

STATE PROCUREMENT OFFICE
SETTLEMENT AND SCHEDULING CONFERENCE
 CHAPTER 103F, HRS
 PURCHASES OF HEALTH AND HUMAN SERVICES

PARTIES	
Protestor/Applicant	State Purchasing Agency
Name: _____	Department: _____
Address: _____ _____	Division: _____
Contact Person: _____	Branch/Office: _____
Phone: _____	Procurement Officer: _____
Fax: _____	Phone: _____
	Fax: _____

PROTESTED MATTER	
<input type="checkbox"/> Competitive POS RFP No. _____	<input type="checkbox"/> Restrictive POS RH No. _____
Description of Health and Human Service Procured: _____	

ORDER	
The above-named parties or their representatives are hereby ordered, pursuant to Section 3-148-302, HAR, to attend a settlement and scheduling conference	
on _____	at _____
<i>(Date)</i>	<i>(Time)</i>
The conference shall be conducted:	
<input type="checkbox"/> face-to-face at _____	_____
<i>(Address and room number of meeting place)</i>	
<input type="checkbox"/> by telephone	
<input type="checkbox"/> by other electronic medium: _____	
If a party desires to attend by an alternate method, please contact:	
_____	_____
<i>(Name of contact)</i>	<i>(Phone number)</i>
_____ to make appropriate arrangements.	
_____	_____
<i>(Signature of head of state purchasing agency or designee)</i>	<i>(Typed/printed name)</i>
_____	_____
<i>(Date)</i>	<i>(Position)</i>