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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: Us this field to document justification for your selection.
- Adjust start and end of contract/delivery dates as applicable and allowable.

- Select the checkbox for the line items to be included in the I in the award.
- If the vendor attachment should be included mint he 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.



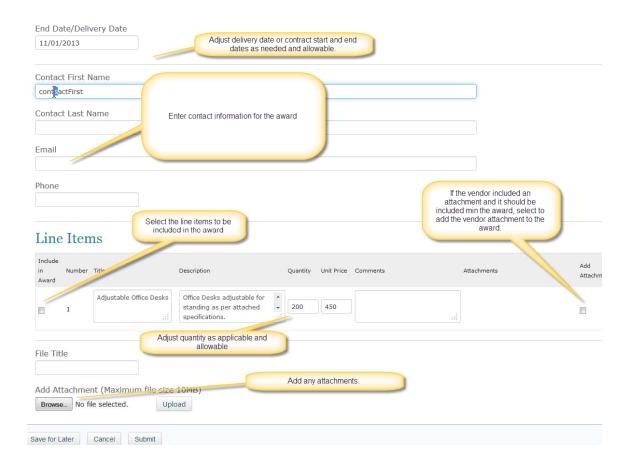
Select the offers tab



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



Create Award Award Information Instructions Award Title adjustable Office Desks Award Description adjustable Office Desks Date of Notice of Award Enter the date the notice of award is to be issued. 09/04/13 05:30 PM Contract Number You may enter the 516 contract or PO number if known. Basis of Award Select the basis of • Price Analysis award Competition Comments Prices are comparable to previous solicitations and prices on the following sites on the internet. Enter comments as needed. If not selecting lowest priced vendor, enter explanation. (For instance, did not meet specifications (name the specifications not met.) General Comments

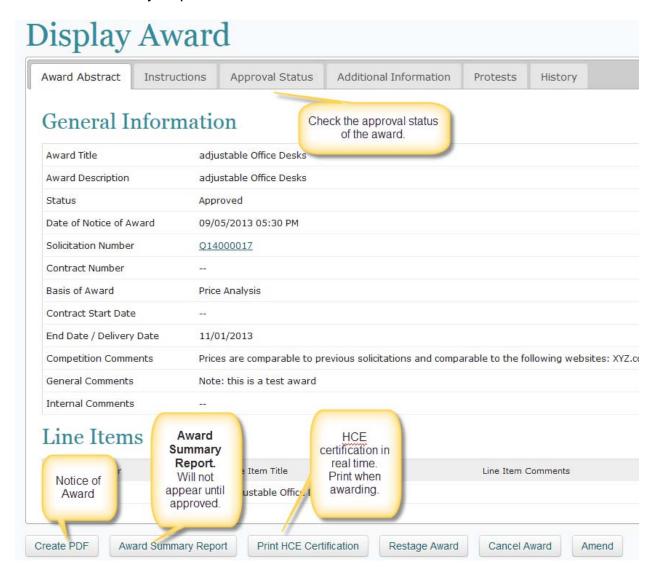


Review and add instructions for the award, as applicable

Create Award Select	
Award Information Instructions Instruction	ns tab
Instructions List	
 COMPLIANCE, DOCUMENTATION AND HAWAII COMPLIANCE compliance (compliance documentation) is required and obe HIEPRO. The annual subscription fee to utilize the HCE ser Vendors should register in HCE prior to responding to a set the vendor does not maintain timely compliance in HCE, ar for compliance at any time. Non-compliance may result in a registration for HCE is at https://vendors.ehawaii.gov/hce, 	otained through Hawaii Compliance E vice is currently \$12.00. Allow 2 wee olicitation and check to ensure they n offer otherwise deemed responsive a vendor not receiving an award, del
 TRANSACTION FEES: The Awarded Vendor shall pay a Tra on the initial award amount or estimated amount, and Cor vendor administering the HIEPRO. Payment must be made 	ntractor shall be responsible for payı
Optional Instruction List • AWARD ATTACHMENTS: This notice of award contains att	achments that the vendor must dov
Add Instruction Title	Review and add Instructions, as applicable.
Content	

Contract Award Summary Report

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



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.

What would you like



My Solicitations and

