

State Procurement Office

Workshop No. SPO 200

The Basics of Procuring Health and Human Services

Pursuant to HRS Chapter 103F

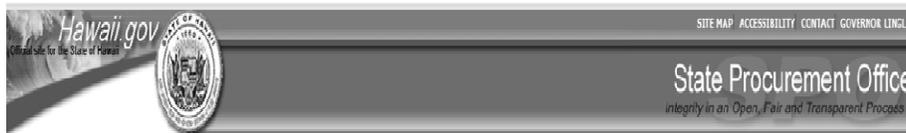
Public Procurement

- Governed by the Hawaii Revised Statutes (HRS) and the Hawaii Administrative Rules (HAR)
- Taxpayer funds

Public Procurement (continued)

- Statutes, its administrative rules and policies are the single source that assures all purchasing entities utilize the same process and procedures.
- Private sector, the businesses and vendors, have come to understand these processes and procedures, assuring fair and equal treatment.
- SPO procurement information at <http://hawaii.gov/spo>

About The



Oversees Two Procurement Statutes

- HRS Chapter 103D – The Hawaii Public Procurement Code (goods, services and construction)
- HRS Chapter 103F – Purchases of Health and Human Services

SPO also does:

- Price and vendor lists
- Complex procurements for agencies (HRS Chap.103D)
- Inventory Management and Excess Property
- Surplus Property
- Also
 - pCard
 - Hawaii e-Procurement System (HePS)
 - Travel Services

Administrator: Aaron Fujioka
Assistant Administrator: Vacant

BEFORE 103F

- ◉ HRS Chapter 42 and 42D
For grants, subsidies and purchases of service
 - No procurement uniformity for purchases of services

HRS Chapter 103F

Purchases of Health and Human Services

Act 190, effective July 1, 1998

Intent and Objective

1. Separated processes for grants and subsidies and State purchases of health and human services;
2. All purchasing entities use a single process to obtain and pay for health and human services; and
3. To ensure the fair and equitable treatment of providers; broad-based competition

Purpose of HRS Chapter 103F

Procure, as competitively as possible, health and human services for Hawaii's communities, families and individuals

Single, Uniform Procurement Process

- Consistent
- Transparent (Fair and open process)
- Provides a framework to work from, but does not limit agency autonomy.
- Foster broad-based competition

Optimize Resources

- Best value
 - Share information
 - Planning and working together
 - Little or no duplication or waste
 - Collaboration is a good thing (collusion is not)

APPLICABILITY

- ◎ **Applies** to all contracts made by state agencies to provide health or human services
- ◎ **Does not apply to:**
 - HRS Chapter 42F contracts
 - Transactions between government agencies
 - Transactions exempted by the chief procurement officer

ORGANIZATION

- ◎ **Procurement Policy Board (PPB)**, a seven member board, is responsible to adopt Hawaii Administrative Rules (HAR) for HRS Chapters 103D and 103F and establish policies/procedures to implement these chapters.
- ◎ **State Procurement Office (SPO) Administrator**, responsible:
 - Oversees Chapter 103F, Purchases of Health and Human Services
 - Resource for state agencies
 - Awards/contracts database
 - Training
 - Procurement manual

Organization (continued)

⦿ **Community Council on Purchases of Health and Human Services**

- Maximum 9 members

Current members:

- Oahu: Ruthann Quitiquit, Administrator and CEO, Parents and Children Together
- Oahu: Laura Smith, President/CEO, Goodwill Industries of Hawaii, Inc.
- Oahu: Zachary McNish, Alston Hunt Floyd & Ing
- Hawaii: En Young, The Food Basket
- Advisory committee to the administrator

Organization (continued)

21 jurisdictions, each with its own Chief Procurement Officers (CPO):

- Legislative
 - Speaker of the House
 - Senate President
- Judicial
 - Administrative Director of the Courts
- Executive
 - Office of Hawaiian Affairs, Chairperson
 - University of Hawaii, President
 - Dept. of Education, Superintendent,
 - Hawaii Health Systems Corporation, Chief Executive Officer
 - All other Executive Depts/Agencies, Administrator, State Procurement Office (SPO)
- Counties
 - Executive Depts, Finance Director of each respective county
 - Councils, Chairperson of each respective county
 - Depts of Water, Chief engineer of each respective county
 - Honolulu Authority for Rapid Transportation, Executive Director

Administrator
State Procurement Office

In addition to being the CPO for State Executive Departments:

- Periodic review of the procurement practices of all governmental bodies; and
- Procurement guide for vendors wishing to do business with the State and its Counties.

Interagency Committee

- ⦿ Comprised of heads of purchasing agencies or their designated representatives
- ⦿ Advisory committee to the administrator

Purchase of Service Team (POST)

- Comprised of various staff from all State departments that purchase health and human services
- Since July of 1998 the State Procurement Office, in conjunction with POST has collectively addressed issues to improve the State's ability to purchase quality services from the private sector.
- Subscribe to POST:
<http://dags1.hawaii.gov/mailman/listinfo/post>

Departmental Coordinators

Assist the State Procurement Office in coordinating activities and ensure all appropriate personnel are apprised of SPO activities.

- AG- Shaleigh Tice
- DOD – Tom Moriyasu
- DOE – Andrell Beppu
- DHHL – Kamana’o Mills
- DOH – Sharon Abe
- DHS – Susy Kawamoto
- DHS, HPHA – Rick Sogawa
- DLIR – Yvonne Chong
- PSD – Marc Yamamoto
- OHA – Ernie Kimoto
- JUD – Jonathan Wong

About HRS Chapters 103D and 103F
It's not a choice for State Agencies

	Chapter 103D	Chapter 103F
Applies to:	Goods, Services, Construction	Health and Human Services
Shall be utilized by:	State and County Agencies	State Agencies (optional for county agencies)
Method of procurement used most often:	Competitive Sealed Bids (Invitation for Bids)	Requests for Proposals (RFP)

HRS Chapters 103D and 103F
Methods of Procurement (Source Selection)

Chapter 103D (6 methods)	Chapter 103F (5 methods)
Competitive Sealed Bids (IFB)*	None
Competitive Sealed Proposals (RFP)*	Requests for Proposals (RFP)*
Sole Source	Restrictive Purchase*
Professional Services*	None
None	Treatment Services
Emergency	Crisis
Small Purchase (<i>less than \$100,000, \$250,000 for construction</i>) <i>Purchases between \$15,000 and \$100,000 shall be purchased on HePS)</i>	Small Purchase (less than \$25,000)

*Requires Procurement Notices posted on the internet .

KEYS TO A SUCCESSFUL PROCUREMENT

- ✓ Procurement Knowledge
- ✓ Team Work
- ✓ Good Planning
- ✓ Good Management
- ✓ Good Record Keeping

“TROUBLE / HOT SPOTS”

- Poor planning, too short timelines
- Not obtaining proper approvals
- Failing to provide adequate/appropriate disclosure
- Rendering services without an executed contract
- Poor contract administration
- Exceeding the scope of the solicitation
- Exceeding the small purchase threshold
- Parceling
- Failing to extend contracts on a timely basis

SUGGESTIONS & HELPFUL HINTS

- **Attend training** and take refreshers
- Be clear on what you are procuring
- Ask SPO for assistance /consultation
- Don't make it up as you go along
- Don't use the procurement process to determine your needs; identify your needs first
- Work as a team
- Have a system of keeping track of contracts
- Be professional

PROCUREMENT CODE OF ETHICS

- ✓ Diligently follow procurement laws and rules.
- ✓ Act in good faith.
- ✓ Ensure fair and equitable treatment to persons involved in public procurement process.
- ✓ Ensure all persons are afforded equal opportunity to compete in a fair and open process.
- ✓ Foster public confidence in government procurement.
- ✓ Avoid the intent and appearance of unethical behavior and practices.

PROCUREMENT CODE OF ETHICS (continued)

- ✓ Avoid soliciting or accepting money, loans, credits, discounts, favors, or services from present or potential vendors which may influence or appear to influence purchasing decisions.
- ✓ Identify and eliminate conflicts of interest; refrain from activity that would create or appear to create conflict of interests between personal interest and interests of the government agency.

Ethics Commission: <http://hawaii.gov/ethics>,
phone (808) 587-0460

Procurement Delegation and Training

You are required to have written delegated procurement authority and appropriate training:

- ✓ Procurement Delegation No. 2010-01 (12/7/10)
Amendment No. 1 (4/4/11)
- ✓ Procurement Delegation No. 2010-02 (12/7/10)
- ✓ Procurement Circular No. 2010-05 (12/7/10)

Training website:

<http://hawaii.gov/spo>, Training for State and County
Procurement Personnel

Delegation and Training

Step 1: Obtain Written Delegation of Procurement Authority

Step 2: Determine Your Procurement Position Level

Step 3: Determine Your Procurement Training Requirements

Step 4: Register for Workshop(s)

Step 5: Attend Workshops

Department/CPO Jurisdiction

[http://hawaii.gov/spo/procurement-notice-solicitations-and-awards-posting/department-cpo-jurisdiction-accounts-managerscounts Managers](http://hawaii.gov/spo/procurement-notice-solicitations-and-awards-posting/department-cpo-jurisdiction-accounts-managerscounts-Managers)

HRS Chapter 103F, Purchases of Health and Human Services

Definition of Health and Human Services (HAR Chapter 3-140)

Services to communities, families, or individuals which are intended to maintain or improve health or social well-being through methods including, but not limited to:

- a) Assessment, treatment, diagnosis, prevention and education services provided directly to a target clientele; or
- b) Insurance coverage for assessment, treatment, diagnosis, prevention and education services provided directly to a target clientele.

How do I know if a procurement is subject to HRS Chapter 103F?

1. The procurement must be for **services** (as opposed to goods)
2. The service must be **intended to maintain or improve health or social well-being** and may include assessment, treatment, diagnosis, prevention or educational services.
3. The service is to be provided **directly to a targeted clientele.**

HRS CHAPTER 103F

Purchases of Health and Human Services

Part I. General Provisions

(§§103F-101 to 103F-106)

Application of the chapter; definitions; education & training; exemption from 103D; preventing impairment of federal funds; and authority of the procurement policy board

Part II. Planning Organization

(§§103F-201 to 103F-203)

Interagency committee on purchase of health and human services; community council; and collaboration of providers

Part III. Procurement Organization

(§§103F-301 to 103F-302)

Powers and duties of the administrator; and delegation of authority of the administrator of the state procurement office

HRS CHAPTER 103F (continued)

Part IV. Source Selection and Contract Formation

(§§103F-401 to 103F-414)

Methods of selection; competitive purchase of services; restrictive purchase of services; treatment purchase of service; small purchases; crisis purchase of services; amendment and cancellation of requests; modification and termination of contracts; types of contracts, multi-term contracts, multiple awards; time line; interim measure for assuring continuation of services; and allotment

Part V. Protests

(§§103F-501 to 103F-504)

Protested awards, right to request reconsideration; award of contract suspended during a protest; exclusivity of remedies

Hawaii Administrative Rules Chapters 3-140 to 3-149

3-140	Definitions
3-141	General Provisions
3-142	Planning
3-143 to 3-147	Chapters on each method of procurement (5 methods of procurement)
3-148	Protests and Requests for Reconsideration
3-149	Contracting

HAR Chapter 3-140: Definitions

Administrator: The administrator of the State Procurement Office.

Chief Procurement Officer (CPO): Those officials designated by HRS §103D-203.

Contract: All types of agreements, regardless of what they may be called.*

Procurement Officer: Any person with delegated authority from the head of a purchasing agency, the chief procurement officer, or a designee of either, to enter into and administer contracts, and to make written determinations with respect thereto.

*Applies to all procurement contracts made by governmental bodies whether the consideration for the contract is cash, revenues, realizations, receipts, or earnings, any of which is received or is owed, including in-kind benefits.

HAR Chapter 3-140: Definitions (continued)

- ◎ **Public Funds:** Funds from any combination of federal, state, and local government sources.
- ◎ **Request for Proposals:** All documents whether attached or incorporated by reference, soliciting providers to submit a detailed plan to provide health or human services to the public, on behalf of a state agency.

HAR Chapter 3-141

GENERAL PROVISIONS

- ❑ **Purpose and Scope** (*Subchapter 1*)
- ❑ **General Grounds for Rejection** (*Subchapter 2*)
(Failure to cooperate or deal in good faith; inadequate accounting system)
- ❑ **Record Keeping** (*Subchapter 3*)
(Retention of books/records; confidentiality)
- ❑ **General Operating Procedures** (*Subchapter 4*)
(List of providers; cost principles; no exemption from laws governing treatment of persons with disabilities; no exemption from anti-competitive practices; selection of procurement method; availability of forms; **public notice**)
- ❑ **Waivers and Exemptions** (*Subchapter 5*)
- ❑ **Procurement Violations** (*Subchapter 6*)

HAR Chapter 3-141: General Provisions (continued)

Exemptions: HRS Chapter 103F-101

- 1) Contracts to award grants or subsidies of state funds appropriated by the legislature to a specific organization or individual.
- 2) Transactions between or among government agencies, including but not limited to agreements, contracts, and grants.
- 3) Transactions that the chief procurement officer determines are exempt under rules adopted by the policy board. (HAR §3-141-503)

HAR Chapter 3-141: General Provisions (continued)

HAR Exemptions:

- Subawards and subgrants to organizations directed by the funding source;
- Grants and subsidies as defined in HRS Chapter 42F
- Affiliation agreements with hospitals and other health care providers required for UH clinical programs; and
- Services of psychiatrists and psychologists in criminal and civil proceedings required by court order or rules of court.

HAR Chapter 3-141: General Provisions (continued)

HAR Exemptions (continued)

- **Certain federally funded contracts**
 - Federally funding source imposes conditions which conflict with HRS Chapter 103F and its rules;
 - Implementation of a federal program for health and human services that:
 - ✓ Identifies target population;
 - ✓ Defines requirements for provider to be qualified to participate in the federal program; **and**
 - ✓ Price of the health and human services is dictated by federal law
- Further exemption by the CPOs

HAR Chapter 3-141: General Provisions (continued)

Procurement Violations

Failure to follow procurement statutes and rules.

Reporting and corrective action procedure for failure to follow procurement procedures for health and human services, HRS Chapter 103F and its administrative rules. **(Form SPO-16)**

HAR Chapter 3-141: General Provisions (continued)

Examples of procurement violations reported:

- Failure to extend contract prior to expiration
- Failure to post procurement notice
- Failure to request extension of time on a CPO approved exemption
- Federal grant applications
 - No request for information (RFI) was done
 - Failure to submit a request for exemption or restrictive request for a grant application naming a specific provider, if not doing an RFI.
- Exceeding the small purchase limits
- Extending a contract when the contract does not allow it
- Additional services provided that is not part of the contract
- Trying to get an after-the-fact restrictive/exempt CPO approval
- Using a government to government exempt contract as a pass-through

**HAR Chapter 3-142
PLANNING**

Planning involves various activities to determine services to purchase

- Request for Information
- Each Other
- Collaboration of Providers
- Procurement Awards, Notices & Solicitations (PANS)
 - Procurement Notices System (PNS)
 - Request for Proposals Website (RFPW)
 - Awards/Contracts Database

HAR Chapter 3-142: Planning (continued)

Requests for Information (RFI)

HAR §3-142-202

- Purchasing agency shall conduct at least one RFI in preparation for an RFP.
- Recommendation: Conduct 2 RFI's if it is a new service or if modifying the service or configuration of services.
- Describe the information being sought.
Set the procedure for responding.

HRS Chapter 103F

Five Methods of Procurement

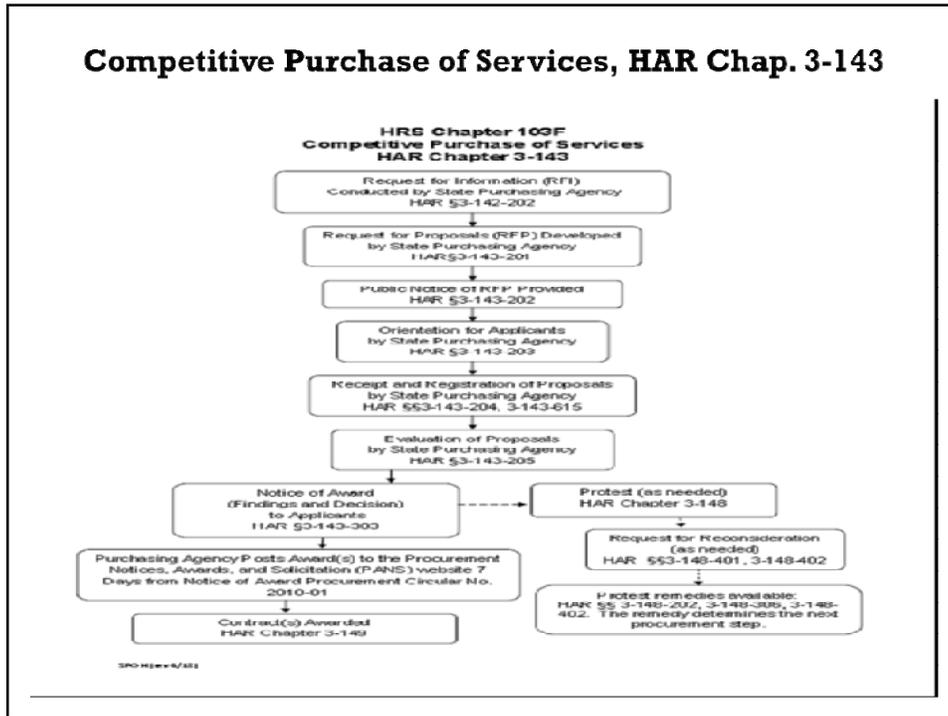
HRS Chapter 103F Five Methods of Procurement

- ❑ Competitive (RFP)
(HAR Chapter 3-143)
- ❑ Restrictive (Sole Source)
(HAR Chapter 3-144)
- ❑ Treatment
(HAR Chapter 3-145)
- ❑ Small Purchase
(HAR Chapter 3-146)
- ❑ Crisis
(HAR Chapter 3-147)

HAR Chapter 3-143 Competitive Purchase of Service

- ⦿ Method of procurement used most often.
- ⦿ Request for Proposals (RFP) solicited for selection of providers and awarding contracts for delivery of health and human services.
- ⦿ Public notice required
- ⦿ Term of contract: As stated in the request for proposals.
- ⦿ Protestable

NOTE: RFI required (HAR §3-142-202)



Application for Federal Funding HAR §3-143-614

- Applying for federal funds does not exempt a purchasing agency from Chapter 103F.
- When federal funds do not specify any specific provider by federal law or federal grant award to the state, competitive purchase of service shall be used, unless an alternate method is allowed by statutes or rules.
- If federal grant application requires identifying specific provider(s), then a request for information (RFI) may be utilized as established under HAR §3-142-202.

PUBLIC INSPECTION OF COMPETITIVE PURCHASE OF
SERVICE RECORDS
HAR §3-143-616

Available for inspection to the extent permitted under current law governing information practices, after execution of a contract by all parties.

Forms for request and reply furnished by Office of Information Practices.

<http://www.state.hi.us/oip/>

Tel: 808-586-1400

HAR Chapter 3-144

Restrictive (Sole Source) Purchase of Service

Basis for a restrictive purchase include, but are not limited to:

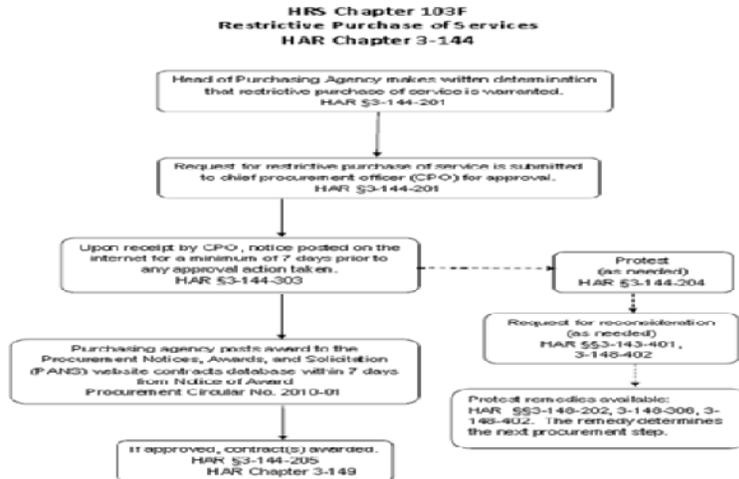
- 1) Service in a particular geographic area available from only one provider.
- 2) Service with a unique cultural approach designed for a limited target group available from only one provider.
- 3) Only one provider satisfies limitations imposed by funding source.

Approval Required: Head of purchasing agency makes a written determination. Chief procurement officer (CPO) approves/disapproves the determination in writing. Request posted by SPO 7 days prior to CPO action.

Term Limit of Contract: Not to exceed 2 years

Protestable

Restrictive Purchase of Services, HAR Chap. 3-144



HAR Chapter 3-145 Treatment Method of Procurement

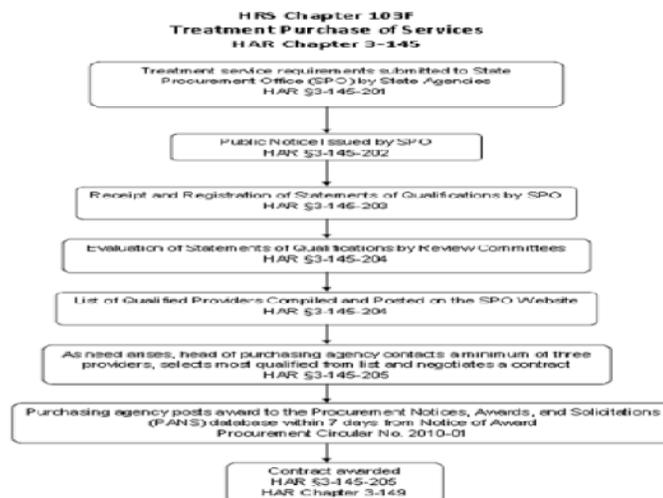
For health and social work professional services

- ⦿ Bases for use:
 - 1) Services are for \$100,000 or less;
 - 2) Contract term 1 year or less; and
 - 3) Service is only needed sporadically, or problem could get worse if have to wait till competitively procured.
- ⦿ Includes but not limited to medical treatment, counseling, physical, occupational and other therapeutic services, and referral and case management for those services.

HAR Chapter 3-145: Treatment (continued)

- The State Procurement Office solicits for providers to submit statements of qualifications to the office of the administrator.
- Committees of at least 3 qualified employees evaluate submissions and other pertinent information, and a list of all qualified applicants is prepared.
- When the need to purchase arises, the head of the purchasing agency selects most qualified provider and a contract is negotiated. If negotiations fail, another provider is selected from the list.

Treatment Purchase of Services, HAR Chap. 3-145



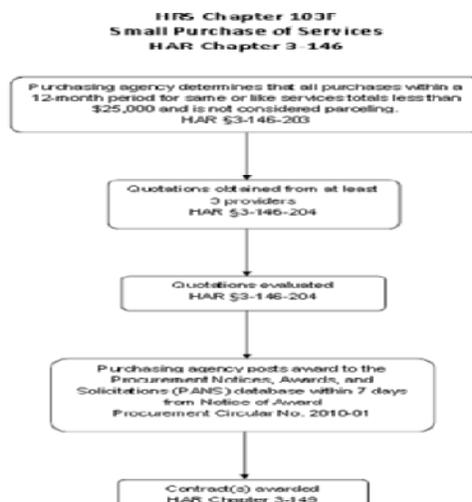
SPOH des 1/03

HAR Chapter 3-146 Small Purchases of Services

- Monetary Cap: Less than \$25,000
- In accordance with requirements and rules for small purchases. Generally, this means obtaining 3 quotes.
- Parceling is not permitted. Dividing the purchase of same, like or related services into service purchases of smaller quantities, to evade the statutory competition purchase of service requirements is not allowed.

Note: This is not a mini RFP process.

Small Purchase of Services, HAR Chap. 3-146



SPO-11 (08/13)

HAR Chapter 3-147 Crisis Purchase of Services

- ⦿ Services for a crisis that seriously threatens life, health or safety; are not already available, and needed immediately.
- ⦿ Both of the following must be met:
 - ✓ The crisis results from domestic violence, physical or mental illness or injury, homelessness, etc. and results in a serious threat to life, health and safety.
 - ✓ The crisis generates an immediate and serious need for health or human services that cannot be met by any other purchasing agency that provides health and human services, or under other provisions of HRS Chapter 103F.

Crisis Purchase of Services, HAR Chap. 3-147



SPOH 08/1/13

Summary
HRS Chapter 103F
Five Methods of Procurement

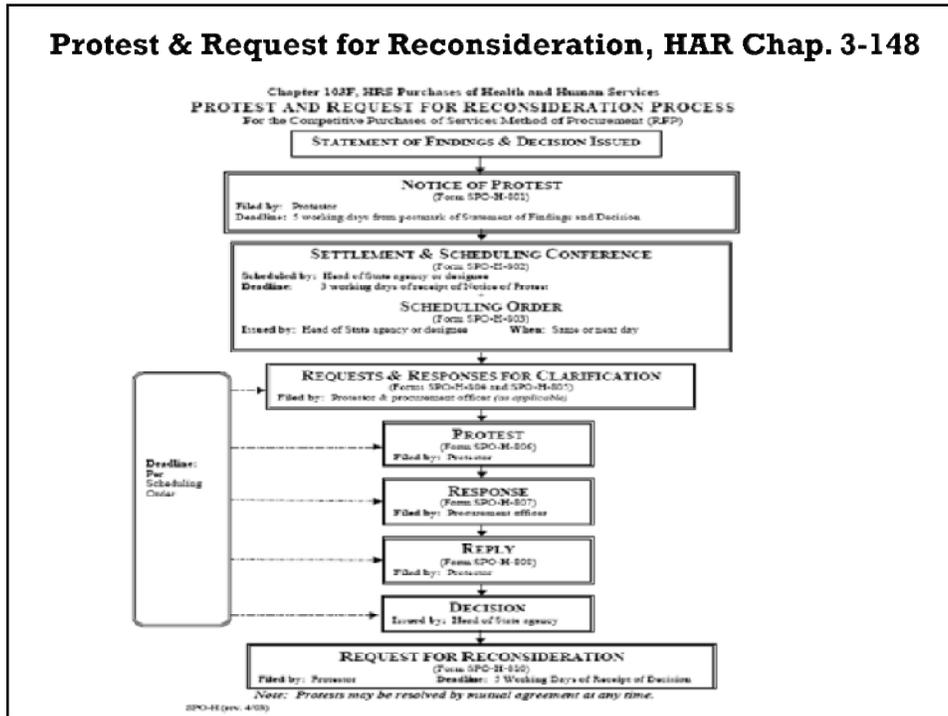
- ⦿ Competitive (RFP)
- ⦿ Restrictive (Sole Source)
- ⦿ Treatment
- ⦿ Small Purchase (Beware of parceling)
- ⦿ Crisis (The client's, not yours)

Protests
and Requests for Reconsideration

HAR Chapter 3-148

- **Only 2 methods of procurement may be protested:**
 - Competitive (RFP)
 - Restrictive (Sole Source)
- **Basis for Protests**
Failure to follow:
 1. HRS Chapter 103F
 2. HAR Chapter 103F
 3. The RFP

(Forms and instructions are on the SPO website.)



HAR Chapter 3-149 Contracting

- Contracts subject to availability of funds
- Contract requirements
- Termination of contracts
- Extension of existing contracts
- Use of multi-term contracts
- Contract amendments
- Parceling
- Monitoring and evaluation of contracts

RFP Templates

Competitive Purchase of Service

HAR Chapter 3-143

(Regular) RFP Template (revised 8/2012)

- For most procurements

Short-Form RFP Template

- When the service is clearly defined and
- Award is based on:
 - Meeting minimum qualifications, and
 - Price

RFP Template (continued)

Section	Cover letter Mail-in and delivery information
1	Administrative Overview
2	Service Specifications
3	Proposal Application Instructions
4	Proposal Evaluation
5	Attachments
	Proposal Application Checklist

Contract Templates

- ◎ 6 contract templates available:
1 for each method of procurement and one for exempt procurements
- ◎ The method of procurements and exempt contract templates are available in electronic format online at Forms Central, <http://hawaii.gov/forms>
- ◎ Remember- it is an AG form.

PROCUREMENT CIRCULARS and DIRECTIVES

- ◎ CIRCULARS are issued by the CPO of the Executive Branch to provide guidance and rules for Executive Branch agencies. Circular numbers may be assigned by subject and not necessarily by issuance date.
- ◎ DIRECTIVES are issued by the Administrator of the SPO on behalf of the Procurement Policy Board to transmit information and documents to the Chief Procurement Officers. Directive numbers are usually assigned by date of issuance.

http://hawaii.gov/spo

Procurement Circulars
Procurement Directives

**Posting of Procurement Notices
On the Procurement Awards,
Notices and Solicitations
(PANS) Website**

Procurement Notices (PNS)

Procurement Circular 2003-04 (5/09/03; eff. 7/1/03)

Amendment 1 (5/28/03)

Procurement Circular 2010-01 (6/15/10)

Purpose

To provide the public with a single location for viewing Chapters 103D and 103F procurement notices.

User Guide: Part of Procurement Circular 2003-04.

Procurement Notices (continued)

Mandatory

- ◎ You must post the RFI and RFP notice on the procurement notices website

(There are step-by-step manuals on the SPO website. Download and use them!)

Procurement Notices (continued)

***Notice of the RFI shall be posted on the
Procurement Notices Website***

“...Public notice shall be given for all requests for information in accordance with HAR Section 3-141-407 and shall be posted for a minimum of seven days...”

Procurement Notices (continued)

RFP Public Notice Requirement

HAR §3-143-202

- ⦿ Notice of the RFP shall be placed on the Procurement Notices website . Proposal submittal deadline shall be **at least 28 days** from the date RFP is first available.
- ⦿ Public notice of the RFP in newspapers is optional (If you choose to do so, follow pricelist requirements.)

Posting the Request for Proposal On PANS

Posting RFPs (RFPW)

Procurement Circular No. 2004-04 (8/25/04)

- ⦿ Effective October 1, 2004, state agencies began posting RFPs for health and human services to the RFPW. This site contains all RFPs for the Executive Branch (current and closed).
- ⦿ Refer to the **Request for Proposals Website (RFPW) Posting Guidelines** for step-by-step instructions.
- ⦿ Post the RFP on the RFP website (RFPW) on the date of the public notice.

Posting Awards to the Awards/Contracts Reporting System

Awards/Contracts Database

Procurement Circular No. 2010-01 (6/15/10)

- Effective 6/1/05, mandatory online reporting. Mandatory to report at time of award (not execution).
- Reports are more timely and accurate.
- Good method of keeping track of your contracts.
- Used for planning/collaboration/coordination.

Contracts Database Reporting System (CDRS) (continued)

What Must be Reported on the Awards Database?

- ⦿ All forms of agreements: i.e., agreements, formal contracts, MOAs, MOUs, POs
- ⦿ Awards for all methods of procurement: Competitive Restrictive, Treatment, Crisis, Small Purchases
- ⦿ Purchases of Health and Human Services Exempt From HRS Chapter 103F

Reporting Deadlines

Data	Deadline
New contracts, MOAs, etc.	5 working days of execution
Purchase Orders	5 working days of issuance
Amendments	5 working days of execution
Funds Actually expended	60 days of close of fiscal year and 90 days of contract expiration
Major Accomplishments	90 days of contract expiration

Reporting Deadlines

Data	Deadline
New contracts, MOAs, MOUs, etc	7 days from award
Purchase Orders	7 days from issuance
Amended information (contract extensions, changes in funding, etc.)	7 days from award of amendment or supplemental agreement
Funds actually expended	60 days of close of fiscal year and 90 days of contract expiration
Major Accomplishments	90 days of contract expiration (may also be reported at the end of each fiscal year)

The Health and Human Services Procurement Awards, Notices and Solicitations User Guide is a ***step-by-step*** manual.

(<http://hawaii.gov/spo>, "For State and County Personnel," "Posting Procurement Awards, Notices and Solicitations," "Toolbox...," "Guide for Reporting/Posting Awards.")

SPO Website

<http://hawaii.gov/spo>

Procurement Awards, Notices and Solicitations (PANS)

- **Current Solicitations**
Right column under 'Information' *'Procurement Notices for Solicitations'*
- **Health & Human Service RFPs**
Right column, under 'Information,' *Health & Human Services RFPs*
- **Awards/Contracts Database**
Right column, under 'Information,' *Contract Awards & Info*

Where is it on the SPO website? (continued)

<http://hawaii.gov/spo>

- **Exempt, Restrictive, and Crisis Awards**
Right column, under 'Information,' *Contract Awards & Info*, select *Contracts for Health & Human Services*, then *Requests for CPO Approval...*
- **Treatment List**
(No current list available)

State Procurement Office

1151 Punchbowl St., #416

Honolulu, HI 96813

Thank You!

Corinne Higa

587-4706

corinne.y.higa@hawaii.gov