

# Reporting Awards User Guide

[Part 1 - Goods, Services and Construction, HRS 103D](#)

## Part 2 - Health and Human Services HRS Chapter 103F, Purchases of Health and Human Services

Part 3 - Professional Services, HRS §103D-304

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The Awards Reporting system was developed with the assistance of the Department of Accounting and General Services, Information and Communication Services Division.

This user guide is available on the State Procurement Office website and will be updated as needed. Please check for updates.

<http://hawaii.gov/spo>. Click *For State and County Procurement Personnel*  
click *Posting Procurement Awards, Notices & Solicitations* click *Guide for Reporting/Posting Awards* .

Questions or Comments on Part 2? Contact:

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## A. Introduction

Effective June 1, 2005, state agencies commenced reporting all purchases of health and human services on the online awards database, formerly known as the Contracts Database Reporting System (CDRS). This database is designed to:

- Provide accurate and timely information on all health and human service purchases;
- Enable state agencies and community members to effectively plan and coordinate services; and
- Streamline the reporting process by replacing the annual reports required pursuant the administrative rules for HRS Chapter 103F.

## B. What Purchases Are Required to be Reported

All purchases of health and human services (see terminology) shall be reported regardless of method of procurement or form of agreement.

### Method of Procurement

- Competitive purchases (RFPs, secondary purchases, etc.)
- Restrictive purchases
- Treatment purchases
- Crisis purchases
- Small purchases
- Purchases of health and human services exempt from HRS Chapter 103F.

### Form of Agreements

- Formal contracts
- Memorandums of agreement or understanding (MOA or MOU)
- Purchase orders, etc.

## C. Reporting Deadlines

Procurement Type	Deadline
Competitive Purchase of Service (POS) (HRS §103F-402) Restrictive POS (HRS §103F-403) Treatment POS (HRS §103F-404) Small POS (HRS §103F-405) Crisis POS (HRS, §103F-406)	<b>7</b> days of notice of award or issuance of contract/purchase order, whichever occurs earlier. For RFPs notice of award is the date on the statement of findings and decision.
Exemptions from HRS Chapter 103F	<b>7</b> days of notice of award or issuance of contract/purchase order, whichever occurs earlier
Amendments, contract extensions, supplemental agreements	<b>7</b> days of notice of change
Funds actually expended	<b>60</b> days of close of fiscal year and <b>90</b> days of contract expiration
Major Accomplishments	<b>90</b> days of contract expiration (may also be reported at the end of each fiscal year)

## D. Login ID and Password

There is only one account (user login and password) issued to each division of your department. Additional logins and passwords may be granted. Check with your departmental Account Manager, as delegated by the head of your purchasing agency for access information.

### To login to the awards website:

1. Open your browser and go to <http://hawaii.gov/spo>.
2. Click *For State and County Procurement Personnel*, which is located in the left margin.
3. Click *Posting of Awards, Notices, and Solicitations (PANS)*
4. Click on *Awards* to get to the login site.

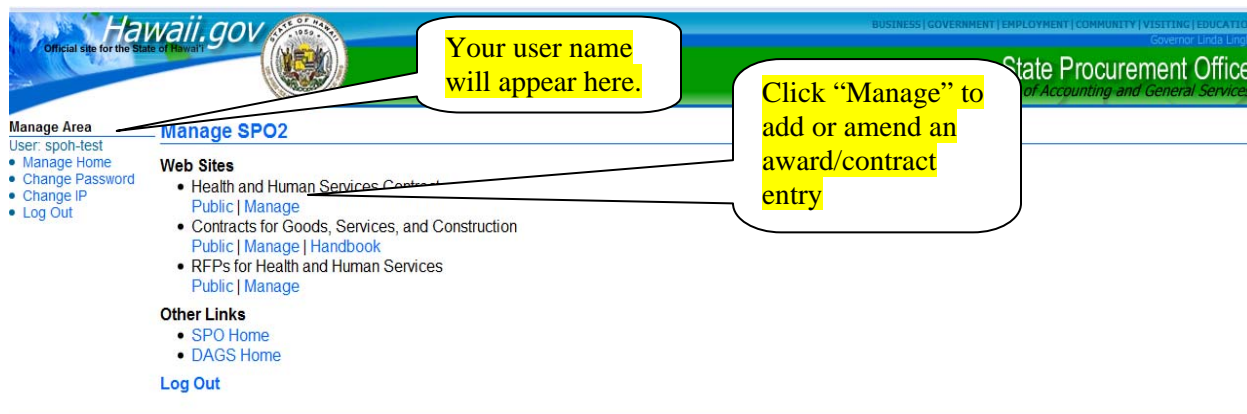
### Your Account Manager:

Follow steps 1-3 above. Click the “Accounts Manager” link.

## E. Connecting to the Posting of Awards Site

1. Enter login ID and password.
2. Press enter or click **Submit**.
3. Click **Manage** under *Health and Human Services Contracts*. You will see a page similar to *Figure 1*. From this page you can enter new awards/contracts, amend award/contract information, list or search awards/contracts entered by the user.

(Figure 1 - Managing Contracts and RFPs)

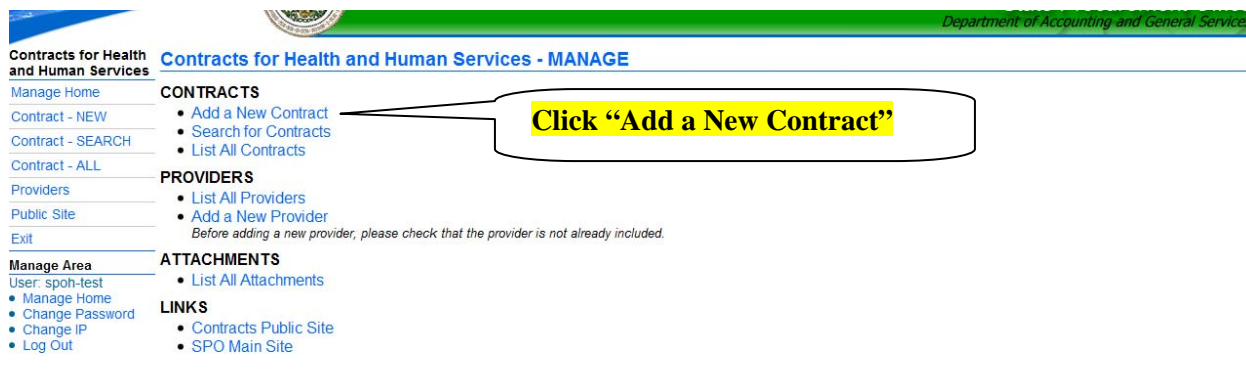


**Note:** You can also access the Health and Human Services RFP database (formerly known as the RFPW) from here.  
 Click **Manage** to enter, delete, edit data or upload a file.  
 Click **Public** to view the site open to the public or search the entire database.

## F. Reporting a New Award/Contract

1. To add a new award/contract, click **Add a New Contract** (Figure 2).

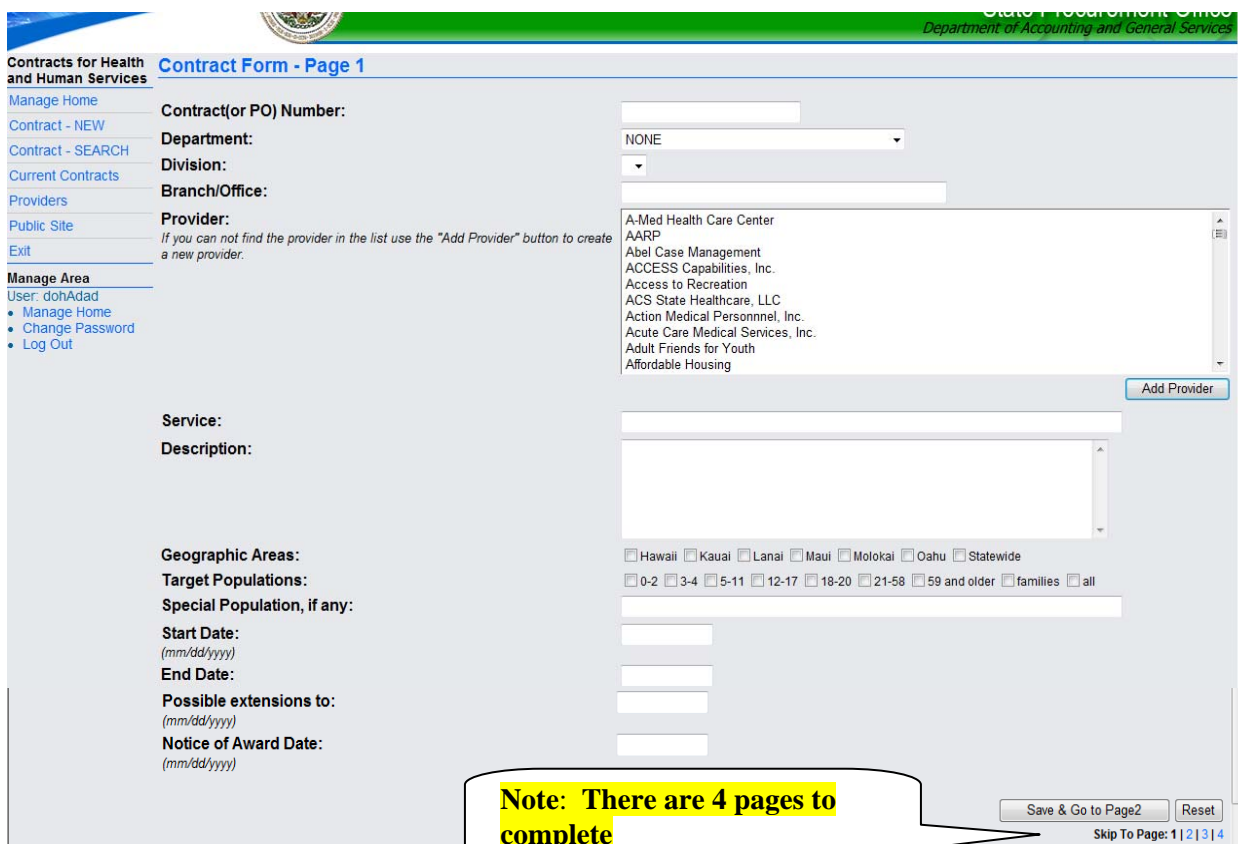
(Figure 2- Managing Contracts)



2. A page will appear with the following text:  
"You are about to create a new Contract. Do you want to proceed?"
3. Click **Yes**.
4. Depending on the screen resolution and the size of your monitor, you will either see a page similar to Figure 3, or a page with the menu on the left side and an empty center section.
5. If the center of the screen is blank, scroll down and the information will appear below the left menu.

### Contract Form - Page 1 (General Information and Demographics)

(Figure 3 – General Information and Demographics)



The **Contract Data Entry Form** consists of 4 pages.



Page 1    General Information and Demographics

Page 2    Method of Procurement

Page 3    Funding Information

Page 4    Method of Compensation and Payment, Contact Information, General Comments, and Major Accomplishments of the Contract

### Icons Used in the Contract Data Entry Form

-  Edit (blue)
-  Upload (green)
-  Download (green)
-  Delete (red)

6. **Contract or Purchase Order (PO) Number:** Enter the contract or PO number.
  - a. For formal contracts, enter the full contract number (e.g.: DHS\_05\_QXY\_4456 or Pre Audit assigned numbers). Use underscores instead of spaces. If the purchase is less than \$25,000 and a PO is used, enter the full PO number.
  - b. For memorandums of agreement/understanding, enter an alphanumeric identifier.
  - c. If contract number is pending, enter “Pending.” Be sure to update when contract number is no longer pending.
  
7. **Department:** Select the department from the dropdown list. The screen will appear to change or blink. It is selecting the divisions associated with the department.
  
8. **Division:** Select the division or administratively attached office from the dropdown list.
  
9. **Branch/Office:** Enter the Branch/Office/Program as appropriate. Be sure to enter it the same way each time a contract is entered. If the same branch/office is not entered the same way each time, it will be difficult to keep track.
  
10. **Provider:** Select a provider from the provider list.
  - a. If the provider is an individual/sole proprietor, the listing will be by last name.
  - b. Do **NOT** select “add a provider” if a provider name is already on the drop-down list!
 

*Hint:* This is a long list. To save time, place your cursor in the list box and type the first letter of the provider name. It will scroll to the first provider beginning with that letter. Scroll to find the provider name.
  - c. If the provider is not on the list, click **Add Provider** and add the provider name. (If the provider is an individual, enter in the format *lastname, firstname, academic degree/title* (e.g.: *Doe, John, M.D.*))
  
11. **Service:** Enter the service title that identifies the service. For instance, “Mental Health Services” is too general. “Outpatient Mental Health Services for Dual Diagnosis Patients” is better. Do not use acronyms!
  
12. **Description:** Enter a brief description of the service. Do not use acronyms.
  
13. **Geographic areas:** Check the island(s) where services are provided. You may clarify further in the service description or **Comments** section on page 4 of the form.

- a. Do not check “statewide” unless all islands are served.
  - b. If “statewide” is checked, do not check any of the islands.
14. **Target Populations:** Check the age group(s) served.
- a. If a contract serves part of the population, check it. For instance, if a contract serves children ages 2 to 4, check “0-2” and “3-4.” You may clarify further in the service description or **Comments** section on page 4.
  - b. Do not check “all” unless the target population includes everyone.
  - c. If “all” is checked, do not check any of the populations.
15. **Special Population:** Enter the special population, if applicable. If there is no special population, leave it blank.
16. **Start Date** (mm/dd/yyyy): Enter the start date of the contract. If the start date is upon notice to proceed, enter the start date indicated on the notice to proceed when issued.
17. **End Date** (mm/dd/yyyy): Enter the end date of the initial contract period. You will need to update the end date as the contract is extended.
18. **Possible extensions to** (mm/dd/yyyy): If the contract has options to extend, enter the last possible date to which the contract may be extended.
19. **Notice of Award Date** (mm/dd/yyyy):
- Competitive Purchase of Services (POS) – Date on statement of findings and decision.
  - Restrictive POS – Date provider is notified of a contract or date of contract issuance.
  - Treatment POS – Date provider is notified of a contract or date of contract issuance.
  - Small POS – Date provider is notified of an award/contract or issuance of purchase order, whichever is earlier.
  - Crisis POS – Date provider is notified to commence services.
20. Click **Save and Go to Page 2**. You will see a page similar to *Figure 4*.

**Contract Form Page 2 (Method of Procurement)**

(Figure 4 – Adding the Method of Procurement)

The screenshot shows the Hawaii.gov website header with the State Procurement Office logo. The main content area is titled "Contract Form - Page 2" and features a "Contract(or PO) Number:" field. Below this is a table with columns for "Method Procurement" and "Number". A yellow callout box with the text "Click 'Add New'" points to the "Add New" button located to the left of the table. The left sidebar contains a "Contracts for Health and Human Services" menu with options like "Manage Home", "Contract - NEW", "Contract - SEARCH", "Contract - ALL", "Providers", "Public Site", and "Exit". Below the menu is a "Manage Area" section with user information and links for "Manage Home", "Change Password", and "Log Out".

21. Click **Add New**. The Method of Procurement and Number Form will appear (Figure 5).

(Figure 5 – Entering the Method of Procurement)

The screenshot shows the 'Method of Procurement and Number Form' in the State Procurement Office system. The page header includes the State Procurement Office logo and the Department of Accounting and General Services. The main content area is titled 'Method of Procurement and Number Form' and contains the following fields and buttons:

- Contract Number:** (empty text input field)
- Method of Procurement:** (dropdown menu with 'Competitive-RFP' selected)
- RFP, PEH or RH Number, as applicable:** (empty text input field)
- Buttons:** 'Save & Go Back to Page2' and 'Reset'

On the left side, there is a navigation menu with links for 'Manage Home', 'Contract - NEW', 'Contract - SEARCH', 'Contract - ALL', 'Providers', 'Public Site', and 'Exit'. Below this is a 'Manage Area' section with links for 'User: spoh-test', 'Manage Home', 'Change Password', and 'Log Out'.

22. Select the **Method of Procurement** from the dropdown box.


- Competitive RFP:** Pursuant to HAR Chapter 3-143
- Competitive-RFI:** Pursuant to HAR Section 3-143-614
- Competitive – After the Fact Secondary:** After-the-fact secondary purchase as approved by the chief procurement officer (cpo).
- Competitive - Planned Secondary Purchases:** Select **Competitive -RFP** and in the “Comments” section on page 4, enter “planned secondary purchase.”
- Crisis, Exempt, Restrictive:** As approved by the jurisdiction’s chief procurement officer (cpo).
- Exempt – Contract w/Government Agency:** Pursuant to HRS Section 103F-101(2)
- Exempt – Other contracts exempt by statute or administrative rule**
- Small Purchase:** Pursuant to HAR Chapter 3-146
- Treatment:** Pursuant to HAR Chapter 3-145
- 42F Grants and Subsidies** (health and human service purchases only): Pursuant to HRS, Chapter 42F

23. Enter the **number**, as applicable. **Use underscores instead of spaces. Omit commas.**

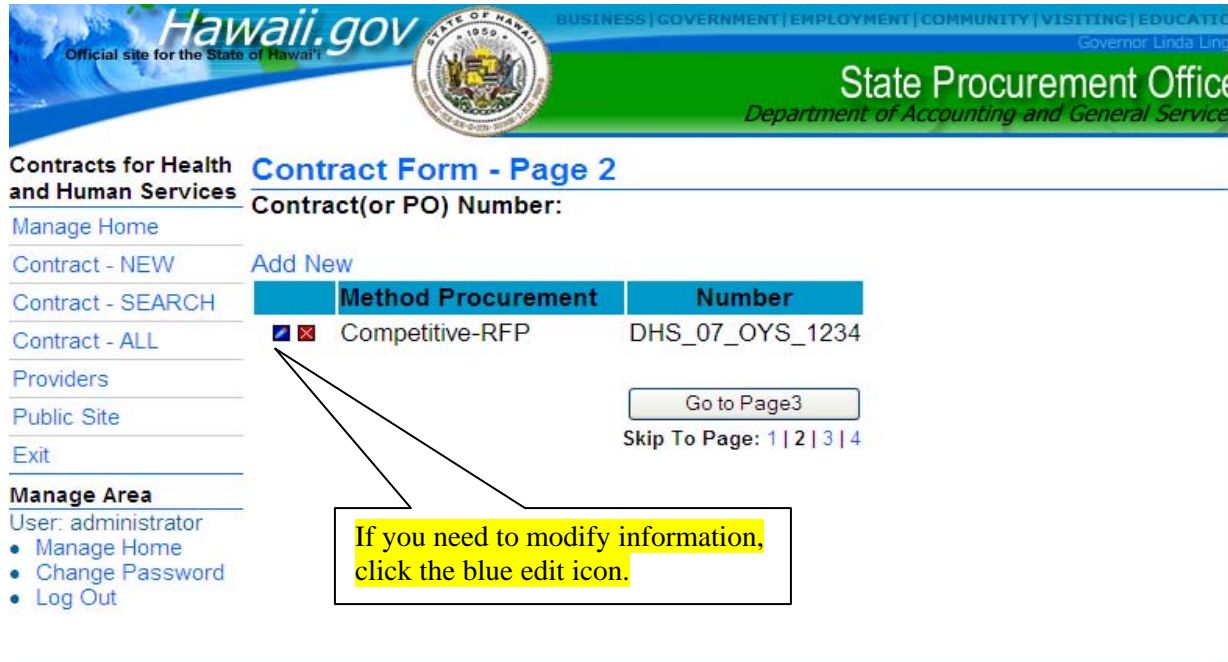
- Competitive RFP:** Enter the RFP number
- Competitive-RFI:** Enter the RFI date in the format *mm/dd/yyyy*.
- Competitive – After the Fact Secondary:** Enter the RFP number of the primary purchaser’s RFP.
- Competitive - Planned Secondary Purchases:** Enter the RFP number
- Crisis, Exempt, Restrictive:** Enter the cpo approved request number.

*Note:* For the Executive Branch, the request number is located in the lower right corner. Requests are on the SPO Health and Human Services website in [Awards](#).

- Exempt – Contract w/Government Agency:** Enter “103F\_a\_2”
- Exempt:** Enter the statute or administrative rule number.
- Small Purchase:** Enter the contract or purchase order number.
- Treatment:** Enter the contract number.
- 42F Grants and Subsidies** (health and human service purchases only): Enter the contract number.

24. Click **Save and Go Back to Page 2**. You will see a summary of the information. (Figure 6).  
 If the information is incorrect, you may modify it by clicking the blue edit icon. 

(Figure 6 - Method of Procurement Summary)



**Hawaii.gov** Official site for the State of Hawaii | **STATE OF HAWAII** 1959 | BUSINESS | GOVERNMENT | EMPLOYMENT | COMMUNITY | VISITING | EDUCATION | GOVERNOR Linda Lingle | **State Procurement Office** Department of Accounting and General Services

**Contracts for Health and Human Services** | **Contract Form - Page 2**

Contract(or PO) Number:

Manage Home | Contract - NEW | Contract - SEARCH | Contract - ALL | Providers | Public Site | Exit

**Add New**

Method Procurement	Number
<input checked="" type="checkbox"/> <input type="checkbox"/> Competitive-RFP	DHS_07_OYS_1234

Go to Page3  
Skip To Page: 1 | 2 | 3 | 4

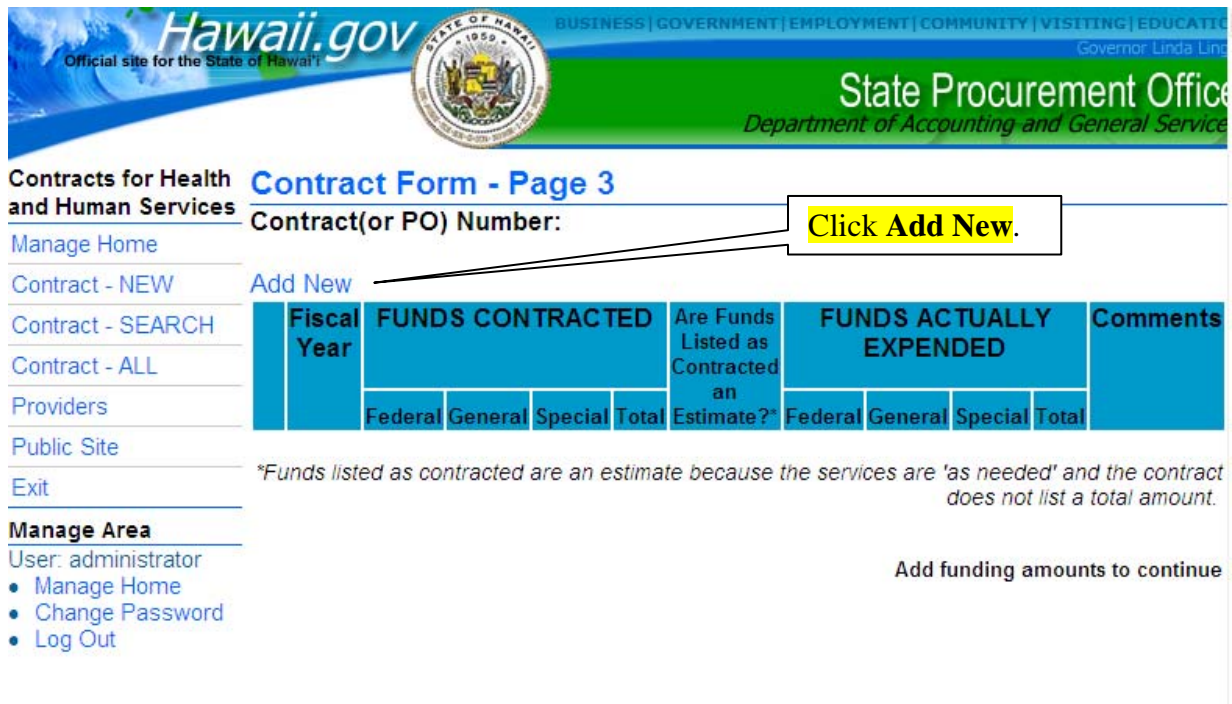
**Manage Area**  
 User: administrator  
 • Manage Home  
 • Change Password  
 • Log Out

If you need to modify information, click the blue edit icon.

25. Click **Go to Page 3**. On Page 3, click **Add New** to enter funding information. (Figure 7)

**Contract Form Page 3 (Funding Information)**

(Figure 7 - Adding Funding)



**Hawaii.gov** Official site for the State of Hawaii | **STATE OF HAWAII** 1959 | BUSINESS | GOVERNMENT | EMPLOYMENT | COMMUNITY | VISITING | EDUCATION | GOVERNOR Linda Lingle | **State Procurement Office** Department of Accounting and General Services

**Contracts for Health and Human Services** | **Contract Form - Page 3**

Contract(or PO) Number:

Manage Home | Contract - NEW | Contract - SEARCH | Contract - ALL | Providers | Public Site | Exit

**Add New**

Fiscal Year	FUNDS CONTRACTED				Are Funds Listed as Contracted an Estimate?*	FUNDS ACTUALLY EXPENDED				Comments
	Federal	General	Special	Total		Federal	General	Special	Total	

\*Funds listed as contracted are an estimate because the services are 'as needed' and the contract does not list a total amount.

Add funding amounts to continue

Click Add New.



26. A page similar to *Figure 8* will appear.

(Figure 8 –Entering Funding Information by Fiscal Year)

27. Report funding by **contract fiscal year** and **funding source**. Do not report funding by the year that the funds are appropriated. If the initial contract period is for more than one year, only enter the amount you intend to expend for each fiscal year. **Do not use “\$”, commas or periods.**

**Fiscal year:** Select the contract fiscal year. (The drop-down list has multiple years listed.)


For most contracts with general (state) funds, the contract fiscal year will begin July 1 and end June 30. Some federally funded contracts may begin on October 1 and end September 30.

If the contract begins on a date other than July 1 or October 1, enter the amount for the remainder of the current fiscal year, then enter the amount for each succeeding fiscal year.

a. **Federal, General and Special Funds Contracted (or estimated):** You must enter a dollar amount contracted for the fiscal year. You may amend it at any time. Do not use commas. If there is no funding under a funding source (general, federal, special), it is not necessary to enter zero.

If the contract does not have a set funding amount for the contract fiscal year, enter an **estimated amount**. Check the box indicating the amount is an estimate. You may enter an explanation in **Comments** located on this page.

**FAQ:** *Why do we have to enter an estimate?*  
 It is important to enter funding for each fiscal year the contract is funded. Various parties will utilize this database for analysis and planning to determine future funding.

- b. **Federal, General and Special Funds Actually Expended:** Enter funds actually expended at the close of each fiscal year. Actual expenditures shall be reported within 60 days after the close of the contract fiscal year and 90 days after the contract expires. (Refer to Section H, Updating or Editing Contract Information).
- c. **Comments:** As applicable, use **Comments** to enter any explanations or clarifications of funding information for the fiscal year.
- d. Click **Save**.
- e. The next page (*Figure 9*) will show a funding summary. If the data needs to be changed, click the blue edit icon beside the fiscal year. 

(Figure 9 – Funding Information Summary)

**Contracts for Health and Human Services**

**Contract Form - Page 3**

Contract(or PO) Number:

Add New

Fiscal Year	FUNDS CONTRACTED				Are Funds Listed as Contracted an Estimate?*	FUNDS ACTUALLY EXPENDED				Comments
	Federal	General	Special	Total		Federal	General	Special	Total	
2007	\$100,000	\$0	\$0	\$100,000	Yes	\$0	\$0	\$0	\$0	

\*Funds listed as contracted are an estimate because the services are 'as needed' and the contract does not list a total amount.

Go to Page 4

Skip To Page: 1 | 2 | 3 | 4

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

- f. Click **Go to Page 4** (*Figure 10*).

## Contract Form Page 4 (Method of Compensation and Payment, Contact Information, General Comments and Significant Accomplishments)

(Figure 10 – Compensation & Payment, Contact Info, Accomplishments)

The screenshot shows the Hawaii.gov State Procurement Office web form for Contract Form Page 4. The form is titled "Contract Form - Page 4" and includes the following sections:

- Method of Compensation & Payment:** Includes a "Method of Compensation:" section with four radio button options:  Cost Reimbursement,  Unit Rate,  Fixed Price, and  Other. A callout box points to these options with the text "Check only one method."
- Contact Information:** Includes fields for "Contact Person:", "Phone:", and "E-Mail:". A "Comments:" section is located below these fields.
- Significant Accomplishments of this Contract:** A large text area for entering accomplishments.
- Navigation:** At the bottom right, there are "Finish" and "Reset" buttons, and a "Skip To Page: 1 | 2 | 3 | 4" link. A callout box points to these links with the text "You can go to other pages from here."

### 28. Method of Compensation: CHECK ONLY ONE.

- Cost reimbursement:** Payment is to reimburse allowable costs up to a maximum amount.
- Unit rate:** Payment is for units delivered such as a bed day or an hour of service.
- Fixed price:** Payment is one price for the entire service/program. An example would be \$75,000 to run an after school program for a year.
- Other:** Payment is not one of the above, is a combination of methods or is cost-plus. Enter a brief explanation in **Comments**.

### 29. Contact Information: Provide contact information for the state agency personnel responsible for administering the contract.

- Contact Person:** Enter the first and last name.
- Phone:** Enter the complete 7-digit phone number. DO NOT enter Area Code or a 5-digit number.
- e-mail:** Enter the complete e-mail address.

### 30. Comments: Enter any additional general information about the contract. This may include an explanation about the method of compensation if it is "other," clarification of the geographic area or target group, or any information deemed necessary.

### 31. Significant Accomplishments. Significant accomplishments will be entered at the end of the contract/each fiscal year as appropriate. (Refer to Section G, Updating or Editing Contract Information)

32. Click **Finish**. A page similar to *Figure 11* will appear.

(Figure 11 – Contract data entered)

The screenshot shows the Hawaii.gov website interface. At the top, there is a navigation bar with links for BUSINESS, GOVERNMENT, EMPLOYMENT, COMMUNITY, VISITING, and EDUCATION. Below this is the State Procurement Office logo and the text 'Department of Accounting and General Services'. The main content area is titled 'Contract Form - Finished' and 'Contract Number Saved.'. A list of actions is provided: VIEW this Contract, EDIT this Contract, DELETE this Contract, and Home. A pagination control shows 'page: 1 | 2 | 3 | 4'. On the left, there is a sidebar menu with options like 'Manage Home', 'Contract - NEW', 'Contract - SEARCH', 'Contract - ALL', 'Providers', 'Public Site', 'Exit', and 'Manage Area'. Three callout boxes with yellow highlights and black borders provide instructions: one points to the 'VIEW' link, another to the 'EDIT' link and the pagination numbers, and a third to the 'Contract - NEW' link in the sidebar.

33. Click **VIEW**.

34. A new window will appear. Review the contract information and ensure it is correct.

35. If any information is incorrect, close the window and go back to the previous page (it will still be open). Click **edit** or the appropriate page number (**Skip to page |1|2|3|4|**).

36. If you wish to enter another contract, click **Contract – NEW**.

37. When data entry is completed and checked for accuracy, click **Exit** or **Log Out**.

## G. Updating or Editing Contract Information

1. Log in. (Refer to Section E, Connecting to the Posting of Awards Site)

*Note:* When you log in, you will only see the contracts that were entered into the database with the login assigned. If you are unable to login, contact your departmental Accounts Manager (Refer to Section E, Login and Password) or Corinne Higa at 587-4706, corinne.y.higa@hawaii.gov.

2. Click **Manage** under *Health and Human Service Contracts*.

3. Click **List all Contracts** or **Search all Contracts** to find the contract to be edited (*Figure 12*).

**Hint:** Selecting **Contract – ALL** will list all contracts entered into the database by the login assigned. Selecting **Contract – SEARCH** will search contracts entered into the database by the login assigned. All contracts, including those not entered by the user, can be listed/searched and viewed on the **Public Site**.

(Figure 12 – Editing or Viewing Contract Information)

**Contracts Search Results**  
Contracts Found: 9

Contract#	Department	Division	Service	Updated
DHS-04-BESSD-1688-SA1	Human Services	Benefit, Employment & Support Services	Job Development and Case Management Services	05/08/2007
DHS-04-BESSD-1704	Human Services	Benefit, Employment, & Support Services	Job Development and Case Management Services	05/08/2007
DHS-05-BESSD-2137SA2	Human Services	Benefit, Employment, & Support Services	Employment and Training	09/21/2007
DHS-05-BESSD-2226	Human Services	Benefit, Employment, & Support Services	child care	09/21/2007
DHS-06-BESSD-3033	Human Services	Benefit, Employment, & Support Services	On-Site Child Care Services for DHS Wahiawa, Waipahu, Waianae First-To-Work (FTW) Programs	09/21/2007
DHS-06-BESSD-3048	Human Services	Benefit, Employment, & Support Services	Teen Pregnancy Prevention Training for the PEP and GRADS	05/09/2007
DHS-07-BESSD-4004	Human Services	Benefit, Employment, & Support Services	Substance Abuse Treatment	09/25/2007
DHS-08-BESSD-5026	Human Services	Benefit, Employment, & Support Services	AfterSchool child care services on DOE campuses Statewide	07/24/2007
DHS-05-BESSD-2015 SA#4	Human Services	Benefit, Employment, & Support Services	Pre-School Open Doors	07/24/2007

Search Again

4. Click the blue edit icon to the left of the contract number.
5. Select the page on which the information to be edited is located (“... **page** |1|2|3|4|”).
  - a. Page 1: Contract demographics and general information;
  - b. Page 2: Method of procurement (this will usually not be changed);
  - c. Page 3: Funding information;
  - a. Page 4: Method of compensation and payment, contact information, general comments, contract accomplishments.
6. Make the necessary changes.

**Reminder:** After entering or changing data on a page, click save before moving to the next page.

7. Review the contract information to ensure the data is correct. There are several ways to do this.
  - a. From the page you have edited:
    - i. Near the bottom of the page you will see “**skip to page** | 1 | 2 | 3 | 4|,” click **4**;
    - ii. Click **Finish**;
    - iii. Click **VIEW**; or
  - b. From a list of all contracts:
    - i. Click **Contracts – ALL**;
    - ii. Click the contract number; or
  - c. You may view the data at the **Public Site**.

## H. Reporting Information in Subsequent Years

### Reporting Deadlines

Contract amendments, extensions, supplemental agreements	7 days of notice of change
Funds actually expended	60 days of close of fiscal year and 90 days of contract expiration
Major Accomplishments	90 days of contract expiration (may also be reported at the end of each fiscal year)

1. Log in. (Refer to Section E, Connecting to the Posting of Awards Site)
2. Click **Manage** under *Health and Human Services for Contracts*.
3. Click **Contracts – ALL** or **Contracts - SEARCH** to find the contract.
4. Click the blue edit icon next to the contract number. Edit information as applicable.
  - a. **Contract End Date**  
As the contract end date changes (contract extension or termination), change the end date on the awards database (*Figure 3*) in accordance with the awards reporting deadlines.
  - b. **Funding**  
As the contract is extended or amended each fiscal year, click on “Add New” funding to be expended during the next contract fiscal period (*Figures 7 and 8*).
  - c. **Funds Actually Expended**  
After the close of each fiscal year, by the reporting deadline, enter on the awards database the actual amounts expended for the fiscal year just ended (*Figure 8*). Reconciliation of actual expenditures for the fiscal year in which a contract ends may take a little longer.

**Amending Actual Expenditures:** If it is necessary to amend actual expenditures reported on the CDRS, please make a note of the date the expenditures are amended and a brief explanation why in **Comments** for the fiscal year.

Things to check for:

- i. If funds expended for a year exceed funds contracted, amend the funds contracted.
- ii. If a fiscal year is listed more than once (usually this will occur when funds expended and funds contracted are listed as separate entries), amend by:
  - Deleting one of the duplicate years.
  - Selecting the blue edit icon beside the remaining duplicate year. Enter the information that was in the deleted duplicate year.
- d. **Significant Contract Accomplishments**  
Major accomplishments shall be reported on the awards database by the reporting deadline indicated above. Major accomplishments may also be reported at the end of a fiscal year. The option is left up to the purchasing agency.

#### **What Must be Reported**

Because of the diversity of services and methods of evaluating services, it is left up to each purchasing agency to determine the content and manner in which the accomplishments are reported.


If the accomplishments are lengthy, they may be uploaded in an attached file.

- i. **Significant Accomplishments of this Contract**, enter “See attached file.”
- ii. Follow instructions for **Uploading Attachments**.

5. Click **Save**.
6. Click **Log Out**.

## I. Uploading Attachments

Files may be uploaded to the awards database for the purposes of giving detailed explanations or clarifications, such as Significant Accomplishments.

1. All attached files shall be in Adobe Acrobat (PDF) format.
2. Reference to an attachment shall be made in the awards database as indicated in the previous section on Significant Accomplishments.
3. Log in. (Refer to Section E, Connecting to the Posting of Awards Site )
4. Click **Contracts – All**. (On the left.)
5. To the left of the contract number select the green upload icon. It is the middle icon with an upwards-pointing arrow.  (Figure 13)

(Figure 13 – Adding Attachments)



The screenshot shows the 'Contracts Search Results' page for the State Procurement Office. A table lists 9 contracts. A callout box with a yellow background and black border points to the middle icon (a green square with a white upward-pointing arrow) in the first row of the table. The text in the callout box reads: 'Click the middle (green) icon to add an attachment'.

Contract#	Department	Division	Service	Updated
DHS-04-BESSD-1688-SA1	Human Services	Benefit, Employment, & Support Services	Case Management	05/08/2007
DHS-04-BESSD-1688-SA1	Human Services	Benefit, Employment, & Support Services	Job Development and Case Management Services	05/08/2007
DHS-06-BESSD-3033	Human Services	Benefit, Employment, & Support Services	Employment and Training	09/21/2007
DHS-06-BESSD-3048	Human Services	Benefit, Employment, & Support Services	Child care	09/21/2007
DHS-07-BESSD-4004	Human Services	Benefit, Employment, & Support Services	On-Site Child Care Services for DHS Wahiawa, Waipahu, Waianae First-To-Work (FTW) Programs	09/21/2007
DHS-08-BESSD-5026	Human Services	Benefit, Employment, & Support Services	Teen Pregnancy Prevention Training for the PEP and GRADS	05/09/2007
DHS-05-BESSD-2015 SA#4	Human Services	Benefit, Employment, & Support Services	Substance Abuse Treatment	09/25/2007
			AfterSchool child care services on DOE campuses Statewide	07/24/2007
			Pre-School Open Doors	07/24/2007

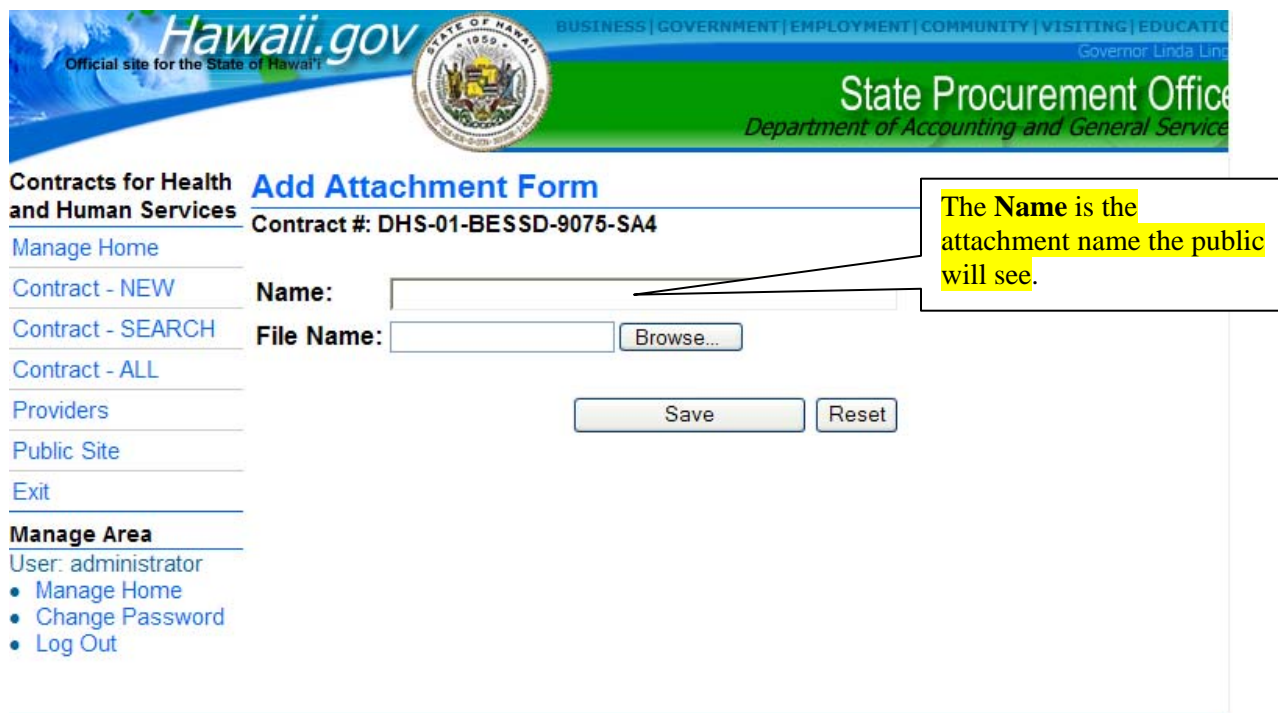
6. Click **Add New**. (Figure 14).

(Figure 14 – Attaching a File)



7. The "Add Attachment Form" will appear. (Figure 15)

(Figure 15 – Uploading the File)



8. Complete the form:

- a. **Name:** Enter a name.
  - i. This is not the current file name. It should be the attachment name the public will see and click on to download the attachment.
  - ii. Do not use spaces or unusual characters. You may use underscores.
  - iii. The name should reflect the contents of the attachment (e.g. *accomplishmntsFY05*.)



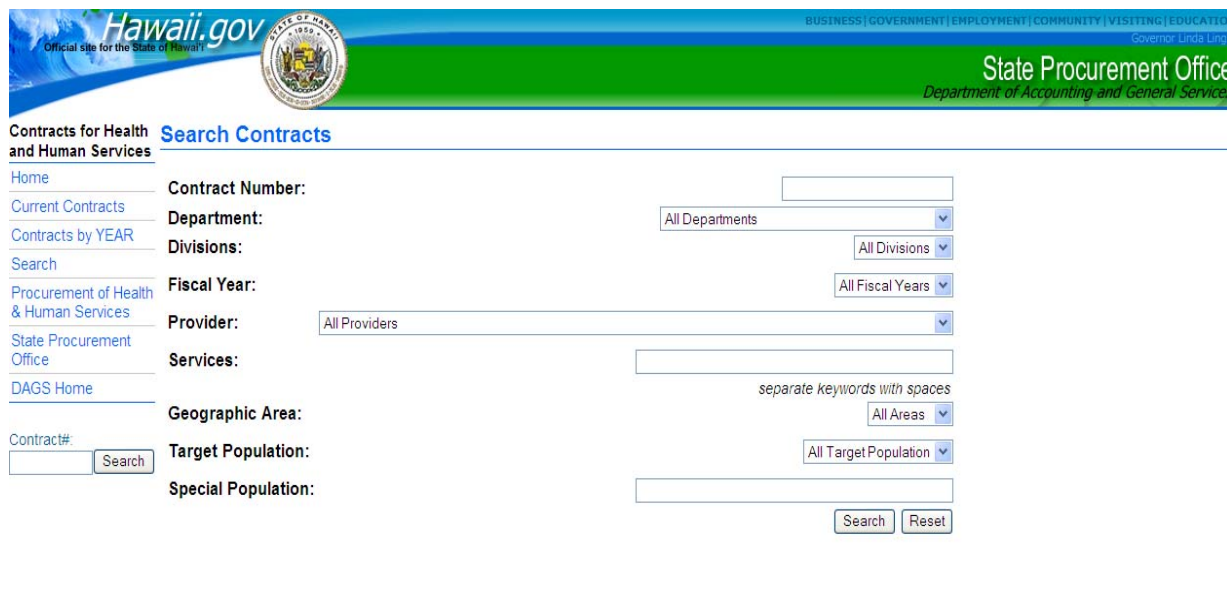
- b. **File Name:** This is the document file you are uploading.
  - i. Click **Browse** to find the file to be uploaded/attached. (Remember, it must be a PDF file.) The **Choose File** box will open.
  - ii. Find and select the file to be uploaded.
  - iii. Click **Open**. The path and file name will appear in **File Name**.
  - iv. Click **Save**. You will now see the “List Attachments” page. Note that the file will be assigned a new name.
- c. Click the green download icon to ensure the correct file has been uploaded.
- d. Exit or Log Out.

## J. The Public Site

The public site (*Figure 16*) can be searched in many ways. State agencies will find it useful to keep track of current contracts.

**FAQ:** *What is the difference between the public site and where I log in?*  
 When you log in, you may list, search and sort contracts, similar to the public site. However, you will be searching only those contracts entered by the log-in name. The public site can search all contracts in the database.

(Figure 16 – The Public Site for the Contracts Database)



The “Search for Contracts” (*Figure 17*) can search the database by any combination of the following:

- |                 |                           |
|-----------------|---------------------------|
| Contract number | Geographic area           |
| Department      | Target population         |
| Division        | Special population        |
| Service         | Funding for a fiscal year |

(Figure 17 – The Public Site Search Page for the Contracts Database)

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

BUSINESS | GOVERNMENT | EMPLOYMENT | COMMUNITY | VISITING | EDUCATION  
Governor Linda Lingde

**State Procurement Office**  
Department of Accounting and General Services

**Contracts for Health and Human Services** **Search Contracts**

Home  
Current Contracts  
Contracts by YEAR  
Search  
Procurement of Health & Human Services  
State Procurement Office  
DAGS Home

Contract#

**Contract Number:**

**Department:**

**Divisions:**

**Fiscal Year:**

**Provider:**

**Services:**

**Geographic Area:**  separate keywords with spaces

**Target Population:**

**Special Population:**

As you utilize this database you will find more ways it will benefit you in tracking, planning and coordination. Your comments and suggestions for improving the awards database are welcome. Contact Corinne Higa at (808) 587-4706, [corinne.y.higa@hawaii.gov](mailto:corinne.y.higa@hawaii.gov).

## K. Appendix

### Definitions

**Agency:** Any department, authority, commission, council, board, committee, institution, legislative body, agency, or other establishment or office of the executive, legislative, or judicial branch of the state, and includes the Office of Hawaiian Affairs.

**Award:** The written notification of the State's acceptance of a proposal, or the presentation of a contract to the successful provider.

**Contract:** All types of agreements, regardless of what they may be called.

**Note:** **Contract** will be used in this handbook to mean all forms of awards: i.e., agreements, formal contracts, purchase orders, memorandums of agreement or understanding, etc.

**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.

**Health and human services:** Services to communities, families, or individuals which are intended to maintain or improve health or social well-being through methods including, but not limited to:

- (a) Assessment, treatment, diagnosis, prevention, and education services provided directly to a target clientele; or
- (b) Insurance coverage for assessment, treatment, diagnosis, prevention, and education services to be provided to a target clientele.

**Provider:** An organization or individual contracted by an agency to provide health or human services.

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

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