



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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February 21, 2014

**PROCUREMENT CIRCULAR NO. 2013-06, Amendment 3**

TO: Chief Procurement Officers (CPOs):  
Department of Education (DOE), Superintendent  
Office of Hawaiian Affairs (OHA), Chairperson of the Board  
Hawaii Health Systems Corporation (HHSC), President and  
Chief Executive Officer  
Judiciary, Administrative Director of the Courts  
Senate, President  
House of Representatives, Speaker

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/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**

CPO Jurisdiction 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, recommended HePS contract amendment (called change orders in HePS) documentation is:

- 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.

#### **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.