HIePRO Buyer Training SPO 301 Part 2 (Slide 1)
This is part 2 of SPO 301, the HIePRO for Buyers basic training.

What will be Covered (Slide 2)
We will review some reminders about Addenda and awards. We will walk through issuing an addenda, how to view the offers after a solicitation has closed, and how to issue a notice of award.

Reminders About Addenda: The Reason for Addendum Field (3)
The purpose of the **Reason for Addendum** field is to explain the changes that have occurred and where to find them in the solicitation.

Reminders About Addenda: Common Mistake by New Users (4)
A common mistake among new users in issuing an addendum to extend the offer due date, is to enter it in the reason field but forget to change the offer due date field. HIePRO is just a computer and the addendum reason field is just a text box. You are the one with the intelligence.

Reminders About Addenda: Modifying Specifications (5)
The reason field for an Addendum is not the place to enter the actual change, just the reason for the change and summary so the vendor knows what to look at. If you enter a change in the reason field and do not change it where the actual change was done, it can be quite confusing.
If you are changing a specification and your specifications were in an attachment, place your change with the attachment, in addition to referring to it in the addendum reason field. This makes it clear for everyone.

Reminders About Awarding: Basis of Award (6)
For RFQs and IFBs the basis of your award is to the lowest responsive, responsible vendor. If the lowest offer does not meet the minimums stated in the solicitation , move to the next lowest offer and so on.
If you need to award based on something other than lowest price and meeting specifications and minimum qualifications stated in your solicitation, then you must conduct your solicitation using another method of procurement, such as competitive sealed proposals or an RFP, not small purchases request for quote, RFQ, or competitive sealed bid, IFB.

Reminders about Awarding: Compliance (7)
Make sure the awardee is compliant with HRS Section 103D-310 and HAR Section 3-122-112 before issuing a notice of award.
See Procurement Circular 2011-02, Amendment 1, Verification of Compliance

Questions (8)
If you have questions, contact your eAdministrator after you have checked out the training resources, the HIePRO FAQ. Don't forget the online manual and especially the methods of procurement pages on the SPO website. They can be helpful too.

What's next (9)
Next we will Create an addendum to a solicitation,
then we will view offers on a solicitation that has closed.
Finally, we will create a notice of award.

(View of logged in buyer home dashboard) In HIePRO, we amend a solicitation by issuing an addendum, plural is addenda. You may issue an addendum for multiple purposes. For instance, you can change a specification and extend the offer due date and time in one addendum.
There are many reasons you may want to amend your solicitation, extend the offer submittal due date, amend the contract dates, amend specifications, etc. HIePRO allows you to amend your solicitation by issuing an addendum any time up to the offer due date/time.
Suppose you are getting close to your offer deadline and there are no offers for your solicitation. You call a few vendors and find five vendors are off island at a national convention and two are on vacation. You can amend your solicitation by extending the offer due date.
Note that when you extend your offer due date you may also need to extend your contract start or delivery date. Will you have enough time to review the offers and issue a notice of award and execute a contract? If not, you may want to amend the contract dates. You may do both in the same addendum.
Here is how to create an addendum.
(Select View My solicitations and awards tile.) Log in, find your solicitation by selecting the View my Solicitations and Awards tile.

(Select solicitation, scroll to amend) Select your solicitation. When it opens, scroll to the bottom of the page and select the AMEND button.
The first item you will see is the reason for the amendment. Enter the reason. For instance "Extending offer submittal date by one week to ("and enter the date").

(Scroll to offer due date and change date) Then you must do whatever you state in the reason. In this case, scroll down to the Offer due date and amend the date. If you are amending specifications and they were in an attachment, you will want to create an additional attachment to detail the specifications that are changed and how. The reason field should only contain a summary and reason for the amendment. The actual change should be noted in the areas of the solicitation being changed.

(Scroll and select submit) When you are done, select submit.
(Select quote, Go to approval status tab)All addenda to a solicitation are subject to the same approval routes as the solicitation. Be sure to keep track and ensure it is approved and released in a timely fashion. It is much easier to issue another addendum to extend an offer due date than it is to let a solicitation close and then have to re- solicit. This is an amended solicitation that was approved. See the date?

If you think you will need to cancel a solicitation, try to do it before the submittal due date and time. Once the submittal due date and time have passed for bids and quotes, vendors can log in to see all offers. Vendors do not like having to rebid for a solicitation once their pricing has been revealed.
(Go to general info tab) After approvals, the current version with your changes is on the public site. The public site does not show the previous versions.
(Point to versions select previous) When vendors and buyers log in, they can see the current amended version and also view earlier versions. Version 00 is the original.
Select vendor view and general info -point to versions While logged in, buyers have a vendor view button so buyers know what vendors see. Vendors are able to view the previous versions as well as your current addenda.
(Select home dashboard) That's it for amending a solicitation. Next, we'll cover how to access offers once the solicitation closes.

(View logged in buyer dashboard)After a solicitation closes, you will want to look at the offers. Log in and find your solicitation.
(Select solicitation -Go to Offers Tab) Open the solicitation and go to the OFFERS tab. You will see the abstract table. It contains several columns.

- **Vendor** - the vendor name
- **Price** - the total price for all line items and the total quantity. If your solicitation had one line item and asked for 15 rabbits, you will see the total price for the 15 rabbits.
- **Date and Time** - this is the date and time the vendor submitted their offer.
- **Award** - the Create links are how you create the award - we'll come back to this.
- **Details** - select the view link to see the details of the response, such as the per unit price for each line item.
- **Attachments** - you can access any vendor attachments.
- **Make public -** the make public field is for the vendor attachments. You have the option of making any attachments available to other vendors. If you want an attachment to be made public, select the appropriate checkbox. Review the attachment first to ensure you are not revealing any confidential or proprietary information.
- **Version of Solicitation** - this is the version of the solicitation to which the vendor responded. If it is 00, the vendor responded to the original solicitation, if it is 01, the vendor responded to Addendum 1, 02, Addendum 2, and so on.

(Scroll to bottom of page Point to and point to **Abstract Summary** button) If you need to share the response abstract with your procurement officer, you can download/print by selecting the Abstract Summary at the bottom of the page. Remember to print any vendor attachments as needed.

Remember, for small purchase request for quotes and competitive sealed bidding/Invitations for bids, the award is made to the lowest responsive responsible offer.

Next up,… issuing a notice of award

(View of buyer dashboard) Before issuing the Notice of award you will need to:
- review the offers to ensure they meet your specifications and requirements;
- select the awardee,
- develop any attachments that will go out with the notice, such as contract documents and/or instructions,

Then you are ready to issue your award on HIePRO.
(Select Offers tab) Select the Offers tab in the solicitation,
(Select Create) Under the award column, select the create button for the vendor to be awarded. A new window will open. If the vendor is not compliant in HCE or not in HCE a window should appear advising you the vendor is not compliant in HCE. Don't reject a vendor on the basis of this message. Investigate further. Sometimes, vendors change or enter their FEIN incorrectly in HIePRO. If a vendor is not in HCE they may submit paper documents to verify they are compliant. See Procurement Circular 2011-02 Amendment 1 for more information.

If the vendor is compliant, begin entering award info.
(Enter Sable) **Award title** - the award title is taken from your solicitation. You may change it something more specific. For instance, if you solicited for a vehicle and are awarding a Jeep Cherokee you may want to change the award title to Jeep Cherokee.

(Enter Sable) **Award Description** - Similarly, for the award description, you may want to enter the specifics. In the case of the vehicle you may want to add the model, any accessories, the engine size, etc

(Scroll to date of notice of award, place curser in field , select from calendar) **Date of notice of award** - the date will default to the current date. You may set it for a future date. If your awards are subject to an approval path, they will not be released until they have completed the approval path and approved by all approvers.

Contract Number - If you have a contract number you may enter it.

(Select adequate competition) **Basis of award -** If there was more than one responsive, responsible offer, you may select adequate competition. If there was only one offer, you must select price analysis.

(Scroll to Competition comments) **Competition Comments** - If you selected price analysis, indicate what you did for price analysis. If the lowest priced vendor was not selected, enter the justification here.

(Scroll to General and Internal Comments) **General Comments** - This is an optional field. It will be seen by all vendors
Internal Comments - This is an optional field. It is visible to buyers, approvers and eAdministrators

(Scroll to Contract start and end/delivery dates) **Contract Start date** - and **delivery/contract end dates**- This will list the dates you entered in your solicitation. If they need to be adjusted, **and** it is allowable, you may change them here.

Award contact information - you may select same as buyer (select same as buyer textbox)

(Check line item checkbox) **Line items** -Select the checkbox for the line items to be included in this award. You may adjust the line item descriptions and titles to be more specific. Need to decrease the quantity because you do not need as much or do not have enough funds? Contact the vendor and verify they will offer it the same unit cost. Then adjust the quantity as allowable. In comments, indicate what you are adjusting the quantity from and to and the price. If you a have an attachment you wish to add, a contract or instructions, select the checkbox to add attachments.
(**Add attachmt**) Attachments - the procedure for uploading attachments is the same as for solicitations.
(Scroll to bottom point to and select submit) When you are done, at the bottom of the page, select submit if you wish to submit the notice of award for publication or save for later if you wish to work on it another time.
(View of buyer dashboard) You may your profile to see if you have an approval route. Check History to verify when your notice was actually released.

This is the end of the HIePRO 301 course. You are welcome to review this training at any time.