

# Posting Procurement Notices for Solicitations Quick Reference Guide

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## Activate Your Account

1. You will receive an email from the SPO Web Administrator advising you that your user account has been created. It will look similar to this but will have your name, login and personalized link:

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 After You Have Activated Your Account

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



5. Login

A screenshot of a login form. At the top left, it says 'you are here: home'. Below that, there are two input fields: 'Login Name' and 'Password'. Below the 'Password' field is a 'log in' button. At the bottom left, 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. Click "Continue to the State Procurement Office home page"

7. Click on the word **Notices**

8. Click the word **Notices** again.

9. Click the words "Go to Procurement Notices for Solicitation Menu"

Island	Category	Description	Publ D
Oahu,Hawaii,Maui	Goods & Services	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam eu ligula libero. Praesent nec ante est. Phasellus nec quam lorem, vitae ultricies urna. Maecenas a dui vel nisl vehicula pellentesque pellentesque id ligula. Aliquam lectus dolor, feugiat et sodales a, venenatis eget diam.	10/0

10. Under **Add New**, click **Solicitation**.

**Home**  
 you are here: [home](#) > [solicitations](#) > [solicitations](#) > [solicitations menu](#)

## Solicitations Menu

by [admin](#) — last modified Aug 29, 2011 11:51 AM

**Browse**  
[Current Solicitations](#)  
[All Solicitations](#)  
[My Records](#)

**Search**  
[Current Solicitations](#)  
[Expired Solicitations](#)  
[All Solicitations](#)

**Add new**  
[Solicitation](#)



11. Enter the notice information:

<b>ID:</b>	
<b>Posted by:</b>	John Q. Procurement
<b>Department:</b>	State Procurement Office
<b>County/Island(s):</b> (required)	<input type="checkbox"/> Oahu <input checked="" type="checkbox"/> Hawaii <input type="checkbox"/> Kauai <input type="checkbox"/> Maui <input type="checkbox"/> Statewide
<b>Category (Select One):</b> (required)	Goods & Services
<b>Publication Date:</b> (required)	2011 / October / 7
<b>Due Date:</b> (required)	2011 / October / 7 01 : 25 PM HST
<b>Solicitation Number:</b> (required)	<input type="text"/>

<b>Description:</b> (required)	<input type="text"/>
<b>Contact Name:</b> (required)	<input type="text"/>
<b>Phone Number:</b> (required - ###-###-####)	<input type="text"/>
<b>E-mail Address:</b> (required)	<input type="text"/>
<b>Comments:</b> (optional)	<input type="text"/>
<b>IFB/RFP/RFI, Professional Svcs., etc. documents:</b> (optional - must be in PDF or XLS format)	<input type="button" value="Choose File"/> No file chosen

- **County/Island(s):** enter the county/Island(s) to which the goods, services or construction are to be delivered/rendered.
- **Category:** Select the appropriate category.
- **Publication Date:** Enter the year, month and date in which the notice is to first appear. (For October 6-7, 2011- For those who are posting notices that were on the old procurement site, enter the date the notice was first published.
- **Due Date/Time:** Enter the submittal due date and time for offers/responses by vendors. The calendar icon to the right of the date fields is a calendar. By selecting the icon you can select the date from the calendar.  
**Note:** If you do not enter a time, the default time will be the time you created the notice and will be incorrect.
- **Solicitation Number:** Enter a solicitation number. this is a required field. If you do not have a convention for solicitation numbering, we suggest, dept acronym, FY and number. (for instance: DOH-FY12-001)

- **Description:** enter a short description. Field length is limited to 500 characters. The purpose of this field is for vendors to find solicitations to which they are interested in responding. Start with a description of the goods or work to be done, not with who is requesting it.

Do this: *Repair cattle-proof fencing in Waianae Kai Forest Reserve, Oahu*  
or this: *Furnishing and Delivery of Hand Towels for the County of Kaua'i.*

Don't do this: *The Hawaii Department of Land and Natural Resources Division of Forestry and Wildlife is seeking...*

- **Contact information:** enter the Contact name , Phone number, and email address for the person vendors may contact about the solicitation.
- **Comments:** If the solicitation document will not be posted along with the procurement notice, enter how/where the vendor may obtain the solicitation. Comments may be used for any other purpose as appropriate.
- **Documents:** You may post all documents relating to the procurement.  
Note:
  - Post documents in .pdf or MS Excel (.xls) format.
  - If a document is large consider breaking it into parts.
  - Documents will appear alphabetically by format (pdf will appear before .xls) and file name.
  - Develop a naming convention for your documents (i.e. use the solicitation number followed by numbers or letters indicating how they are to appear) .
  - You cannot load 2 files with the same name.
  - File names shall be alpha-numeric, no spaces or unusual characters (i.e. ~!@#\$\$%^&\*()+{}|[]\;:'"<>?/).

12. Enter pre-bid/pre-proposal conference information as applicable.

▼ Pre-Bid / Pre-Proposal / Orientation Conference

Conference Scheduled:  Yes

Date/Time: -- / -- / --  -- : -- --

Address:

City:

Zip Code:

Additional Info:

13. Click the **save** button at the bottom of the page.

<b>Submission Date:</b>	10/05/2011 - 15:47PM
<b>Last Modified:</b>	

14. Print the Notice page. Click the **close** button.

by [John Q. Procurement](#) — last modified Oct 05, 2011 04:51 PM — [History](#)

ID:	26
Posted by:	John Q. Procurement
Department:	State Procurement Office
County/Island(s):	Oahu
Category (Select One):	Goods & Services
Publication Date:	10/05/2011
Due Date:	10/31/2011
Solicitation Number:	spoFY120003
Description:	Furnishing, Delivery, Installatio
Contact Name:	John Q. Procurement
Phone Number:	808-587-0004
E-mail Address:	john.q.procurement@hawaii.g
Comments:	
IFB/RFP/RFI, Professional Svcs., etc. documents:	

▼ Pre-Bid / Pre-Proposal / Orientation Conference

Conference Scheduled: Yes  
Date/Time: 10/15/2011 - 09:30AM  
Address: 1151 Punchbowl St.  
City: Honolulu  
Zip Code: 96813  
Additional Info: Please bring ID. You will be required to check in at the gate

▼ Addenda

Amended:  
Date Last Amended:

Submission Date:	10/05/2011 - 16:51PM
Last Modified:	10/05/2011 - 16:51PM

[edit](#) [delete](#) [close](#)

15. The attestation form is available on the forms central site.

## Amending Your Notice / Adding Addenda

16. Log in to your account using steps 3 through 9.
17. Under **Browse**, select **My Records** .

## Home

you are here: [home](#) > [solicitations](#) > [solicitations](#) > [s](#)

## Solicitations Menu

by [admin](#) — last modified Aug 29, 2011 11:51 AM

### Browse

[Current Solicitations](#)

[All Solicitations](#)

[My Records](#)

To add addenda,  
select  
**My Records**

### Search

[Current Solicitations](#)

[Expired Solicitations](#)

[All Solicitations](#)

### Add new

[Solicitation](#)

18. Under the *user name column*, select the link of the solicitation to be amended.

## My Records

by [admin](#) — last modified Oct 03, 2011 10:54 AM

[Go to Procurement Notices for Solicitation Menu](#)

Show  entries

Click the user ID link

Username	Date Created	Island	Category	Des
<a href="#">spoJPq</a>	10/05/2011	Oahu	Goods & Services	Furnishing, Delivery, Installa of Small Wind Turbines

Showing 1 to 1 of 1 entries

19. The Notice will populate. Click the **edit** button at the bottom of the page. Scroll down to the addenda section. Check Amended and enter the Date Last Amended. Click Save.

▼ Addenda

Amended:  Yes

Date Last Amended: -- / -- / -- 

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Submission Date:	10/05/2011 - 15:47PM
Last Modified:	

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Click Close.

Always check the public site to ensure it is correct!: <http://hawaii.gov/spo/notices>