Yes” to confirm the deletion.

**Delete Contract**

Are you sure you want to delete contract (#111)?

[Yes](#) [No](#)

4. A confirmation page identifying the deleted record will appear.

**Delete Contract**

Deleted Contract (#111).  
Deleted amendments.  
Deleted attachment src144221257367591.pdf

[Back to Home Page](#)

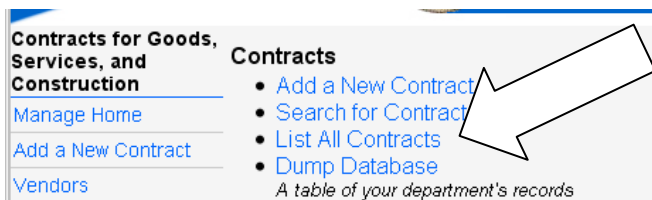
If you receive an **error message** please report it to your administrator.













## LISTING ALL CONTRACTS

View all contract award records entered with your login.

1. Click on “*List All Contracts*”.



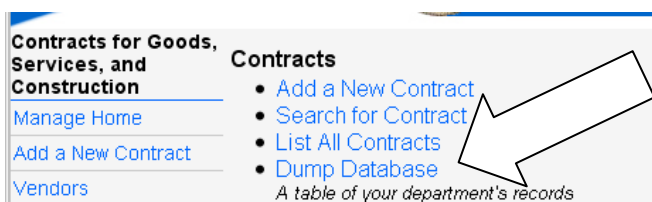
2. A list of all award records entered by your login is displayed. Editing, amending, adding an attachment, or deleting a contract award record can be performed.

Source Selection		Source Selection Search Results					
Manage Home		Results Found: 5					
Add							
Search							
Public Site	 	111	RFP	Agriculture	Budget and Statistics	Sample	01/13/2006
Exit	 	11199	RFP	Human Services	Benefit, Employment, & Support Services		01/22/2006
Manage Area	 						
User: colin							
• Manage Home							
• Change Password							
• Log Out							
	 	12345	RFP	Health	Communicable Diseases	test test blah blah	01/17/2006
	 	abcdefghijkl	IFB	Public	Institutions	this is the	01/09/2006

## DUMP DATABASE

Obtain a table of contract award records entered by your department. The information can be exported to a database managing software (i.e., Access, Excel).

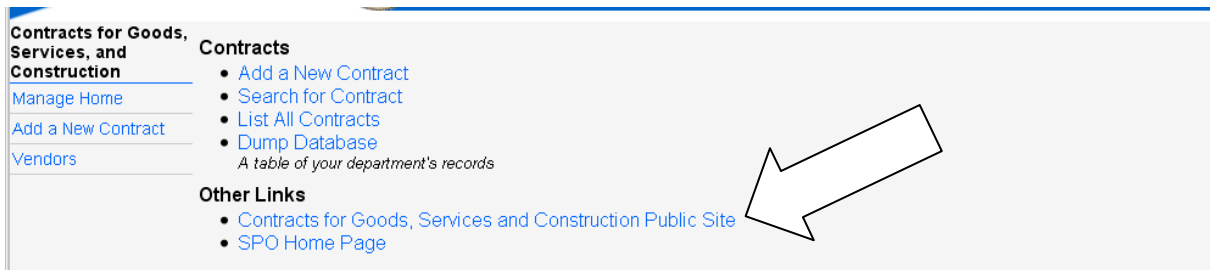
1. Click on “*Dump Database*”. Note: the Dump Database may be large and may take a while to load.



## OTHER LINKS

### AWARDS PUBLIC SITE

This is the Awards reporting system public site. State and County agencies will find it useful for performing searches and keeping track of contract award records.



Sample view:



## SPO HOME PAGE

**Contracts for Goods, Services, and Construction**

[Manage Home](#)

[Add a New Contract](#)

[Vendors](#)

**Contracts**

- [Add a New Contract](#)
- [Search for Contract](#)
- [List All Contracts](#)
- [Dump Database](#)

*A table of your department's records*

**Other Links**

- [Contracts for Goods, Services, and Construction Public Site](#)
- [SPO Home Page](#)

Sample view:

**Hawaii.gov**  
Official site for the State of Hawaii

**STATE OF HAWAII**

**State Procurement Office**  
*Integrity in an Open, Fair and Transparent Process*

SITE MAP ACCESSIBILITY CONTACT GOVERNOR LINGLE

You are here: Home

**Home**

- [Program Overview \(PDF\)](#)
- [Procurement Policy Board](#)
- [Procurement Policy Board - Agenda and Minutes](#)
- [Community Council on Purchases of Health & Human Services](#)
- [Small Business Utilization Council](#)
- [Chief Procurement Officers](#)
- [Contact SPO](#)
- [FAQs \(PDF\)](#)
- [Statutes and Rules](#)
- [For State and County Procurement Personnel](#)
- [SEARCH Documents](#)
- [DAGS Home](#)



The **State Procurement Office (SPO)** serves as the central authority on procurement statutes and rules for all governmental bodies of the State and its counties. Hawaii is decentralized in its procurement of goods, services, and construction, each jurisdiction having authority to purchase, however the State Procurement Office remains the central source on matters of procurement policy.

**Where can I find information on...**

- [Awards](#)
- [Doing Business with the State: Information for Vendors, Contractors and Service Providers](#)
- [Hawaii Electronic Procurement System \(HePS\)](#)
- [Health and Human Services, Chapter 103F, HRS Procurements](#)
- [Procurement of Goods, Services, & Construction - Chapter 103D, HRS](#)
- [SPO Price List/Vendor List Contracts](#)
- [Training for State And County Procurement Personnel](#)
- [pCard \(purchasing card\)](#)

**What's New**

**Contact Information**

**Kalanimoku Bldg.**  
1151 Punchbowl St.  
Honolulu HI 96813  
PO Box 119  
Honolulu HI 96810-0119  
Ph: 808 587-4700  
Fax: 808 587-4703  
E-mail: [SPO](#)

**Hawaii Date & Time**

**11/04/2009 13:36 (HST)**  
Refresh page for current time.

**Quicklinks**

- [Forms for State Agencies](#)
- [Forms for Vendors/Contractors/Service Providers](#)
- [Hawaii Compliance Express](#)
- [Procurement Circulars](#)
- [Procurement Directives](#)
- [Procurement Notices](#)
- [State/County Public Notices](#)

## FAQs

**Q1: What happens if I start a new award record but am not able to finish inputting the award and I close the window before the record is completed?**

A1: The partial record will not show up on your list of awards but will show in the Awards reporting database as an incomplete record. The accumulation of incomplete records will result in a slower response time when attempting to pull up records. You should be careful not to create partial records.

**Q2: I entered an award, but the award does not show up in the Public Site. Why?**

A2: Double check the award record to ensure all fields are properly completed (ex: Vendor Name, contract number). Edit the award record to complete any improperly completed fields.

**Q3: What is the difference between the public site and the site where I login?**

A3: When you login, you can view, edit, and search all contracts entered by your login. With the public site, you can view and search (but not edit) all contracts entered by all users. For instance, if you wanted to list all contracts for a division and there are several different logins within that division, the public site can be utilized to provide a listing of all contracts for that division.

**Q4: What price do I enter for requirement contracts when there is no firm fixed price at the time the contract is awarded?**

A4: At the time of award, enter an estimated expenditure amount in the original award field. At the end of the contract term, edit the award record to input the final contract amount (including any extensions).

**Q5: Can existing DAGS accounting programs (FAMIS, Datamart) capture information to avoid duplication of entry by the agencies?**

A5: No. Current DAGS accounting programs are limited and do not capture the necessary procurement information required to be provided in the Awards reporting system. In addition, the DAGS accounting programs are not in a format for public view.

**Q6: What is defined as "notice of award date" for Purchase Orders and pCard?**

A6: Purchase Order - Date order was placed via phone or e-mail, when purchase order was faxed or received by vendor, or if solicited on HePS, date of notice of award.  
pCard - Date item was purchased, or order placed via phone, fax, e-mail, or if solicited on HePS, date of notice of award.

**Q7: Can the posting date be revised?**

A7: The posting date for the award record is a part of the information shown for that record. The posting date is entered automatically by the system and is not editable. The system will also post the last time the award record was updated.

**Q8: Is the posting date for the IFBs and RFPs in the Awards reporting system intended to meet the posting requirements in HAR §3-126-4 (Protest of an Award), HRS §§103D-302, 103D-303, and §103D-306?**

A8: Yes. The Awards reporting system provides a centralized location where Offerors can view awards. The Awards reporting system removes the need for agencies to post

awards at their location and provides a single location for vendors to view awards. Professional Services Awards are not included in the Awards reporting system at this time and must be posted on the separate Professional Services Awards site.

**Q9: What is the purpose of the data dump?**

A9: The Dump Database function allows a department to export the data to various programs where the data can be sorted/queried and used by a department for management purposes.

**Q10: Is there a quick way to find a vendor when entering award data?**

A10: Yes. After placing the cursor in the vendor field, enter the first letter of the vendor name and the system will bring up vendors starting with that letter. Refer to "Data Entry Instructions".

## CONTACT US

Comments and suggestions for improving the contracts database are welcome.

Wendy Orita at 586-0563 / [wendy.m.orita@hawaii.gov](mailto:wendy.m.orita@hawaii.gov)

Mara Smith at 587-4704 / [mara.smith@hawaii.gov](mailto:mara.smith@hawaii.gov)

## APPENDIX

### DEFINITIONS

**Agency:** Any department, authority, commission, council, board, committee, institution, of the Executive Branch.

**Award:** The written notification of the State's acceptance of a bid or proposal, or the presentation of a contract to the selected Offeror pursuant to HAR §3-122-1.

**Awards reporting system:** The SPO's web-based application system used for reporting awards.

**Change Order:** A written order signed by the procurement officer, directing the contractor to make changes which the changes clause of the contract authorizes the procurement officer to order without the consent of the contractor.

**Construction:** Means the process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. The term includes routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

**Contract:** All types of agreements, regardless of what they may be called, for the procurement or disposal of goods, or services, or construction. For purposes of this user's guide, Contract shall mean all forms of agreements; formal contracts, purchase orders, memorandums of agreement or understanding, etc.

**Contractor:** Any person having a contract with a governmental body.

**Contract Amendment:** Any written alteration of scope of services, time of delivery, payment terms, amount of payment, or other provisions of any contract accomplished by mutual action of the parties to the contract.

**Chief Procurement Officer (CPO):** The CPO for state entities and the several counties as provided in HRS §103D-203, or the officer's designee as per HAR §3-120-2.

**Goods:** All property, including but not limited to equipment, equipment leases, materials, supplies, printing, insurance, and processes, including computer systems and software, excluding land or a permanent interest in land, leases of real property, and office rentals.

**HAR Chapter 3-122:** Hawaii Administrative Rules Chapter 3-122, Source Selection and Contract Formation.

**HRS Chapter 103D:** Hawaii Revised Statutes Chapter 103D, Hawaii Public Procurement Code.

**Login:** The name used in conjunction with the password when signing in to the website.

**Services:** The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance.

**Service Provider:** Refer to definition for "Contractor".

**State Procurement Office (SPO):** The SPO is administratively attached to the State Department of Accounting and General Services.

**Username:** Refer to definition for "Login".

**Vendor:** Refer to definition for "Contractor".