

STATE PROCUREMENT OFFICE

Workshop No. SPO 230

**THE SPO WEBSITE
FOR PLANNING, PROCURING
AND CONTRACTING
FOR HEALTH AND HUMAN SERVICES**

HRS CHAPTER 103F

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

WHAT WILL WE COVER TODAY?

PART 1:

- Hawaii Compliance Express (HCE)
- Hawaii e-Procurement System (HePS)
- Basic maneuvering through the SPO Website
- Procurement Awards, Notices and Solicitation
 - Procurement Notices System (PNS)
 - Request for Proposals Website (RFPW)
 - Awards/Contract Reporting System (formerly known as the CDRS)

PART 2:

- How to post to the PNS, RFPW, and to the awards/contracts database.

Hawaii Compliance Express (HCE)

Hawaii Compliance Express

- ◎ **Procurement Circular No. 2005-04** (8/1/05)
- ◎ Amendment 1 (9/29/05)
- ◎ Amendment 2 (5/26/06)
- ◎ Amendment 3 (6/29/07)
- ◎ Amendment 4 (6/22/10)

Hawaii Compliance Express (continued)

Hawaii Compliance Express (HCE)

- ◎ Proof of compliance with applicable laws:
Tax clearance (DOTAX & IRS), labor certificate (DLIR), and a Certificate of Good Standing (DCCA)
- ◎ Unlimited access by state and county government entities to print the certificate for their use.
- ◎ SPO understands that IRS no longer provides paper compliance verifications; therefore, providers are required to register on HCE. \$12 annual fee.
- ◎ Currently, HCE compliance verification for all HRS Chapter 103F purchases remain at \$25,000 or more.
- ◎ Agencies are encouraged to do periodic checks throughout contract term to verify provider compliance.

Hawaii Compliance Express (continued)

How HCE Evolved

- ◎ Act 52/SLH 2003 and Act 211/ SLH 2005. Requires vendors procuring goods, services, or construction with state and county agencies to demonstrate their compliance with all laws governing vendors doing business with the state and counties.
- ◎ The State Procurement Office (SPO) and Hawaii Information Consortium (HCI) developed HCE, an online electronic process, to satisfy this compliance requirement.

Hawaii Compliance Express (continued)

Verifying Proof of Provider Compliance

Obtain necessary approvals from your agency before requesting access to the HCE.

1. www.hawaii.gov/spo > Hawaii Compliance > Create an Account.
2. Complete steps. Submit. Then send an e-mail to hce@ehawaii.gov to request access. A confirming e-mail will be sent when access approved.
3. Purchasing agency **shall** verify vendor compliance. Print certificate. Do NOT request a copy from the vendor. (See Procurement Circular 2005-04, Amendment 3)

Hawaii e-Procurement System (HePS)

Electronic Procurement (*Transitioning from Hawaii eProcurement System – HePS, to Hawaii State eProcurement – HlePro*)

Electronic procurement system for the State of Hawaii to issue solicitations, receiving responses, and issue notices of award.

1. Vendor registers – profile created
2. Agency issues solicitation electronically
3. Vendor receives email that solicitation available – based on vendor profile
4. Vendor submits price quotes electronically
5. Vendor receives email notification of award/non-award

e-Procurement (continued)

e-Procurement Service Fee

- ⦿ No vendor/provider registration costs.
- ⦿ No vendor/provider fee to respond to a solicitation.
- ⦿ Vendor/Provider will pay the Hawaii Information Consortium (HIC) .75% of the award or estimated award (\$7.50 for every \$1,000).
- ⦿ Fee cap of \$5,000 for each award.

Hawaii e-Procurement System (HePS)(continued)

AGENCIES REQUIRED TO USE HEPS

- ⦿ The Executive Branch (except DOE, UH, HHSC and OHA) are required to procure all HRS Chapter **103D** small purchases on HePS. (\$15,000 to less than \$100,000).
- ⦿ Attendance at e-Procurement workshops is required if planning to use e-Procurement.

Advantages to Electronic Procurement

- Improves Openness and Transparency
- Greater Information Availability and Accessibility
- Broad-base competition
- Improves Accountability
- HCE compliance status automatically shown, if vendor/provider is registered

ELECTRONIC Changes Thus Far

- ☞ SPO Website = Procurement Manual
- ☞ Procurement Notices System (PNS)
- ☞ Request for Proposals Website (RFPW)
- ☞ Forms and contracts online (see next slide)
- ☞ Award/contract database
- ☞ Training information and registration online
- ☞ Purchasing card (pCard)
- ☞ Hawaii Compliance Express (HCE)
- ☞ Hawaii State eProcurement (HIePRO)
- ☞ Webinars
- ☞ Planned Purchases Report

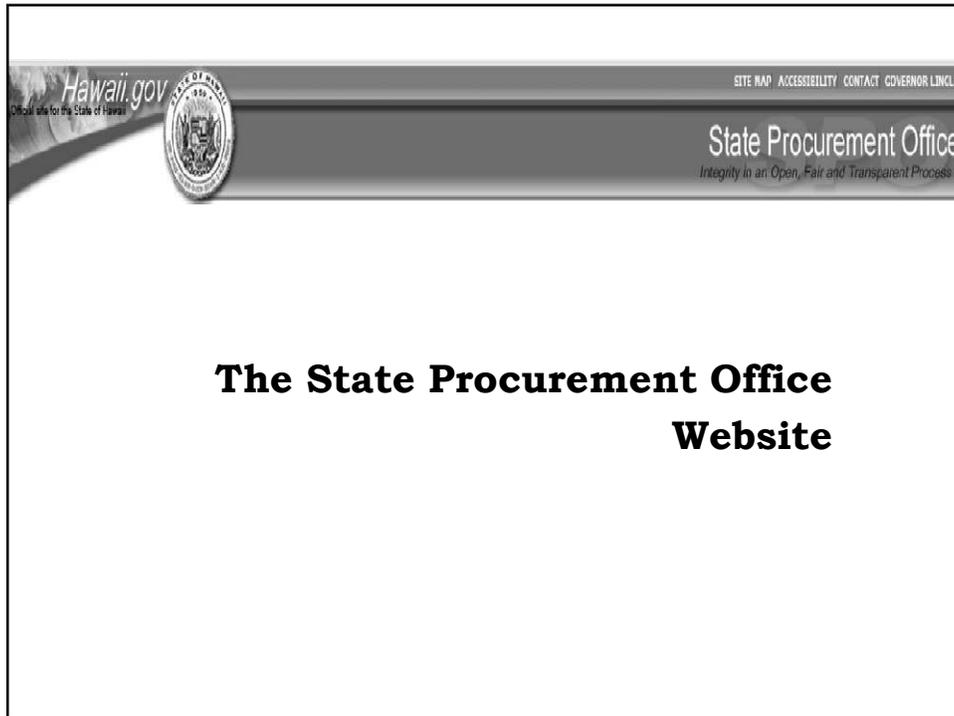
The Future

- ☞ Recorded online training
- ☞ e-Procurement of health and human services
- ☞ Revamped SPO website

Forms and contracts online

<http://hawaii.gov/forms>

Form No.	Name	Revised Date	Effective
AG-103F01	Competitive Purchase of Services	10/08	3/29/12
AG-103F02	Treatment Purchase of Service	10/08	3/23/12
AG-103F03	Restrictive Purchase of Service	01/09	3/23/12
AG-103F04	Crisis Purchase of Service	01/09	3/23/12
AG-103F05	Small Purchase of Service	01/09	3/23/12
AG-103F06	Transactions Exempt from Chapter 103F, HRS	02/09	3/23/12
AG-103F07	Provider's Acknowledgement	10/08	2/28/12
AG-103F08	Certificate of Exemption from Civil Service	09/08	2/28/12
AG-103F09	Provider's Standards of Conduct Declaration	10/08	3/22/12
AG-103F10	Scope of Services	10/08	3/22/12
AG-103F11	Time of Performance	10/08	3/22/12
AG-103F12	Compensation and Payment Schedule	10/08	3/22/12
AG-103F13	General Conditions	10/08	3/22/12
AG-103F14	Special Conditions	10/08	2/16/12
AG-103F15	State of Hawaii Supplemental Contract	02/09	2/16/12



The State Procurement Office (SPO) Website The Basics

* <http://hawaii.gov/spo>

* ~~www.spo.hawaii.gov~~

The screenshot shows the State Procurement Office website. At the top, there is a navigation bar with links: Home, About, Doing Business with the State, For State & County Personnel, HePS, Public Information, and Contact. A search bar is also present. The main content area features a welcome message and a list of links under the heading "Where can I find information on...".

Annotations:

- An arrow labeled "103F RFPs" points to the "Health & Human Service RFPs" link in the "Information" section of the right-hand menu.
- An arrow labeled "103F Awards & CPO Approvals" points to the "Contract Awards & Info" link in the "Information" section of the right-hand menu.

Right-hand menu items:

- Boards & Councils
 - Procurement Policy Board
 - Community Council on Purchases of Health and Human Services
- Information
 - Procurement Notices for Solicitations
 - Health & Human Service RFPs
 - Contract Awards & Info
 - Price & Vendor List Contracts
 - Chief Procurement Officers
 - SPO General Overview
 - Information on the New SPO website
- Toolbox/QuickLinks
 - Hawaii Compliance Express
 - SPO Forms
 - Contract General Conditions (Issued by Dept. of the Attorney General)

This is a close-up of the "Toolbox/QuickLinks" section from the previous screenshot. It lists various resources for users.

Annotations:

- An arrow labeled "To the Health & Human Services website" points to the "Health and Human Services" link.
- An arrow labeled "Statutes, Rules, Circulars, Directives" points to the "Procurement Circulars" and "Procurement Directives" links.

Right-hand menu items (continued):

- Hawaii Compliance Express
- SPO Forms
- Contract General Conditions (Issued by Dept. of the Attorney General)
- For Vendors, Contractors & Service Providers
- For State & County Personnel
- Goods, Services and Construction
- Health and Human Services
- FAQs - Frequently Asked Questions
- Training & Informational Sessions
- Reference
 - Procurement Statutes & Administrative Rules
 - Procurement Circulars
 - Procurement Directives

STATE PROCUREMENT OFFICE
Integrity in an Open, Fair and Transparent Process

Home | About | Doing Business with the State | For State & County Personnel | HePS | Public Information | Contact

you are here: Home > Health & Human Svcs. > Health and Human Services

Health and Human Services

Health and Human Services for Private Providers

How the State purchases health and human services; a guide for private providers

Health and Human Services for State and County Procurement Personnel
Requirements and procedures for purchasing health and human services

Back to
State Procurement Office Home

Information

- Procurement Notices for Solicitations and Requests for Information
- Health & Human Services RFPs
- Contract Awards & Info and CPO Approvals
- Chief Procurement Officers

Toolbox

- Hawaii Compliance Express
- SPO Forms
- Contract Central

STATE PROCUREMENT OFFICE
Integrity in an Open, Fair and Transparent Process

Home | About | Doing Business with the State | For State & County Personnel | HePS | Public Information | Contact

you are here: Home > Health & Human Svcs. > purchasing health and human services pursuant to his chapter 103F, procurement manual for state procurement personnel

Purchasing Health and Human Services Pursuant to HRS Chapter 103F: Procurement Manual For State Procurement Personnel

Introduction and Overview

Basics of Procuring for Health and Human Services Training Reference (SPO 200)

Departmental Coordinators

Purchase of Service Team (POST)

Planning

Requests for Information; the Community Planning Process

Methods of Procurement

State agencies must utilize one of the five (5) methods of procurement for purchasing health and human services

Exemptions

Purchases that are exempt from Chapter HRS 103F Purchasing Health and Human services; requirements and procedures for requesting exemptions

Protests and Requests for Reconsideration

Requirements, procedures and forms for protests and requests for reconsideration

Contracting and Contract Administration

Contract forms, administering contracts

Transparency: Posting Procurement Awards, Notices and Solicitations (PANS)

Requirements and Procedures for posting awards, notices of solicitations and solicitations including information about accounts

Reference

- Hawaii Revised Statutes
- Hawaii Administrative Rules
- Procurement Circulars
- FAQs

Back to
For State and County Personnel
State Procurement Office Home

Information

- Procurement Notices for Solicitations and Requests for Information
- Health & Human Services RFPs
- Contract Awards & Info and CPO Approvals
- Chief Procurement Officers

Toolbox

- Hawaii Compliance Express
- SPO Forms
- Contract Central
- Conditions (issued by Dept of Attorney General)
- For Vendors, Contractors & Service Providers
- For State & County Personnel
- Health and Human Services
- Procurement Training and Informational Sessions
- FAQs - Frequently Asked Questions

Reference

- Procurement Statutes and Administrative Rules
- HRS Chapter 103F Purchases of Health and Human Services
- HAR Chapters 3-140 to 3-149

**Procurement
Awards,
Notices,
and Solicitations
(PANS)**

**Procurement Notices
System (PNS)**

Procurement Notices System (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.

The screenshot shows the homepage of the State Procurement Office. At the top, there is a navigation bar with links for Home, About, Doing Business with the State, For State & County Personnel, HePS, Public Information, and Contact. A search bar is also present. The main content area features a welcome message and a list of links under the heading "Where can I find information on...". A callout box with an arrow points to the "Procurement Notices" link in this list. On the right side, there is a vertical sidebar menu with sections for "Boards & Councils", "Information", and "Toolbox/QuickLinks". The "Information" section is highlighted, and "Procurement Notices for Solicitations" is circled within it.

STATE PROCUREMENT OFFICE
Integrity in its Office, Fair and Transparent Process

Home | About | Doing Business with the State | For State & County Personnel | HePS | Public Information | Contact

Welcome to the State Procurement Office!

The State Procurement Office (SPO) serves as the central authority on procurement statutes and rules for all government bodies of the State and its counties. Hawaii is decentralized in its procurement of goods, services, construction and health and human services. Each jurisdiction has authority to purchase, however the State Procurement Office remains the central source on matters of procurement policy.

Where can I find information on...

- SPO Executive Overview
- Overview of Government Contracting
- Opportunities to Compete for State Contracts: Procurement Notices for Solicitations
- Hawaii eProcurement System - HePS
- Contract Awards and Information
- Price List and Vendor List Contracts
- Public Information
- Frequently Asked Questions - FAQs
- Training and Informational Sessions

Procurement Notices

Boards & Councils

- Procurement Policy Board
- Community Council on Purchases of Health and Human Services

Information

- Procurement Notices for Solicitations
- Health & Human Service RFPS
- Contract Awards & Info
- Price & Vendor List Contracts
- Chief Procurement Officers
- SPO General Overview
- Information on the New SPO website

Toolbox/QuickLinks

- Hawaii Compliance Express
- SPO Forms
- Contract General Conditions (Issued by Dept. of the Attorney)

Procurement Notices System (PNS) (continued)

The screenshot displays the State Procurement Office website. The header includes the logo and navigation links. The main content area is titled "Procurement Notices for Solicitations" and is dated "by Mara Smith — last modified Sep 19, 2013 01:50 PM". It contains three main sections:

- Procurement Notices for Solicitations on State of Hawaii eProcurement System // HePRO**: Notices of solicitations on the State of Hawaii eProcurement System (HePRO) are automatically placed on this part of the procurement notices site upon release of the solicitation. Click 'Public Search'. Then click 'Search'. Vendors registered in HePRO will be notified via an automatic email from HePRO of any amendments/changes/cancellations. Vendors may also log into their account to view solicitations.
- Procurement Notices for Solicitations on Hawaii eProcurement System // HePS**: Notices of solicitations for Competitive Sealed Bidding on the Hawaii eProcurement System (HePS) are automatically placed on this part of the procurement notices site upon release of the solicitation. Vendors registered in HePS will be notified via an automatic email from HePS of any amendments/changes/cancellations. Vendors may also log into their account to view solicitations.
- Procurement Notices for Solicitations**: Link to procurement notices for solicitations, requests for interest/information, etc. that are not conducted on HePS. Requests are entered by purchasing agencies manually. Vendors and other interested parties must contact the purchasing agency to be notified of any amendments or cancellations. This site does not have a mechanism to send notices.

Hand-drawn arrows on the right side of the screenshot point to the following sections:

- HePRO Notices**: Points to the HePRO section.
- HePS Notices**: Points to the HePS section.
- Non-eProcurement Notices**: Points to the Non-eProcurement Notices section.

PNS documents needed for the procurement/contract file?

- ◎ Public notice
 - Must be printed on the first day of publication
- ◎ Attestation – Form SPO-020
- ◎ Notice in the newspaper is optional.

Procurement Notice

Solicitation Number: HTH 430-12-001 — State Procurement Office Page 1 of 2



Solicitation Number: HTH 430-12-001

Department: Department of Health
County/Division: Oahu
Category (Select One): Health and Human Services
Publication Date: 10/26/2011
Due Date: 10/03/2012 1:00:00 PM HST
Solicitation Number: HTH 430-12-001
Description: HTH 430-12-001, Request for Proposals for the provision of Pharmacy Services adults who are mentally ill and/or dually diagnosed patients (i.e., medical, substance abuse, developmental disabilities, etc.) at the Hawaii State Hospital.
Contract Name: Encl Kigusa
Phone Number: 808-486-8484
E-mail Address: encl.kigusa@hoh.hawaii.gov
Comments:
IFB/RF/RFI: 430-12-001-addendum-1.pdf
Professional Svcs., etc. I43-430-12-001-1.pdf
documents: 430-12-001-addendum-1.pdf
430-12-001-addendum-2.pdf

Pre-Bid / Pre-Proposal / Orientation Conference

Conference Scheduled: Yes
Date/Time: 11/01/2011 09:30 AM
Address: Hawaii State Hospital, Building G, Room 1G-44, 45-750 Koa'alahi Road
City: Kaeohu
Zip Code: 96744

Additional Info: Teleconferencing capability shall be provided to interested out-of-state and neighboring island organizations/agencies. Please call (808) 586-8484 or (808) 586-8484 by November 8, 2011, 4:00 p.m. HST, for access information.

Addenda

Amended: Yes
Date Last Amended: 11/01/2011

<http://hawaii.gov/spc2011/spc/notices/noticeshdh-430-12-001>

11/23/2011

Procurement Notice Attestation

STATEMENT OF ATTESTATION FOR INTERNET POSTING

I, _____ (Name) _____ (Title)

of the _____ do attest that in
(Agency)

(Check appropriate statement)

Chapter 103D, HRS
compliance with Section 3-122-16, Hawaii Administrative Rules, the attached
procurement notice was posted to the State & County Procurement Notice System
(PNS) Website, [<http://www4.hawaii.gov/bidappa/>]

Chapter 103F, HRS
compliance with Procurement Circular No. 2003-04, dated May 9, 2003, the attached
procurement notice was posted to the State & County Procurement Notice System
(PNS) Website, [<http://www4.hawaii.gov/bidappa/>]

on _____
(Date(s))

(Signature)

(Date)

Attached: Procurement notice

SPO Form-20

SPO Form-20 (04/1/05)

Request for Proposals Website (RFPW)

RFP Website (RFPW)

- ⦿ Post the RFP on the RFP website (RFPW) on the date of the public notice.
- ⦿ 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).
- ⦿ Good resource. (Why reinvent the wheel?)

Planned Purchases

PLANNED PURCHASES REPORT (continued)

Procurement Circular 2013-04

- ⦿ Requires departments to post quarterly, at a minimum, health and human services projected to be procured within any two year period;
- ⦿ Postings should be revised when departments have updated information; and
- ⦿ Does not obligate purchasing agencies to procure the services.

PLANNED PURCHASES REPORT (continued)

Acts as a suspense for your purchasing agency of what's being planned for the future. (Keeps you on track.)

Helps providers to plan and budget for future activities and possible contract opportunities.

PLANNED PURCHASES REPORT (continued)

Thanks to DAGS, Systems & Procedures Division, an online database was created so your planned purchases can be inputted anytime as it comes up.

Public Site

http://dags.hawaii.gov/plannedpurchases/view_planned_purchases.php

**Awards/Contracts Database
(formerly CDRS)**

AWARDS/CONTRACTS DATABASE

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

Posting Procurement Awards, Notices and
Solicitations (PANS)

AWARDS/CONTRACTS DATABASE

1) How far back does the data go?

June 1, 2005. Information is also available in separate database for previous years.

2) What is its purpose?

- a) Provide accurate and timely information on all health and human service purchases;
- b) Enable state agencies and community members to effectively plan and coordinate services; and
- c) Streamline the reporting process by replacing the annual reports required pursuant to the administrative rules for HRS Chapter 103F.

AWARDS/CONTRACTS DATABASE (continued)

3) What kind of information is included about each contract?

- a) Purchasing agency
- b) Provider
- c) Geographic area
- d) Population served
- e) Funding (source, fiscal year, method of compensation, actual expenditures)
- f) State agency contact information
- g) Major accomplishments of the contract

AWARDS/CONTRACTS DATABASE (continued)

4) Can I search the database by specific information?

- Yes, the database can be searched by department, division, fiscal year, geographic area, target population, service, and provider.

AWARDS/CONTRACTS DATABASE (continued)

5) Do I need to post HRS Chapter 42F, grants and subsidies, onto the awards/contracts database?

Yes, if the grant is for health and human services.

AWARDS/CONTRACTS DATABASE (continued)

- 6) **Are there any types of purchases that I don't need to report on the Awards/Contracts database?**
- a) Chapter 103D purchases should be posted on the Procurement Reporting System (PRS).
 - b) HRS Chapter 42F contracts, which are not for health and human services, i.e., CIP (capital improvement projects).
 - c) All contracts exempt under Governors Emergency Proclamation will be posted on the soon to be established, category for all emergency proclamations.

AWARDS/CONTRACTS DATABASE (continued)

- 7) **How often should I be posting and updating data on the Awards/Contracts database?**
- a) **New Contracts** – 5 working days of contract execution
 - b) **Purchase orders** – 5 working days of issuance
 - c) **Amendments, Additions to Contracts** – 5 working days of execution of amendment/contractual agreement
 - a) **Funds Actual Expenses** – **Within 60 days** after the end of each fiscal year or 90 days after contract expiration
 - b) **Major Accomplishments** – **Within 60 days** after contract expiration

AWARDS/CONTRACTS DATABASE (continued)

Procurement Type	Deadline
Competitive Purchase of Service (POS) (HRS §103F-402) Restrictive POS (HRS §103F-403) Treatment POS (HRS §103F-404) Small POS (HRS §103F-405) Crisis POS (HRS, §103F-406)	7 days of notice of award or issuance of contract/purchase order, whichever occurs earlier. For RFPs notice of award is the date on the statement of findings and decision.
Exemptions from HRS Chapter 103F	7 days of notice of award or issuance of contract/purchase order, whichever occurs earlier
Amendments, contract extensions, supplemental agreements	7 days of notice of change
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)

AWARDS/CONTRACTS DATABASE (continued)

Keep information updated during the life of the contract:

-  End date
-  Funding
 - Expected funding for the next fiscal year
 - Actual expenditures for the preceding year
-  Contact information
-  Significant contract accomplishments

Posting to the Procurement Notices System (PNS)

The screenshot shows the State Procurement Office website with the following content and annotations:

- Header:** STATE PROCUREMENT OFFICE, Integrity is an Open, Fair and Transparent Process. Navigation links: Home, About, Doing Business with the State, For State & County Personnel, HePS, Public Information, Contact. Search bar: Search Site.
- Breadcrumbs:** you are here: Home > for state & county personnel > pans > posting/reporting procurement awards, notices and solicitations (pans)
- Main Title:** Posting/Reporting Procurement Awards, Notices and Solicitations (PANS)
- General:**
 - PANS Accounts Managers are delegated by department heads/CPOs. They are posted as they are received by SPO for Department/CPO Jurisdiction user information.
 - Obtaining a PANS account. ← **Getting a log-in & password**
 - Trouble Logging In?
- Where to Post/Report:** Where to log in to post for:
 - Procurement Notices for Solicitations, RFIs
 - RFPs for Health and Human Services
 - Awards
 - Professional Service Awards
 - Planned Purchases of Health and Human Services (pursuant to HRS Chapter 103F)← **Log-in**
- Award Verification of Proof of Compliance (Prior to Award):** Hawaii Compliance Express
- Toolbox- Quick References, Guides, FAQs, Forms, etc.** ← **Posting Guidelines**
Toolbox for PANS- training materials, guides, FAQs, quick references, forms, etc.
- Reference:**
- Information:** Procurement Notices for Solicitations, Health & Human Services RFPs, Contract Awards & Info and CPO Approvals, Price/Vendor List Contracts, Chief Procurement Officers
- Toolbox:** Hawaii Compliance Express, SPO Forms, Attorney General Contract Forms, For State & County Personnel, Procuring Goods, Services & Construction, Procuring Health & Human Services, Travel, nCard, HePS
- Reference:** Statutes and Rules, Procurement Circulars, Dept./CPO Jurisdiction Administrators, Mgrs. Points of Contact for SPO Programs

How To: Posting on the PNS (continued)

STATE PROCUREMENT OFFICE
Empowering in our Open, Fair and Transparent Process

Home
 you are here: home > notices > notices > procurement notices for solicitation

Procurement Notices for Solicitation

Due Date after: [-] / [-] / [-]

Island: [Statewide]

Agency: [Please select]

Category: [Please select]

[Search]

Show 10 entries

Island	Category	Description	Publication Date	Due Date	Info
Oahu	Goods & Services	To provide Pre-Sort Mailing Services for the Department of Human Services	11/22/2011	12/12/2011	More info
Hawaii	Construction	DNR Job No. F356622C - Water System Improvements at Akaka Falls State Park, Hilo, Hawaii	11/21/2011	12/22/2011	More info
Hawaii	Goods & Services	Furnishing and Delivering Power Amplifiers, Duplexers, and 225 Digital VHF Repeaters for the Department of Water Supply, District of South Hilo, County of Hawaii, State of Hawaii.	11/21/2011	12/08/2011	More info
statewide	Professional Services	Department of Transportation (DOT), Harbor Division, seeks the services of a qualified professional engineering firm with expertise in underwater inspection and structural engineering consulting work	11/21/2011	12/23/2011	More info
Maui	Goods & Services	Providing of Sick Call Examination Services to Various Departments of the County of Maui	11/18/2011	12/16/2011	More info
Statewide	Goods & Services	Furnish and Deliver Frozen Foods (Meat & Poultry Products)	11/18/2011	12/12/2011	More info

Showing 1 to 10 of 122 entries

Log-in

Home | Terms of Use | Privacy Policy | Log in

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Internet | Protected

How To: Posting on the PNS (continued)

STATE PROCUREMENT OFFICE
Empowering in our Open, Fair and Transparent Process

Home
 you are here: home

Login Name []

Password []

[log in]

Forgot your password?
 If you have forgotten your password, we can send you a new one.

Home | Terms of Use | Privacy Policy | Log in

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STATE PROCUREMENT OFFICE
Empowering in our Open, Fair and Transparent Process

Home
 you are here: home

You are now logged in

Continue to the State Procurement Office home page

Note: If you do not remain logged in after leaving this page, it is because you need to enable cookies in your browser.

Home | Rest | Terms of Use | Privacy Policy | Help/Feedback | Log out

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STATE PROCUREMENT OFFICE
Empowering in our Open, Fair and Transparent Process

Home
 you are here: home

State Procurement Office

Last modified Jul 09, 2011 04:19 PM

Notices — by admin — Last modified Sep 23, 2011 04:19 PM

Professional Service Awards — by admin — Last modified Sep 23, 2011 04:19 PM

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How To: Posting on the PNS (continued)

STATE PROCUREMENT OFFICE
Integrity is an Open, Fair and Transparent Process

Home
you are here: Home > notices

Notices
by admin — last modified Sep 23, 2011 09:19 PM

notices — by admin — last modified Oct 06, 2011 08:03 AM

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STATE PROCUREMENT OFFICE
Integrity is an Open, Fair and Transparent Process

Home
you are here: Home > notices > notices > procurement notices for solicitation

Procurement Notices for Solicitation
by admin — last modified Oct 06, 2011 08:03 AM

Due Date after: [] / [] / []
Island: [Statewide]

Agency: [Please select]
Category: [Please select]

[Search]

Go to Procurement Notices for Solicitation Menu

Show 10 entries

Island	Category	Description	Publication Date	Due Date	Info
Oahu	Goods & Services	To provide Pre-Sort Mailing Services for the Department of Human Services	11/22/2011	12/12/2011	More Info
Hawaii	Construction	DLNR Job No. P308632C - Water System Improvements at Akaka Falls State Park, Hilo, Hawaii	11/21/2011	12/22/2011	More Info

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How To: Posting on the PNS (continued)

STATE PROCUREMENT OFFICE
Integrity is an Open, Fair and Transparent Process

Home
you are here: Home > notices > notices > solicitations menu

Solicitations Menu
by admin — last modified Oct 06, 2011 08:03 AM

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[Current Solicitations](#)
[All Solicitations](#)
[My Records](#)

Search
[Current Solicitations](#)
[Expired Solicitations](#)
[All Solicitations](#)

Add new Solicitation

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How To: Posting on the PNS (continued)


STATE PROCUREMENT OFFICE
Inegrity is an Open, Fair and Transparent Process

[accessibility](#) | [contact](#)

Notice
 by [admin](#) — last modified Oct 07, 2011 09:40 AM

ID:	
Posted by:	Corinne Higs
Department:	State Procurement Office
County/Island(s): <small>(required)</small>	<input type="checkbox"/> Oahu <input type="checkbox"/> Hawaii <input type="checkbox"/> Kauai <input type="checkbox"/> Maui <input type="checkbox"/> Statewide
Category (Select One): <small>(required)</small>	Health and Human Services
Publication Date: <small>(required)</small>	2011 / November / 22
Due Date: <small>(required)</small>	2011 / November / 22 11 : 00 : AM HST
Solicitation Number: <small>(required)</small>	<input type="text"/>
Description: <small>(required)</small>	<div style="border: 1px solid gray; height: 40px;"></div>
Contact Name: <small>(required)</small>	<input type="text"/>
Phone Number: <small>(required) xxx xxx xxxx</small>	<input type="text"/>
E-mail Address: <small>(required)</small>	<input type="text"/>
Comments: <small>(optional)</small>	<div style="border: 1px solid gray; height: 40px;"></div>
Attachment/Professional Svcs., etc. documents: <small>(optional - must be in PDF or XLS format)</small>	<input type="text"/> <input type="button" value="Browse..."/>

How To: Posting on the PNS (continued)

Pre-Bid / Pre-Proposal / Orientation Conference

Conference Scheduled: Yes

Date/Time: -- / -- / -- : -- : --

Address:

City:

Zip Code:

Additional Info:

Addenda

Amended: Yes

Date Last Amended: -- / -- / --

Submission Date: 11/22/2011 - 11:49AM

Last Modified:

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How To: Posting on the PNS (continued)

1. Information required:
 - ✓ Islands/counties
 - ✓ Category
 - ✓ Publication Date
 - ✓ Due Date
 - ✓ Solicitation Number Or NONE
 - ✓ Description
 - ✓ Contact Name, phone number, email address
 - ✓ Comments (optional)
 - ✓ Attachment: Public notice must be in pdf or xls format.
 - ✓ Orientation Information

How To: Posting on the PNS (continued)

Complete and print "Statement of Attestation for Internet Posting" (SPO Form-20).

Be sure to print public notice on the date that it is first published.

Notice in the newspaper is optional.

How To: Posting on the PNS (continued)

**STATEMENT OF ATTESTATION
FOR INTERNET POSTING**

I, _____ (Name) _____ (Title)
of the _____ do attest that in _____ (Agency)

(Check appropriate statement)

Chapter 103D, HRS compliance with Section 3-122-16, Hawaii Administrative Rules, the attached procurement notice was posted to the State & County Procurement Notice System (PNS) Website, [<http://www4.hawaii.gov/bidapper/>]

Chapter 103F, HRS compliance with Procurement Circular No. 2005-84, dated May 9, 2005, the attached procurement notice was posted to the State & County Procurement Notice System (PNS) Website, [<http://www4.hawaii.gov/bidapper/>]

on _____ (Date(s))

(Signature) _____ (Date)

Attached: Procurement notice

SPO Form-20

SPO Form-20 (04/1/08)

How To: Posting on the PNS (continued)

Issue Date: April 3, 2009 <http://www4.hawaii.gov/bidfiles/procurement%20notice%202009>

Issue Date: April 3, 2009
**REQUEST FOR PROPOSALS
CONTINUUM OF TREATMENT SERVICES
FOR FEMALE OFFENDERS
RFP No.: PSD 09-CPS/SA-29**

The Department of Public Safety, Corrections Program Services, is requesting proposals from qualified applicants to provide a continuum of treatment services for female offenders at the Women's Community Correctional Center on Oahu. A single contract will be awarded under this request for proposals.

The Department is requesting that a safe, humane and healing environment be developed for the entire therapeutic population of female offenders in the Oahu Housing Unit. The healing environment must be gender-responsive and meet the unique needs of the female offenders.

A copy of the draft request for proposals (RFP) is attached to this procurement notice. Applicants may obtain a copy of the RFP by clicking on the "Request for Proposals" link in the Procurement Notice System.

Proposals must be postmarked after midnight _____ and delivered by 4:30 p.m., Hawaii Standard Time, _____ the following page.

Proposals postmarked after midnight _____ after 4:30 p.m. HST on May 8, 2009 will not be considered and no exceptions to this requirement.

The Corrections Program Services will accept proposals from 10:00 a.m. to 11:00 a.m., HST, at 819P _____ applicants are encouraged to submit proposals by _____.

The deadline for receiving questions will receive _____ State _____.

Inquiries regarding this RFP should be directed to the RFP Officer, _____ Hawaii.

11:38 AM

3 of 3 4/7/2009 11:38 AM

How To: Posting on the PNS (continued)

Solicitation Number: HTH 430-12-001 — State Procurement Office Page 1 of 2



Solicitation Number: HTH 430-12-001

Department: Department of Health
County/Island(s): Oahu
Category (Select One): Health and Human Services
Publication Date: 10/26/2011
Due Date: 12/09/2011 - 11:00PM HST
Solicitation Number: HTH 430-12-001
Description: HTH 430-12-001, Request for Proposals for the provision of Pharmacy Services adults who are mentally-ill and/or dually diagnosed patients (i.e., medical, substance abuse, developmental disabilities, etc.) at the Hawaii State Hospital.
Contact Name: Enid Kagesa
Phone Number: 808-586-8202
E-mail Address: enid.kagesa@doh.hawaii.gov
Comments:
IFB/RFIP/RFI: 430-12-001-addendum-1.pdf
Professional Svcs., etc. hth-430-12-001.pdf
documents: 430-12-001-addendum-1.pdf
430-12-001-addendum-2.pdf

Pre-Bid / Pre-Proposal / Orientation Conference

Conference Scheduled: Yes
Date/Time: 11/08/2011 - 09:30AM
Address: Hawaii State Hospital, Building G, Room 12-14, 45-710 Kea'ahala Road
City: Kaneohe
Zip Code: 96744

Additional Info: Teleconferencing capability shall be provided for interested out-of-state and neighbor island organizations/agencies. Please call (808) 586-8201 or (808) 586-8202 by November 8, 2011, 8:00 a.m., HST, for access information.

Addenda

Amended: Yes
Date Last Amended: 11/08/2011

<http://hawaii.gov/spo2011/spo/notices/notices/hth-430-12-001>

11/23/2011

Posting to the Request for Proposals Website (RFPW)

RFP Website (continued)

<https://contractawards.hawaii.gov/manage/login.php>

The screenshot shows the State Procurement Office website. The main heading is "Posting/Reporting Procurement Awards, Notices and Solicitations (PANS)". Under the "Where to Post/Report" section, there is a list of links: "Procurement Notices for Solicitations, RFIs", "RFPs for Health and Human Services", "Awards", "Professional Service Awards", and "Planned Purchases of Health and Human Services (pursuant to HRS Chapter 103F)". A box labeled "RFP Login Access" has an arrow pointing to the "RFPs for Health and Human Services" link. The right sidebar contains sections for "Information", "Toolbox", and "Reference".

RFP Website (RFPW) (continued)

The screenshot shows the RFPW login page. At the top, there is a header with the Hawaii.gov logo and the State Procurement Office logo. Below the header, there is a login form with the following fields and buttons:

- Please enter your username and password to login.
- Username:
- Password:
-

Below the form, there is a link: [Government agencies/reserved](#) login here.

At the bottom right, there is a footer with the following text: [Home](#) | [SPO](#) | [Terms of Use](#) | [About](#) | [Contact Us](#) | [Search Site](#)
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RFP Website (RFPW) (continued)

Hawaii.gov
Official Site for the State of Hawaii

State Procurement Office
Department of Accounting and General Services

Manage Area: **Manage SFO2**

User: spoh-test

• Manage Home
• Change Password
• Change IP
• Log Out

Web Sites

- Health and Human Services Contracts
Public | Manage
- Contracts for Goods, Services, and Construction
Public | Manage | Handbook
- **RFPs for Health and Human Services**
Public | Manage

Other Links

- SPO Home
- DAGS Home

Log Out

Home | Log Out | Terms of Use | About | SPO2 - Log Out
Contact Webmaster | Search Site
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RFP Website (RFPW) (continued)

Hawaii.gov
Official Site for the State of Hawaii

State Procurement Office
Department of Accounting and General Services

RFPs for Health and Human Services

Manage Home

• Add a New RFP
• Pending RFPs
• Open RFPs
• Closed RFPs
• Search by RFP Number

LINKS

- RFP103F Public Site
- SPO Main Site

Manage Area

User: spoh-test

- Manage Home
- Change Password
- Change IP
- Log Out

Home | cp12 | Terms of Use | About | SPO2 - Log Out
Contact Webmaster | Search Site
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RFP Website (RFPW) (continued)

Department of Account

RFPs for Health and Human Services

- Manage Home
- Add New RFP
- Pending RFPs
- Open RFPs
- Closed RFPs
- Search

RFP Form

Adding New RFP

RFP Number:

Service Title:

Service Description:

Contact Phone:
(Enter only numbers. No spaces or other characters. Include area code.) 500

Contact e-mail:

Publish Date:
(format: mm/dd/yyyy)

Number Addenda:

Date of Most Recent Addenda:
(format: mm/dd/yyyy)

Proposal Submittal Deadline - Due Date:
(format: mm/dd/yyyy)

Comments:

Approximate Funding per Year:
(Enter only numbers. No spaces, commas or other characters.) \$

Projected Start Date:
(format: mm/dd/yyyy)

Projected End Date:
(format: mm/dd/yyyy)

Will there be multiple awards or a single award:
 Multiple
 Single

Awardee:

RFP Website (RFPW) (continued)

State Procurement Office
Department of Accounting and General Services

RFPs for Health and Human Services

- Manage Home
- Add New RFP
- Pending RFPs
- Open RFPs
- Closed RFPs
- Search
- Public Site
- Exit
- Manage Area

User: administrator

- Manage Home
- Change Password
- Change IP
- Manage Users

Manage RFPs

Open RFPs

RFP(s) found: 9

	NO	DEPT	DN	SERVICE	STATUS
Pending RFPs	AG-CPJAG-YAWA-2008-WF	AG	cjjet	Victim Services for Adult Female Victims of Domestic Violence or Sexual Assault	Open
Open RFPs	HHS-30206-01-S	DH	basee	Pie-Plus Preschool Services - Statewide	Open
Closed RFPs	HHS-03006-04	DH	oys	In-Facility Sex Offender and Victim Services	Open
Search	HHS-03006-06	DH	oys	Auxiliary Nursing Services for Hawaii Youth Correctional Services	Open
Public Site	PSD-03-CPS-SD-21	PS	cped	Sex Offender Treatment Services, Statewide	Open
Exit	PSD-03-CPS-SA-29	PS	cped	Continuum of Treatment Services	Open
	PSD03-CPS-SA-20	PS	cped	Alternative to Incarceration for Female Offenders at the Hawaii Community Correctional Center	Open
	E09-081	doe	oela	Provision of Surrogate Parent Services for Students of the Department of Education	Open
	HHS-03-P09-110	doe	lcb	Alternative Learning Center	Open

Edit

Delete

Attach

RFP Website (RFPW) (continued)

The screenshot shows the 'RFPs for Health and Human Services' interface. At the top, there is a header with the Hawaii.gov logo and the State Procurement Office logo. Below the header, there are navigation links: 'List Attachments', 'RFP: Test', 'Manage Home', 'Add New RFP', and 'Upload New Attachment'. A callout bubble with the text 'Click here to add new attachment' points to the 'Upload New Attachment' link. Below the navigation links, there is a table with columns for 'ATTACHMENT NAME', 'FILE NAME', and 'UPLOAD DATE'. On the left side, there are links for 'Pending RFPs', 'Open RFPs', 'Closed RFPs', 'Search', 'Public Site', and 'Exit'. At the bottom, there is a 'Manage Area' section with links for 'User: administrator', 'Manage Home', 'Change Password', 'Change IP', 'Manage Users', 'Manage Groups', and 'Log Out'.

RFP Website (RFPW) (continued)

The screenshot shows the 'Add Attachment' page. At the top, there is a header with the Hawaii.gov logo and the State Procurement Office logo. Below the header, there are navigation links: 'RFPs for Health and Human Services', 'Add Attachment', 'Attach File to RFP No. xxx', 'Manage Home', 'Add New RFP', 'Pending RFPs', 'Open RFPs', 'Closed RFPs', 'Search', 'Public Site', and 'Exit'. The main content area contains a form with a 'Name:' field, a 'File:' field with a 'Browse...' button, and an 'Attach File' button. At the bottom, there is a 'Manage Area' section with links for 'User: spoh-test', 'Manage Home', 'Change Password', 'Change IP', and 'Log Out'. At the bottom right, there is a footer with links for 'Home | spoc | Terms of Use | About | SPOC - Log Out', 'Contact Webmaster | Search Site', and 'Copyright © 2009 State of Hawaii - All rights reserved'.

RFP Website (RFPW) (continued)

The screenshot shows the RFP Website interface. At the top, there is a header with the Hawaii.gov logo and the State Procurement Office logo. Below the header, the page title is "RFPs for Health and Human Services". A confirmation message reads: "Attachment Added RFP#: xxx File was successfully uploaded and renamed to rfp6871239652946.pdf". On the left side, there is a navigation menu with options: Manage Home, Add New RFP, Pending RFPs, Open RFPs, Closed RFPs, Search, Public Site, and Exit. Below the navigation menu is a "Manage Area" section with options: User: sp01-test, Manage Home, Change Password, Change IP, and Log Out. At the bottom right, there are links for Home, sp02, Terms of Use, About, SPO2, Log Out, Contact Webmaster, and Search Site, along with a copyright notice: Copyright © 2009 State of Hawaii - All rights reserved.

RFP Website (RFPW) (continued)

The screenshot shows the RFP Website interface with a list of RFPs. A callout box with the text "Click on RFP No. to see RFP detail" points to the RFP number "PID 09-CPS-00-01" in the "RFP(s) found: 0" column. The list of RFPs is as follows:

RFP No.	STATUS	SERVICE	STATUS
AB-CF-JUC-VANA-2009-001	Open	Victim Services for Adult Female Victims of Domestic Violence or Sexual Assault	Open
HHS 001 09 01 8	Open	Pre-Plus Preschool Services - Statewide	Open
HHS 001 09 01	Open	In-Facility Sex Offender and Victim Services	Open
HHS 001 09 08	Open	Auxiliary Nursing Services for Hawaii Youth Correctional Services	Open
PID 09-CPS-00-01	Open	Sex Offender Treatment Services, Statewide	Open
PID 09-CPS-SA-09	Open	Continuum of Treatment Services	Open
PID09-CPS-SA-28	Open	Alternative to Incarceration for Female Offenders at the Hawaii Community Correctional Center	Open
RFP 105-011	Open	Provision of Sumptuary Parent Services for Students of the Department of Education	Open
RFP 105-110	Open	Alternative Learning Center	Open

At the bottom right, there are links for Home, sp02, Terms of Use, About, SPO2, Log Out, Contact Webmaster, and Search Site, along with a copyright notice: Copyright © 2009 State of Hawaii - All rights reserved.

RFP Website (RFPW) (continued)

RFP Detail

Service Information

RFP Number: PSD 09-CPS/SO-21
Title: Sex Offender Treatment Services, Statewide
Description:
Geographic Area(s): Statewide
Approximate funding per year: \$453,300
Projected Start date: 07/01/09
Project End Date: 06/30/10
Will there be multiple awards or a single award: Multiple
Comments:

Important Dates

Date Published: 02/27/09
Due Date: 04/15/09

Addenda Information

Number of Addenda: 1
Date of Most Recent Addenda: 03/03/09

Contact Information

Department: Public Safety
Division: Corrections Program Services
Branch/Program: Sex Offender Treatment Program
Contact Person: Marc S. Yamamoto
Contact Phone: (808) 587-1215
Contact e-mail: marc.s.yamamoto@hawaii.gov

Get the RFP
(Click on the name to view in a new window. Right-click the name and click on "Save Target As" to download to your computer.)

Addendum 1 (Uploaded: 03/03/09)
 RFP No. PSD 09-CPS/SO-21 (Uploaded: 03/03/09)

RFP Website (RFPW) (continued)

Public Site

RFPs for Health and Human Services Requests for Proposals

9 RFPs Found

Click on RFP's No. or Service to view more information about the RFP.

	No.	Service	Department	Area	Due Date
Search	AG-CFJAD-VAWA-2008-WF	Victim Services for Adult Female Victims of Domestic Violence or Sexual Assault	Attorney General	Statewide	05/03/09
Procurement of Health & Human Services	HMS-302-09-01-S	Pre-Plus Preschool Services - Statewide	Human Services	Statewide	04/23/09
	HMS-503-09-04	In-Facility Sex Offender and Victim Services	Human Services	Oahu	04/15/09
State Procurement Office	HMS-503-09-05	Auxiliary Nursing Services for Hawaii Youth Correctional Services	Human Services	Oahu	04/15/09
	PSD 09-CPS/SO-21	Sex Offender Treatment Services, Statewide	Public Safety	Statewide	04/15/09
DA/CS Home	PSD 09-CPS_SA-29	Continuum of Treatment Services	Public Safety	Oahu	05/03/09
	PSD09-CPS/SA-28	Alternative to Incarceration for Female Offenders at the Hawaii Community Correctional Center	Public Safety	Hawaii	05/13/09
RFP#:	RFP F109-081	Provision of Surrogate Parent Services for Students of the Department of Education	Education	Statewide	04/21/09
	RFP F109-110	Alternative Learning Center	Education	Oahu	04/23/09

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[Contact Webmaster](#) | [Search Site](#)
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Posting to the Planned Purchases Report

PLANNED PURCHASES REPORT (continued)

HOW TO POST:

1. Login (email address) and password required
Requests must be directed through your departmental coordinator. Password will be sent via email. Password changes allowed.
2. Login website: <http://dags.hawaii.gov/plannedpurchases/>
3. Planned Purchases Report: Background, purpose and posting instructions (PowerPoint presentation).
<http://hawaii.gov/spo/health-human-svcs/purchasing-health-human-services-hrs-103f> under "Planning"

Posting to the Awards/Contracts Database (formerly CDRS)

Awards/CONTRACTS DATABASE (continued)

1. How do I get started?

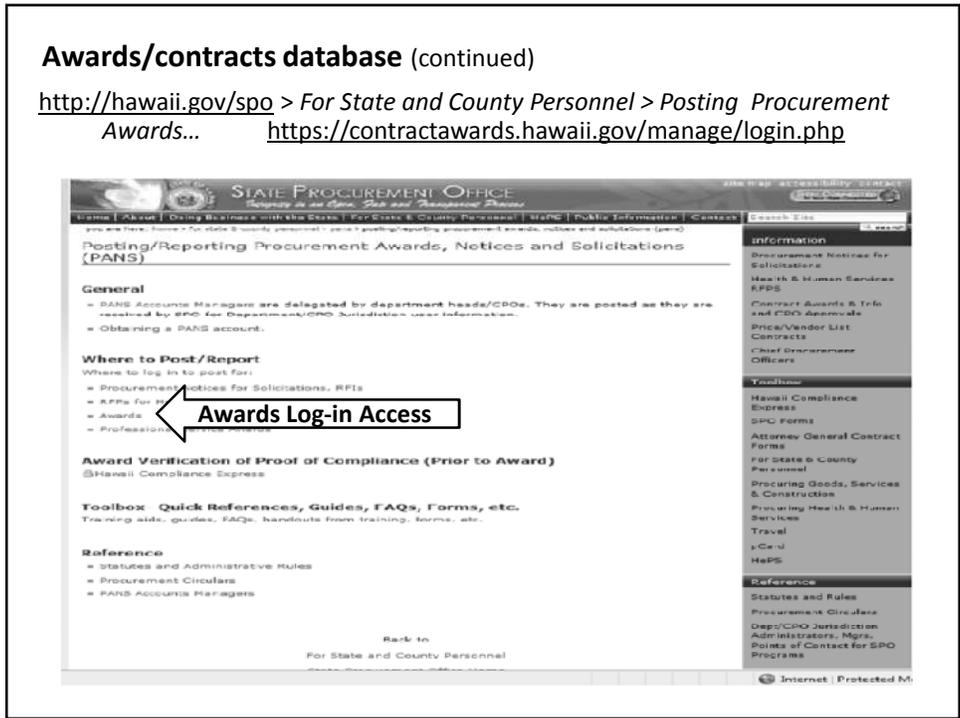
Obtain a login and password.

[http://hawaii.gov/spo/state-county-personnel-
manual/pans/posting-reporting-procurement-
awards-notices-and-solicitations-pans](http://hawaii.gov/spo/state-county-personnel-manual/pans/posting-reporting-procurement-awards-notices-and-solicitations-pans)

***(The same login and password work for both the
RFPW and Awards/Contracts databases)***

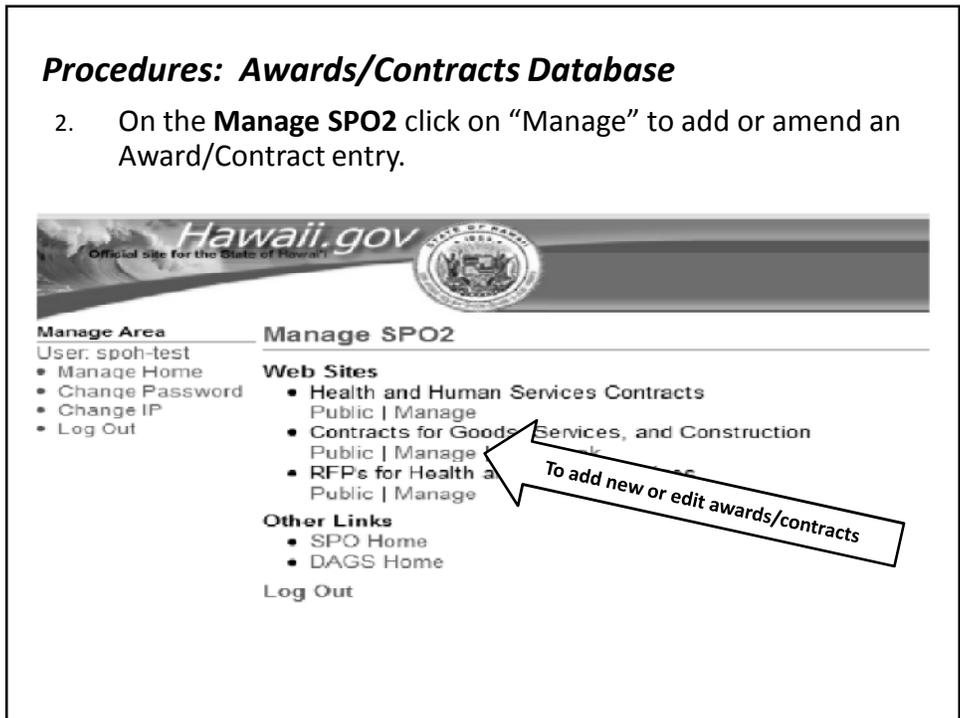
Awards/contracts database (continued)

<http://hawaii.gov/spo> > For State and County Personnel > Posting Procurement Awards... <https://contractawards.hawaii.gov/manage/login.php>



Procedures: Awards/Contracts Database

- On the **Manage SPO2** click on "Manage" to add or amend an Award/Contract entry.



Adding a New Contract (Awards/Contracts)

3. Click "Add a New Contract" for a new entry.
4. Click "Search for Contracts" or "List All Contracts" to amend an existing contract.
5. **Be Aware: You will only see entries that are entered under the same login and password.**



The screenshot shows the Hawaii.gov website header with the state seal. Below the header, there are two main sections: "Contracts for Health and Human Services" on the left and "Contracts for Health and Human Services - MANAGE" on the right. The left section contains a navigation menu with links like "Manage Home", "Contract - NEW", "Contract - SEARCH", "Contract - ALL", "Providers", "Public Site", and "Exit". The right section is titled "MANAGE" and contains several sub-sections: "CONTRACTS" with links for "Add a New Contract", "Search for Contracts", and "List All Contracts"; "PROVIDERS" with links for "List All Providers" and "Add a New Provider"; "ATTACHMENTS" with a link for "List All Attachments"; "MANAGE" with links for "Contracts by Users", "Incomplete Contracts", and "Dump Database"; and "LINKS" with links for "Contracts Public Site" and "SPO Main Site". A black arrow points from the text above to the "Add a New Contract" link in the "CONTRACTS" section.

Adding a New Contract (continued)

Click "Yes" to add a new contract.



The screenshot shows the Hawaii.gov website header. Below the header, the text "Contract Form - Page 1" is visible. A confirmation dialog box is displayed in the center of the page, asking "You are about to create a new contract. Do you want to proceed?". Below the question, there are two buttons labeled "Yes" and "No".

Adding a New Contract (continued)

6. There are 4 pages to enter contract information.

Page 1: General Information & Demographics

- Contract/PO number,
- Department, division, branch/office,
- Provider, service description,
- Geographic areas,
- Target & special population, if any,
- Start date, end date, possible extensions

Adding a New Contract (continued)

Contract Form - Page 1

Contract ID: 7216

Owner: sporange

Contract(or PO) Number:

Department: NONE

Division:

Branch/Office:

Provider:

Service:

Description:

Geographic Areas: Hawaii Linn Maui Molokai Oahu Statewide

Target Populations: 0-2 3-4 5-11 12-17 18-20 21-50 50 and older families all

Special Population, if any:

Start Date: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

Possible extensions to: (mm/dd/yyyy)

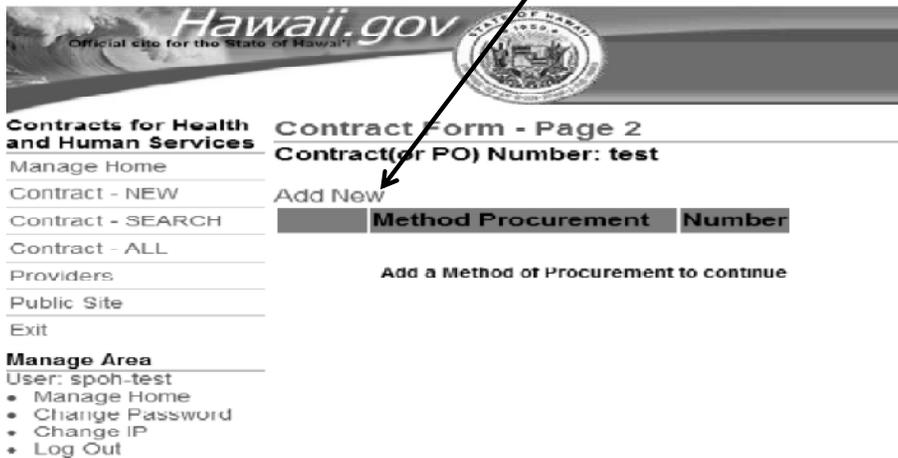
Notice of Award Date: (mm/dd/yyyy)

Skip To: Page: 1 | 2 | 3 | 4

Adding a New Contract (continued)

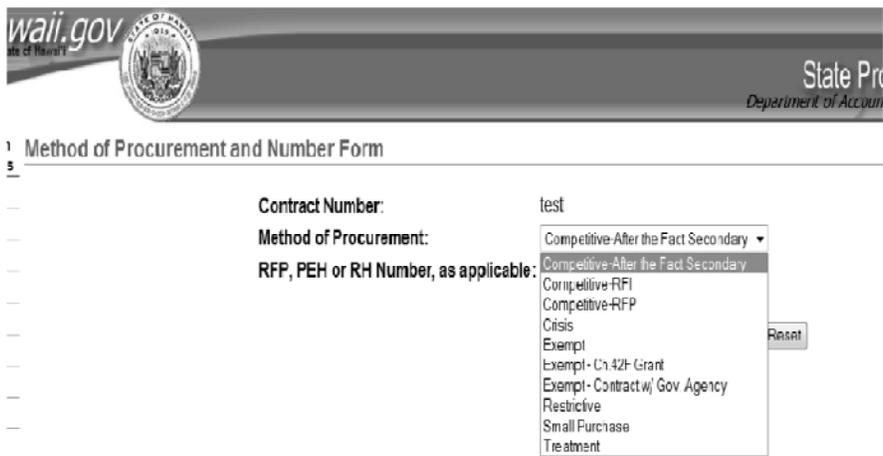
Page 2: Method of Procurement

1. To add a new contract, click "Add New."



Adding a New Contract (continued)

1. A page will appear where you will indicate the "Method of Procurement" and the citation (RFP, PEH, RH, statute, or rule number)



Adding a New Contract (continued)

1. Click "Save & Go Back to Page 2" to check information entered.

The screenshot shows the 'Method of Procurement and Number Form' page. The header includes the Hawaii.gov logo and the State Procurement Office logo. The page title is 'Method of Procurement and Number Form'. On the left, there is a navigation menu with links for 'Contracts for Health and Human Services', 'Manage Home', 'Contract - NEW', 'Contract - SEARCH', 'Contract - ALL', 'Providers', 'Public Site', and 'Exit'. Below the menu is a 'Manage Area' section with links for 'User: spoh-test', 'Manage Home', 'Change Password', 'Change IP', and 'Log Out'. The main content area contains the following fields: 'Contract Number:' with the value 'test', 'Method of Procurement:' with a dropdown menu set to 'Competitive RFP', and 'RFP, PEH or RH Number, as applicable:' with an empty text box. At the bottom right of the form area are two buttons: 'Save & Go Back to Page2' and 'Reset'. The footer contains links for 'Home | sp02 | Terms of Use | About | SPO2 - Log Out', 'Contact | Workmaster | Search Site', and 'Copyright © 2009 State of Hawaii - All rights reserved.'

Adding a New Contract (continued)

1. If corrections are needed, click on the blue edit (pen) icon to go back to the previous page.

The screenshot shows the 'Contract Form - Page 2' page. The header includes the Hawaii.gov logo and the State of Hawaii seal. The page title is 'Contract Form - Page 2'. The main content area displays 'Contract(or PO) Number: test'. Below this is an 'Add New' section with a table showing the current contract details:

Method Procurement	Number
Competitive-RFP	RFP Test

At the bottom right of the form area is a 'Go to Page:3' button and a 'Skip To Page: 1 | 2 | 3 | 4' link. The left navigation menu and 'Manage Area' section are identical to the previous screenshot.

Adding a New Contract (continued)

Page 3: Funding Information

1. When entering funding for a different contract fiscal year, click "Add New."

The screenshot shows the Hawaii.gov website interface. At the top, there is a header with the Hawaii.gov logo and the State of Hawaii seal. Below the header, the page title is "Contract Form - Page 3" and the contractor PO number is "test". A navigation menu on the left includes "Manage Home", "Contract - NEW", "Contract - SEARCH", "Contract - ALL", "Providers", "Public Site", and "Exit". The "Contract - NEW" menu item is expanded, showing a link to "Add New". Below the navigation menu is a table with the following structure:

Fiscal Year	FUNDS CONTRACTED				Are Funds Listed as Contracted an Estimate?	FUNDS ACTUALLY EXPENDED				Comments
	Federal	General	Special	Total		Federal	General	Special	Total	

Below the table, there is a note: "Funds listed as contracted are an estimate because the services are 'as needed' and the contract does not list a total amount." At the bottom right, there is a link: "Add funding amounts to continue".

Adding a New Contract (continued)

1. The funding information page will appear
2. Select the current fiscal year of the contract
3. Enter the type of funds and amount(s) contracted (federal, general, special)

Adding a New Contract (continued)

You are required to enter a funding amount. DO NOT LEAVE BLANK!

The screenshot shows a web form titled "Funds Form" on the Hawaii.gov website. The page header includes the Hawaii.gov logo and the State Procurement Office logo. The form is for "Contracts for Health and Human Services". It contains several input fields: "Fiscal Year" (a dropdown menu set to 2009), "Federal Funds Contracted", "General Funds Contracted", "Special Funds Contracted", "Federal Funds Actually Expended", "General Funds Actually Expended", and "Special Funds Actually Expended". There is a checkbox labeled "Check if the contract does not include total funding by year and this is an estimate. Explain in Comments:" which is currently checked. Below these fields is a large text area for "Comments". At the bottom of the form are "Save" and "Reset" buttons. The footer of the page includes links for "Home", "SPO2", "Terms of Use", "About", and "SPO2 - Log Out".

Adding a New Contract (continued)

Example:

Contract Period: 1 year with 3 yearly options to extend.

Funding: \$200,000 per contract year

Total funding for 4 years: \$800,000

FY 2012: \$200,000

FY 2013: \$200,000

FY 2014: \$200,000

FY 2015: \$200,000

Adding a New Contract (continued)

4. If the funding amount is estimated, be sure to check the box.

The screenshot shows the 'Funds Form' on the Hawaii.gov website. The form includes fields for 'Fiscal Year' (set to 2009), 'Federal Funds Contracted', 'General Funds Contracted', and 'Special Funds Contracted'. Below these are fields for 'Federal Funds Actually Expended', 'General Funds Actually Expended', and 'Special Funds Actually Expended', followed by a 'Comments' text area. A checkbox labeled 'Check if the contract does not include total funding by year and this is an estimate. Explain in Comments.: ' is present. A black arrow points to this checkbox.

Adding a New Contract (continued)

5. If the contract crosses into other fiscal years, be sure to **enter the amounts to be expended in each appropriate fiscal year.**

This screenshot is identical to the one above, but the checkbox 'Check if the contract does not include total funding by year and this is an estimate. Explain in Comments.: ' is now checked.

Note: Contract FY NOT Funding FY.

Adding a New Contract (continued)

- After the close of each fiscal year, enter the actual amounts expended for each fiscal year.

Note: You need to update yearly for the life of the contract!

Adding a New Contract (continued)

- Click **Save** to review funding information. If the information needs amending, click on the blue (pen) edit icon to go back to the previous page.
- If okay, "Go to Page 4."

Fiscal Year	FUNDS CONTRACTED				Are Funds Listed as Contracted an Estimate?	FUNDS ACTUALLY EXPENDED				Comments
	Federal	General	Special	Total		Federal	General	Special	Total	
2010	\$0	\$200	\$0	\$200	Yes	\$0	\$150	\$0	\$150	
2009	\$0	\$100	\$0	\$100	Yes	\$0	\$200	\$0	\$200	

*Funds listed as contracted are an estimate because the services are 'as needed' and the contract does not list a total amount.

Go to Page 4
Skip To Page: 1 | 2 | 3 | 4

Adding a New Contract (continued)

Page 4: Method of Compensation and Payment, Contact Information, General Comments, and Major Accomplishments

- ✓ Place a check mark for the method of compensation & payment.
- Enter the contact information
- Click “Finish” when you are all done.

Adding a New Contract (continued)

Contract Form - Page 4
Contract(or PO) Number: test

Method of Compensation & Payment

Method of Compensation: Cost Reimbursement Unit Rate Fixed Price Other

New Service - Is this a new service for the purchasing agency? Yes: No:

Modified Service - Is this a significantly modified service from prior solicitations? Yes: No:

Does this Contract Contain:

Initial Payment - an advance payment that is later reconciled with the method of payment? Yes: No:

Guaranteed Payment - minimum number of referrals for which payment is guaranteed. Yes: No:

Start-Up Costs - costs to start service or to modify a service? Yes: No:

Contact Information

Contact Person:

Phone:

E-Mail:

Comments:

Finish | Reset
Skip To Page: 1 | 2 | 3 | 4

Adding a New Contract (continued)



Contracts for Health and Human Services

- [Manage Home](#)
- [Contract - NEW](#)
- [Contract - SEARCH](#)
- [Contract - ALL](#)
- [Providers](#)
- [Public Site](#)
- [Exit](#)

Manage Area

- User: spoh-test
- [Manage Home](#)
 - [Change Password](#)
 - [Change IP](#)
 - [Log Out](#)

Contract Form - Finished
Contract Number test Saved.

- [VIEW this Contract](#)
- [EDIT this Contract](#)
- page: 1 | 2 | 3 | 4
- [DELETE this Contract](#)
- [Home](#)

Adding a New Contract (continued)



Contract Detail

Contract(or PO) Number: test Uploaded: 04/13/09
 Department: Accounting & General Services Last Updated: 04/13/09
 Division: State Procurement Office
 Branch Office:
 Provider: AARP
 Service Title: xxx
 Description: xxx
 Geographic Area: Oahu
 Target Population: 3-4
 Special Population, if any:
 Start Date(mm/dd/yyyy): 04/13/2009
 End Date: 04/12/2010
 Possible extensions to: 04/12/2015
 Procurement Type - Number: Competitive-RFP - RFP-Test
 (s):

Method of Compensation

Method of Payment: Unit Rate

Is this a new service for the purchasing agency? No

Is this a significantly modified service from prior solicitations? No

Does this Contract Contain:

Initial Payment: No
 An advance payment that is

As your contract is extended this end date should change.

Adding a New Contract (continued)

Method of Compensation

Method of Payment: Unit Rate

Is this a new service for the purchasing agency? No

Is this a significantly modified service from prior solicitations? No

Does this Contract Contain:

Initial Payment No

Guaranteed Payment No

Start-Up Costs No

Update point-of-contact information as necessary

Contact Information

Contact Person: Corinne Higa

Phone: (808) 587-47

E-Mail: corinne.y.higa@hawaii.gov

Comments:

Significant

Accomplishments:

Funding for Contract

Fiscal Year: 2009

	Contracted	Expended
Federal Funds:	\$0	\$0
State Funds:	\$100	\$200

Adding a New Contract (continued)

or significantly modify a service.

Contact Information

Contact Person: Corinne Higa

Phone: (808) 587-47

E-Mail: corinne.y.higa@hawaii.gov

Comments:

Significant

Accomplishments:

Funding for Contract

Fiscal Year: 2010

	Contracted	Expended
Federal Funds:	\$0	\$0
State Funds:	\$200	\$150
Special Funds:	\$0	\$0
Total Funds for FY:	\$200	\$150
Are Total Funds Contracted?:	No	

Fiscal Year: 2009

	Contracted	Expended
Federal Funds:	\$0	\$0
State Funds:	\$100	\$200
Special Funds:	\$0	\$0
Total Funds for FY:	\$100	\$200
Are Total Funds Contracted?:	No	

Getting to the End

CDRS

- Before logging out, check your work!
- If you are done, log out.

Updating

6. Updating or Editing Contract Information

- ✚ Log in; click on **Manage..**
- ✚ Click on **List all Contracts** or **Search all Contracts."**

(FYI: You can only edit those entries that were entered under the same login and password. To view all entries by the department or division, you need to view it from the public view.)

Awards/CONTRACTS DATABASE (continued)

5) What kind of purchases of health and human service do I need to report on the Award/Contracts database?

- a. Any HRS Chapter 103F purchase using the five methods of procurement:
Competitive, restrictive, treatment, crisis, small purchase
- b. Purchases exempt from HRS Chapter 103F (including HRS Chapter 42F grants for health & human services).

(a & b regardless if formal contracts, memorandums of agreement or understanding (MOA or MOU), and purchase orders)

The Icons

Blue (pen) icon to edit;

Green (arrow) icon to add/upload an attachment.

Red (X) icon to delete the record.

Updating your Contracts

(Awards/Contracts Database)

What information needs to be added or adjusted during the life of the contract?

- ✚ End date
- ✚ Funding
 - Expected funding for the next fiscal year
 - Actual expenditures for the preceding year
- ✚ Contact information
- ✚ Significant contract accomplishments

Attachments

(Awards/Contracts Database)

9. How do I upload an attachment?

- a) When you have located your contract, click on the green (arrow) icon to make an attachment.
- b) Click on **Add New**
- c) Provide an attachment name
- d) Click on **Browse** to find and attach the file.
- e) Save.

Thank you for attending today's workshop!

State Procurement Office
Corinne Higa
(808) 587-4706
corinne.y.higa@hawaii.gov