



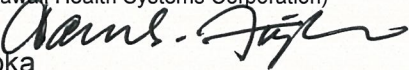
**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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August 5, 2013

PROCUREMENT CIRCULAR NO. 2013-05, Amendment 1

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Hawaii State Public Library System, State Librarian
Executive Department Heads (excluding the Department of Education, University of Hawaii, Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

FROM: Aaron S. Fujioka 

SUBJECT: State of Hawaii eProcurement System - Transition from HePS to HIePRO
Training and Notification of Vendors

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

Vendor Notification

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

Training for State Procurement Personnel

The training schedule has been posted on the SPO training website. Training for HIePRO administrators and their alternates will be on 8/13/13. The first buyer training will be on 8/20/13. Register for training at <http://hawaii.gov/spo> click **For State & County Personnel** and then **Training**. A training module is forthcoming and buyers will be able to view the video online.

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

Attachment

ATTACHMENT

Below is the information being sent to vendors via email:

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

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

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

Advantages of HlePRO

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

About the transition

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

Help Registering in HlePRO:

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

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

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