

Hawaii State eProcurement
HlePRO
**eAdministrator
Meeting/Training**
SPO 372

1

What Will be Covered

- Intro and Reminders –
- What eAdministrators can do
- Update on HlePRO Functions
- Questions from Training
What attendees are asking
- Planning for the Transition from HePS to
HlePRO
- Collecting data
- What's Next

2

This Webinar is Designed for

State Personnel who are:

Department or CPO Jurisdiction
eProcurement Administrators or Alternates
(eAdministrators)

3

Resources and Training Materials

<http://Hawaii.gov/SPO> > HEPS-HiePRO
> HiePRO for State Personnel

- **HiePRO Program Manual**
 - Overview, roles, your responsibilities, who may have access, and more.
- **HiePRO eAdministrator Quick Reference**
 - Step-by-step guide to giving buyers/approvers access to HiePRO
 - Creating Approval Routes
- **SPO 372 Training Reference (PowerPoint)**

4

What Can eAdministrators Do

- Give permissions for departmental personnel to be Buyers/Approvers or Requestors;
- Deactivate Buyers/Approvers or Requestors;
- Create Approval Routes;
- Change the Owner of a solicitation or Award;
- Activate the backup for an approver in an approval Route;
- Serve as an Approver in an approval Route;
- Approve even if not in an Approval Route;
- Procure.

5

Update on HlePRO Functions

- Vendor View in Buyer Mode
- Q & A
 - More than one round of questions
 - Answers get released even if all questions not answered
 - Ability to answer unanswered questions and release immediately after the answer due date
 - Buyers issue an addenda (statutory)
- Change Owner
 - eAdministrators
 - Buyers

6

Update on HiePRO Functions (continued)

- Requestor - refining and defining how departments might want to use this role
- Changing roles
 - buyer > Administrator > buyer
 - Finding solicitations/awards do not move –. Don't do it for now.

7

Questions from Training – What Attendees are Asking

- Does HiePRO require...?
 - Questions on whether procedures are required in HiePRO that are related to Method of Procurement.
 - Thinking that HiePRO is
 - a method of procurement; or
 - That conducting procurement in HiePRO makes it exempt from Statutes, Rules or Procurement Circulars
- Where can I find specifications?
 - Expectation that specifications are provided by HiePRO or are on a single website to be copied and pasted.

8

Transition to HlePRO

Timeline

- September -November
 - Departments complete determining business process and enter info;
 - Ongoing training;
 - Buyers enter HlePRO solicitations as they are trained.
- December
 - Last solicitation in HePS
- January-February 2014
 - Retrieve data from HePS

9

Planning for the Transition

- Establish procedures and criteria for flow of requests/access
- Identify a Core of Mentors and leaders
- Establish internal deadlines for soliciting in HePS
 - Recommend before 12/30, maybe 12/10-12/15
- When should you encourage use of HlePRO prior to deadline for transition
 - Services
 - Contracts over time
 - Contracts with extensions

10

Data Collection from HePS

- eAdministrator Reports
 - Awards
 - Solicitations
 - Users
 - Approval Routes
- Solicitation Documentation
 - Solicitation Records Required after Close of Contract
 - 3 years if audited
 - 6 years if not audited
 - Most departments began soliciting in HePS in 2005

11

Data Collection from HePS Solicitation Records

- Award Summary Report
- Abstract
 - Vendor attachments
 - buyer attachments
- Solicitation and addenda
 - Print page
 - Attachments
- HCE certification

12

Questions?

13

**Some Slides Shown in Most
HiePRO Workshops**

14

To Enter a Solicitation in HiePRO: Needed for the Solicitation

- Specifications;
- Minimum qualifications of vendor;
- Administrative requirements;
- Timeline (prebid conf, Q & A, submittal deadline, delivery);
- Estimated price;
- Potential vendors
- Other requirements specific to the goods, services or construction to be purchased.

15

In Summary - 3 things

- 1. HiePRO does not do the thinking for the buyer.**
 - Just because it is physically possible to do something in HiePRO does not mean it is permissible or allowable.
- 2. HiePRO is not a method of procurement.**
 - It is a tool to make the procurement more open and efficient.
 - Buyer must know which procurement method to use and how to conduct it.
- 3. The buyer must have the Specifications.**
 - HiePRO does not know what you want to buy.
 - Commodity codes are NOT specifications.

16

To Enter a Solicitation in HlePRO: Buyer Requirements

- Written delegated authority;
- Taken all required training;
- ehawaii.gov account;
- HlePRO permissions/access from Dept. eAdministrator.

17

What's Next

- More elegant way to award when more than one line item to different vendors (fewer clicks)
- Streamlined login
- Training videos and modules
 - Vendor
 - Buyer
 - Approver
 - Requestor
 - eAdministrator
 - Specific functions (Q&A, cancelling, split awards, restaging, etc.)
- Libraries to store delivery points

18

Getting Access to the HlePRO Training Site

1. You must have a separate **Training site eHawaii.gov** account
 - You can use the same work email – it is a separate system.
 - Go to <https://training-hiepro.ehawaii.gov>
 - Select **Create Free Account** and follow Instructions
2. Send an email to hiepro@hawaii.gov containing the following:
 - Your Name
 - Your Position Title
 - Your Department
 - The workshop number and date you took the workshop (for instance, SPO 301 - 10/22, & 10/24/13)

19

Training Site and HlePRO eAdministrators

Let us know if you want access as
a buyer or eAdministrator

20

When Using the HiePRO Training Site

- Vendors also have access to this site for training.
- Do not enter anything that must be kept confidential.
- No emails are sent out from this site.
 - You will not get the usual notification emails in the HiePRO Training site.)
- The HiePRO Training site is not connected to HCE.

21

State Procurement Office

<http://hawaii.gov/spo>

Questions?

Contact your eAdministrator

<http://Hawaii.gov/SPO> > HePS-HiePRO > HiePRO for State Personnel > [Department and CPO Jurisdiction eAdministrators](#)

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22