



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Telephone: (808) 587-4700  
e-mail: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://hawaii.gov/spo>

February 21, 2014

PROCUREMENT CIRCULAR NO. 2013-05, Amendment 3

TO: Office of the Governor, Chief of Staff  
Office of the Lieutenant Governor, Chief of Staff  
Executive Department Heads  
Hawaii State Public Library System, State Librarian

FROM: Sarah Allen 

SUBJECT: eProcurement - Transition from HePS to HlePRO

The purpose of this Procurement circular is to provide reminders on the timeline, procurement files and reports, and procedures for documenting HePS contract amendments and extensions

**I. Timeline Reminders**

Last day to award 2013 solicitations and issue amendments in HePS is **Thursday, February 27, 2014**.

Last day for eAdministrators to download HePS reports is **Friday, February 28, 2014**.

**HePS Shuts Down at close of business on Friday, February 28, 2014.**

**II. Download Your Data (Before Friday, February 28, 2014)**

As a reminder, the procurement files should contain the following:

- solicitation and addenda, if any
- notice of award
- solicitation attachments, if any
- award summary report
- abstract of quotes/bids
- HCE certification
- offeror attachments, if any
- contract award amendments

Buyers may also want to retain internal comments and notes, as applicable.

**III. Run Your Reports**

Department eAdministrators should run the following reports by February 28, 2014:

- Solicitations
- Contract Awards (after the final award is made)
- Users
- Approval Routes

#### **IV. Amendments and Extensions for HePS Contract Awards**

Effective **March 1, 2014**, HePS contract amendment (called change orders in HePS) documentation shall be as follows, kept in the procurement file and submitted per your departmental procedures:

- Completed Form SPO-045 located on the SPO website in the Forms section.
- The most recent HePS Award Summary Report.
- Other documentation, as applicable. For instance, if the amendment is a contract extension, include a copy of the solicitation section indicating the conditions under which the contract may be extended.
- Amendments of funding amount or contract period shall be reported in the Awards Reporting Site of PANS (Procurement Awards, Notices and Solicitations Posting System).

#### **V. Historical Timeline**

- 10/13** eAdministrators advised the **Quick Reference: Obtaining HePS Documents for the Procurement File** is available on the SPO Website to assist purchasing agencies in retrieving data for procurement files.
- 10/13-12/13** Purchasing agencies continued retrieving data for procurement files from HePS. Buyers attended training on HlePRO and began issuing solicitations on HlePRO.
- 12/31/13** Last day for new solicitations issued in HePS.
- 01/1/14** All new procurements being conducted utilizing eProcurement issued on HlePRO.
- 02/27/14** Last day to award 2013 solicitations and issue amendments in HePS.
- 02/28/14** Last day for eAdministrators to download HePS reports.

Your staff may contact Mara Smith at 587-4704 or e-mail [mara.smith@hawaii.gov](mailto:mara.smith@hawaii.gov) for any procurement questions, or you may call me at 587-4700.