

**Hawaii State eProcurement  
HIePRO  
Quick Reference for Buyers  
Part 2**

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## Viewing the Offers

Before the Solicitation closes you may view the offers tab will show who has submitted a solicitation. You will not see the offers submitted or any other information.

After a solicitation closes, the submittal due date passes, you will be able to view the offers.

- Log in. From the Dashboard, select the link under the **Action** column for the solicitation you wish to review.
- Select the **Offers** Tab. You will see each vendor who responded, the price, the date and time the response was submitted, attachments and the version of the solicitation at the time the vendor responded.
- To view details such as vendor comments, select View under the Details column.

## Creating an Award

- When ready to award, select **Create** under the **Award** column.
- You will see two tabs, Award Information and Instructions.
- Award information
- You may amend the **award title** and/or **description** to be more specific to the award. For instance, if you were procuring for a vehicle you would add the make and model.
- **Date of notice of award:** You may edit the date to a future date.
- **Contract Number:** enter the contract or PO number if known.
- **General Comments/Internal comments:** Enter any comments as applicable (General comments will be seen by the vendor/public.)
- **Basis of award:** select **adequate competition** if more than one vendor responded. If only one vendor responded, select price analysis end enter your analysis in **Competition Comments**.
- **Competition Comments:** Use this field to document justification for your selection.
- Adjust **start and end of contract/delivery dates** as applicable and allowable.

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- Select the checkbox for the line items to be included in the award.
- If the vendor attachment should be included in the award, select the checkbox to include the vendor attachment.
- **Attachments:** You may also add attachments.
- Select the **Instructions** tab. Review and add as applicable.
- When ready to award, select the **Submit** button at the bottom of the page.
- Select Approval Status tab to monitor where the award is in the approval path.
- Select Print PDF to obtain the Contract Award Summary report.
- Select Print HCE Certification to print the HCDE Certification

Select the link in the **Action** column.

**Buyer Dashboard**

Select	Date	Solicitation Title	Solicitation Number	Action	Status of Solicitation
<input type="checkbox"/>	09/04/2013 04:35 PM	adjustable Office Desks	14000017	<a href="#">The solicitation Q14000017 is closed and ready to award</a>	Closed
<input type="checkbox"/>	09/04/2013 04:35 PM	office desks, adjustable	14000020	<a href="#">The solicitation Q14000020 is closed and ready to award</a>	Closed
<input type="checkbox"/>	09/03/2013 05:42 PM	Office Bookcases	14000015	<a href="#">The solicitation Q14000015 is closed and ready to award</a>	Closed

Select the **offers** tab

**Display Solicitation**

General Information | Line Items | Instructions | Vendor Notification | Approval Status | **Offers** | Protests | History

**General Information**

Solicitation Number	Q14000017
Status	Closed
Division	eProcurement / Specialized Svcs.
Procurement Method	Small Purchase RFQ
Solicitation Type	Goods and Services

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Review the offers and select **Create** under the **Award** column when ready to award.

## Display Solicitation

The screenshot shows the 'Offers' tab selected in the navigation menu. The page displays an 'Abstract Table' with one entry for vendor 'CellUmuch' with a price of \$90,000. The 'Award' column contains a 'Create' button, and the 'Details' column contains a 'View' button. Callouts provide instructions: 'Select the Offers tab' points to the navigation menu; 'Vendor info' points to the vendor name; 'Total Price' points to the price; 'Select Create when ready to create the notice of award.' points to the 'Create' button; 'To view the details such as vendor comments select View' points to the 'View' button; and 'The version of the solicitation to which the vendor submitted his response' points to the 'Vers Solic' column value '00'. Below the abstract table is a 'Line Item Table' with one item: 'Adjustable Office Desks' with a quantity of 200. At the bottom are buttons for 'Duplicate', 'Cancel Solicitation', and 'Change Owner'.

Vendor	Price	Date & Time	Award	Details	Attachments	Privacy	Vers Solic
CellUmuch	\$90000	09/04/2013 7:48 AM	Create	View			00

  

Line Item Number	Title	Quantity	Unit of Measure	Commodity Code
1	Adjustable Office Desks	200	EACH	42520, 42521

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## Create Award

Award Information	Instructions
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Award Title  
adjustable Office Desks

Award Description  
adjustable Office Desks

Date of Notice of Award  
09/04/13 05:30 PM

Contract Number  
516

Basis of Award  
Price Analysis

Competition Comments  
Prices are comparable to previous solicitations and prices on the following sites on the internet.

General Comments

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End Date/Delivery Date

11/01/2013

Adjust delivery date or contract start and end dates as needed and allowable.

Contact First Name

contactFirst

Contact Last Name

Enter contact information for the award

Email

Phone

If the vendor included an attachment and it should be included in the award, select to add the vendor attachment to the award.

Select the line items to be included in the award

## Line Items

Include in Award	Number	Title	Description	Quantity	Unit Price	Comments	Attachments	Add Attachment
<input type="checkbox"/>	1	Adjustable Office Desks	Office Desks adjustable for standing as per attached specifications.	200	450			<input type="checkbox"/>

Adjust quantity as applicable and allowable

File Title

Add Attachment (Maximum file size 10MB)

Browse...

No file selected.

Upload

Add any attachments.

Save for Later

Cancel

Submit

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Review and add instructions for the award, as applicable

## Create Award

Award Information    **Instructions**

Select the Instructions tab

### Instructions List

- COMPLIANCE, DOCUMENTATION AND HAWAII COMPLIANCE EXPRESS: Vendors are required to compliance (compliance documentation) is required and obtained through Hawaii Compliance E HIePRO. The annual subscription fee to utilize the HCE service is currently \$12.00. Allow 2 weeks. Vendors should register in HCE prior to responding to a solicitation and check to ensure they the vendor does not maintain timely compliance in HCE, an offer otherwise deemed responsive for compliance at any time. Non-compliance may result in a vendor not receiving an award, del registration for HCE is at <https://vendors.ehawaii.gov/hce/>. For more information about HCE (
- TRANSACTION FEES: The Awarded Vendor shall pay a Transaction Fee of 0.75% (.0075), not on the initial award amount or estimated amount, and Contractor shall be responsible for payi vendor administering the HIePRO. Payment must be made to Hawaii Information Consortium, I

### Optional Instruction List

- AWARD ATTACHMENTS: This notice of award contains attachments that the vendor must do

### Add Instruction

Title

Content

Add

Review and add Instructions, as applicable.

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## Contract Award Summary Report

- Select **Award Summary Report** at the bottom of the page to display and print the Award Summary Report.

**Display Award**

Award Abstract | Instructions | Approval Status | Additional Information | Protests | History

### General Information

Award Title	adjustable Office Desks
Award Description	adjustable Office Desks
Status	Approved
Date of Notice of Award	09/05/2013 05:30 PM
Solicitation Number	<a href="#">Q14000017</a>
Contract Number	--
Basis of Award	Price Analysis
Contract Start Date	--
End Date / Delivery Date	11/01/2013
Competition Comments	Prices are comparable to previous solicitations and comparable to the following websites: XYZ.c
General Comments	Note: this is a test award
Internal Comments	--

### Line Items

Item Title	Line Item Comments
adjustable Office D	--

Create PDF | Award Summary Report | Print HCE Certification | Restage Award | Cancel Award | Amend

## Duplicate a Solicitation

- Select the **View My Solicitations and Award** tile.
- Select the checkbox to include closed solicitations.
- Select the solicitation number link.
- Select the **Duplicate** button at the bottom of the page.
- Proceed by reviewing and updating all fields.

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## What would you like



## My Solicitations and Awards

Notification of Solicitation Awards

Show Closed Solicitations

Select the solicitation number link

Solicitation Number	Department Solicitation Number	Description
<a href="#">Q14000015</a>	2014-SPO2903Q	Office Bookcas
<a href="#">Q14000018</a>	2014-SPO2907Q	Office Bookcas

Select Duplicate

Duplicate Cancel Solicitation Change