

Posting Professional Services Awards Quick Reference Guide

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Activating a New Account

1. If you do not already have an account, and have followed procedures to request one, you will receive an email from the SPO Web Administrator advising you that your user account has been created:

Welcome John Q. Procurement,

your user account has been created.

Your username is spoJPq.

Please activate it by visiting

<http://hawaii.gov/spo2011/spo/passwordreset/81bb2c2cd491cf95557fd226ccd9d3db?userid=spoJPq>

Please activate your account before Oct 12, 2011 03:08 PM

With kind regards,
SPO Web Administrator

2. Follow the instructions to create your password. .

Logging in and Posting an Award

3. Go to: <http://hawaii.gov/spo/psa>
4. Select Log in at the bottom of the page



5. Log in

A screenshot of the login form on the SPO website. At the top left, it says 'you are here: home'. The form contains two input fields: 'Login Name' and 'Password'. Below these fields is a 'log in' button with a small orange icon. At the bottom left of the form, there is a link for 'Forgot your password?' with the text 'If you have forgotten your password, we can send you a new one.'

6. Once logged in, click "[Continue to the State Procurement Office home page](#)"

Home
you are here: home

You are now logged in **Click here**

[Continue to the State Procurement Office home page](#)

Note: If you do not remain logged in after leaving this page, it is because you need to enable cookies in your browser.

Your name will be here

Home | Root | Terms of Use | John Q. Procurement | Preferences | Log out

7. Click the words "[Go to Professional Services Awards Menu](#)"

Info Welcome! You are now logged in.

Professional Service Awards

by [admin](#) — last modified Sep 29, 2011 01:37 PM

[Go to Professional Service Awards Menu](#) **Click here**

Show 10 entries

Date Awarded	Awardee	
09/22/2011	Robert W. Baird & Company	Underwriting 2011 Hula Housing Project

8. Under **Add New**, click [Award](#).

Menu

by [admin](#) — last modified Sep 29, 2011 01:37 PM

Browse

[All Awards](#)


[My Records](#)

Add new

[Award](#)

Post a new award

9. Enter the award information

Purchasing Agency:	State Procurement Office
Professional Services Category: (required)	Accounting and Budget
Services to be Provided: (required)	
Awardee: (required)	
Date Contract Awarded: (required)	-- / -- / --  -- : --
Amount of Award: (required)	\$ <input type="text"/>
Comments when Award Amount is Amended:	
Name and Title of Official making the Selection: (required)	
Relationship Between Principals and the Official making the Selection: (required)	NONE
Contact Name: (required)	
Contact Telephone Number: (required - ###-###-####)	<input type="text"/>
Contact E-mail Address: (required)	<input type="text"/>

Names Submitted for Selection: (required)	Review Committee Names: (required)	Selection Committee Names:
1. <input type="text"/>	1. <input type="text"/>	1. <input type="text"/>
2. <input type="text"/>	2. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	3. <input type="text"/>	3. <input type="text"/>
4. <input type="text"/>	4. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	5. <input type="text"/>	5. <input type="text"/>
6. <input type="text"/>	6. <input type="text"/>	6. <input type="text"/>
7. <input type="text"/>	7. <input type="text"/>	7. <input type="text"/>
8. <input type="text"/>	8. <input type="text"/>	8. <input type="text"/>
9. <input type="text"/>	9. <input type="text"/>	9. <input type="text"/>
10. <input type="text"/>	10. <input type="text"/>	10. <input type="text"/>

Professional Services category: Select the appropriate category

Services to be awarded: Enter a clear and concise description of the services to be performed.

Awardee: Enter the awardee name.

Date Contract Awarded: Enter the date awarded.

Amount of Award: Enter the amount of award. If the exact amount is not known, enter an estimated amount and explain in the comments section.

Comments when Award amount is amended: This field is to be used should there be an amendment to the award.

Name and Title of Official making the Selection: Enter as indicated.

Relationship between Principals and Official making the selection: The default is NONE and must be changed if the selecting official has a relationship with the awarded vendor.

Contact Name, Telephone Number and email Address: Enter the appropriate information for the state/county personnel who is responsible for the contract.

Names Submitted for Selection: In alphabetical order, enter the names of the Vendors submitted to the Official making the selection.

Review Committee Names: Enter the names of the personnel who served on the review committee for this list.

Selection Committee Names: Enter the names of the personnel who served on the committee to select the vendors from the list to be sent to the selecting official.

Posting Date: Enter the date the award was first posted on the professional services awards site. This field is present only until all awards entered on the interim site are entered in this site. After all awards are posted, the field will automatically show the date it was posted.

10. Select the **save** button at the bottom of the page.

11. Print the page that appears. Select the **close** button. Log out.

Editing/Amending an Award

12. To amend an award; log in using steps 2 through 7.
13. Under **Browse**, select **My Records** . A list of Awards posted by your account will appear.
14. Under the **More Info** column, select the link for the award to be amended.

Costs to be Provided	Cost	More Info
Click More info	1000	More info

15. A page will open. Select the **edit** button at the bottom of the page.

The screenshot shows a form with the following fields: Posting Date, Date Amended, and Reason Award Amended. At the bottom of the form, there are three buttons: 'edit', 'delete', and 'close'. A callout box with the text 'Select edit' points to the 'edit' button.

16. When the page appears, scroll to **date amended** and enter the following:
 - a. The date the contract was amended
 - b. The reason for the amendment.
 - c. If amending the funding amount of the contract, scroll up to **amount of award** and change it accordingly. Enter an explanation for the increase/decrease in **Comments when Award Amount is amended**.

The screenshot shows the 'Date Amended' field with a date picker (month, day, year) and a calendar icon. Below it is the 'Reason Award Amended' field, which is a large text area. At the bottom of the form, there are three buttons: 'close', 'save', and 'delete'.

17. Review the changes made. Select **Save**, then select **Close** and **log out**.