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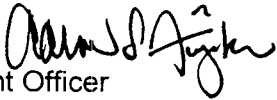
STATE OF HAWAII  
STATE PROCUREMENT OFFICE

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Honolulu, Hawaii 96810-0119  
Tel: (808) 587-4700 Fax: (808) 587-4703  
www.spo.hawaii.gov

February 4, 2004

PROCUREMENT CIRCULAR NO. 2002-04, Amendment 2

TO: All Executive Departments  
(Except DOE & OHA)

FROM: Aaron S. Fujioka   
Chief Procurement Officer

SUBJECT: Request for Procurement Services (Goods and Services)  
SPO Form-18

1. This Amendment 2 replaces Procurement Circular No. 2002-04, Amendment 1, dated May 12, 2003.

Effective immediately, the attached SPO Form-18 (Rev. 1/04), Request for Procurement Services (Goods and Services), shall be used when requesting SPO's assistance in soliciting bids or proposals. In addition, the **Policies and Procedures No. 1**, guidelines for RFP assistance is provided, defining the expectations and responsibilities of the SPO, the requesting agency and the evaluation committee.

2. **Add SPO Form-18A, Request for Review Services for Invitation for Bids and Request for Proposals (Goods and Services)**, to use when requesting the SPO's assistance for only **review, comments and recommendations** on draft bids or proposals.
3. **Rescind Procurement Circular Index 2004-01** dated January 21, 2004 and not replace it. To view the complete listing of all current Procurement Circulars, go to the SPO homepage at <http://www.spo.hawaii.gov/>, click on "Hawaii Public Procurement Code, Chapter 103D", then "Procurement Circulars".

Your cooperation in completing the respective forms as completely and accurately as possible is requested. Please do not hesitate contacting me at 587-4700 or the Assistant Administrator at 586-0554, if you have any concerns regarding these matters. The Purchasing Staff Supervisor may be contacted at 586-0555 for assistance in completing the forms or for any questions on requesting procurement services from the SPO.

Attach.

STATE OF HAWAII  
STATE PROCUREMENT OFFICE

REQUEST FOR  
PROCUREMENT SERVICES  
GOODS AND SERVICES

TO: Administrator, State Procurement Office (SPO)

FROM: \_\_\_\_\_  
(Department/Division/Agency)

Questions or assistance in completing this form may be directed to the SPO at (808) 586-0555. The SPO forms and the Hawaii Administrative Rules on the public procurement code are available at: <http://www.spo.hawaii.gov>.

In submitting this form, the department:

- Requests SPO procurement services to issue an Invitation for Bids (IFB) or Request for Proposals (RFP) for the procurement described below;
- Delegates procurement authority to the SPO Procurement Officer for the procurement; and
- Understands that the RFP process, if selected as the method of source selection for this procurement, shall be performed in accordance with the attached SPO Policies and Procedures No. 1.

SPO procurement services include, but are not limited to the following:

1. Preparation of the IFB or RFP document (solicitation), incorporating the specifications or scope of work provided by the department.
2. Advertisement and issuance of the solicitation.
3. Receipt and evaluation of bids or proposals.
4. Award and execution of contract.
5. Administration of the contract, with the exception of the day-to-day operational aspect of the contract managed by departmental personnel.
6. Resolution of any protest (§103D-701, HRS) or contract controversies (§103D-703, HRS).

**Brief one-line description of goods or services:**

**Attached are detailed specifications/scope of work/special provisions unique to the procurement.**

Are specifications restrictive, i.e., brand name specific? (reference §3-122-13(b)(3), HAR) ☐ Yes\* ☐ No  
\*Complete and attach SPO Form-14, Request for Restrictive Specifications.

**Estimated Cost:** \$ \_\_\_\_\_ **Fiscal Year:** \_\_\_\_\_

**Funding:** ☐ General ☐ Special ☐ Federal: \_\_\_\_\_ 100% \_\_\_\_\_ Partial

**Encumbrance** (reference subchapter 12, chapter 3-122, HAR): ☐ Yes **Quarter:** \_\_\_\_\_ ☐ No

**Proposed method of source selection:**

- ☐ Competitive sealed bids (Invitation for Bids (IFB); reference subchapter 5, chapter 3-122, HAR); or
- ☐ Competitive sealed proposals (Request for Proposals (RFP); reference subchapter 6, chapter 3-122, HAR). Refer to the attached SPO Policies and Procedures No. 1.

**Attached is the list of evaluation committee members, subject to procurement officer approval.**

**Determination to use Competitive Sealed Proposal process. Check (✓) one:**

- ☐ Chapter 3-122, HAR Exhibit A # \_\_\_\_ (enter the number of the procurement that was approved for competitive sealed proposals, reference §3-122-45, HAR); or
- ☐ Justification for RFP (reference §3-122-43 and 3-122-45(c) HAR). **Provide justification in the space below.**

**Bonding:** The following bond(s) are requested (reference subchapter 24, chapter 3-122, HAR):

- ☐ None      ☐ Bid bond      ☐ Contract performance bond      ☐ Contract payment bond

Justification for chief procurement officer's approval (reference §3-122-223(a)(3), HAR, for bid bond; §3-122-224(a)(3), HAR, for contract performance and payment bonds). **Provide justification in the space below.**

**Proposed term of contract, if applicable:** From: \_\_\_\_\_ To: \_\_\_\_\_ \*

Extension periods: How many? \_\_\_\_\_ Length of each extension period \_\_\_\_\_

\*If proposed contract period is multi-term (reference §3-122-149, HAR). Provide justification in the space below.

**Provide the following information on the agency personnel assigned to work with SPO purchasing specialist:**

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ FAX number: \_\_\_\_\_

E-mail address \_\_\_\_\_

**If different from above, provide information on the agency personnel to be named as Contract Administrator in the contract document:**

Name \_\_\_\_\_

Telephone number: \_\_\_\_\_ FAX number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Attachments:**

1. ☐ Specifications (description of goods or services).
2. ☐ SPO Form-14, Request for Restrictive Specifications
3. ☐ Scope of work (RFP).
4. ☐ Special provisions unique to the work.
5. ☐ List of evaluation committee members (for RFP).
6. Other(s): \_\_\_\_\_

Signature \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

**FOR SPO USE ONLY:**

**Administrator's Comments:**

☐ SPO is unable to provide the procurement service requested.

☐ SPO will provide the requested procurement services under the following conditions, if listed:

**Purchasing Specialist assigned to this request is:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone number: \_\_\_\_\_

FAX: 586-0570

If any questions, please call me at 587-4700 or the Procurement Officer at 586-0554, or have your staff contact the Purchasing Staff Supervisor at 586-0555.

\_\_\_\_\_  
Aaron S. Fujioka, Administrator  
State Procurement Office

STATE PROCUREMENT OFFICE

**POLICIES AND PROCEDURES**

**No. 1**

**REQUEST FOR PROPOSALS  
ISSUED AND SIGNED BY SPO  
(AT AGENCY REQUEST)**

**I. Acronyms:**

- A. BAFO means best and final offer.
- B. CA means the agency's contract administrator.
- C. EC means evaluation committee.
- D. PO means SPO procurement officer.
- E. POC means the agency point-of-contact the PS will work with for the RFP and through whom information will flow to appropriate parties, such as the CA and EC.
- F. PS means SPO purchasing specialist.
- G. RFP means Request for Proposals
- H. SPO means State Procurement Office.
- I. SPO Form-18 means the *Request for Procurement Services, Goods and Services*

**II. Agency Responsibilities:**

- A. Complete and submit SPO Form-18, with the following attachments:
  - 1. Names of proposed EC members and its chairperson; (Note: The PS assigned to the project shall serve on the EC in a non-voting advisory capacity.)
  - 2. Specifications or scope of work; and
  - 3. Evaluation criteria, in conformance with SPO policy to assign points to the evaluation criteria, including detailed breakdown into sub-criteria to which points are further broken down and assigned.
- B. Develop the scoring (evaluation) sheet to be used by the EC based on the evaluation criteria in the RFP.
- C. Evaluate the proposals. Unless mutually agreed upon between the agency and the PO, EC members shall score each proposal individually. The individual scores submitted for each proposal will be averaged among the scores submitted by the other EC members to determine the priority-listed offerors.

- D. Meet with the PO or designee for a briefing on the evaluation process prior to issuance of the RFP. The meeting may be limited to the PO or designee and the EC chairperson, or at the discretion of the agency, include all EC members.
- E. Pay costs for SPO PS's airfare and Bargaining Unit 13 per diem when the pre-proposal conference, if any, is to be held outside of Oahu.
- F. Conduct debriefing(s) pursuant to HRS §103D-303(h) and HAR §3-122-60.

**III. PO or Designee Responsibilities:**

- A. Sign and issue the RFP.
- B. Responsible for the entire procurement, including but not limited to, approving the appropriateness of the terms and conditions, the format of the RFP, protests, and the decisions on the procurement process, with the exception of, but not limited to, the agency responsibilities above.
- C. Approve the appointment of the EC prior to the issuance of the RFP. This is to ensure that the EC is involved in the development of the RFP, including any changes, to understand its requirements and to better evaluate the proposals received.
- D. Serve as advisor to the EC and attend EC meetings and debriefing(s).
- E. Document appointment of committee members, including any updates, for the contract file.
- F. Meet with the EC chair or designee for a briefing on the evaluation process prior to issuance of the RFP. The meeting may be limited to the PO or designee and the EC chair, or at the discretion of the agency, include all EC members.

Advise the EC that disclosure of any information on the evaluation process is prohibited, and that the names of EC members will become public information upon award of the contract.

- G. Attend and preside over the pre-proposal conference, mandatory or non-mandatory.
- H. Ensure that the EC chair is informed of any changes to the RFP throughout the process through the agency POC.

**IV. Evaluation Committee:**

**A. Composition of EC:**

- 1. At least 3 governmental employees with sufficient qualifications in the area of the good or service being procured.
- 2. CA shall serve on the EC; CA or designee shall chair the EC.

3. Private consultants may serve on the committee.

**B. Responsibilities:**

1. Participate in the development of the RFP to the extent possible, and familiarize themselves with the RFP with emphasis on the evaluation criteria (hereinafter "criteria").
2. Not disclose any information on the evaluation process, including the contents of competitors' proposals during discussions.
3. Evaluate the proposals solely against the criteria established in the RFP; no other criteria shall be used.

**C. EC Chair or Designee Responsibilities:**

1. Meet with the PO for a briefing on the evaluation process prior to issuance of the RFP. The meeting may be limited to the PO and the EC chairperson, or at the discretion of the agency, include all EC members.
2. Ensure that EC members are apprised of any changes to the RFP throughout the process.
3. Conduct EC meetings.
4. Calculate the points to be assigned to each proposal:

When cost is an evaluation criterion the proposal with the lowest cost factor shall receive the maximum points. Points allocated to proposals with higher cost factor shall be equal to the lowest proposal price multiplied by the maximum points available for price, divided by the higher proposal price.

5. When it is not practical to have all EC members individually evaluate a criterion, (i.e. references that involve contacting several persons) perform the work or appoint one or more EC member to split the work, to avoid all members performing the same work unnecessarily.
6. Upon consultation with the PO, determine whether the scoring is to be conducted individually by each EC member or by group.
7. Conduct all oral discussions and be responsible for all written inquiries for written discussions.
8. Develop the scoring (evaluation) sheet to be used by the EC based on the evaluation criteria in the RFP.
9. Conduct debriefing(s) pursuant to HRS §103D-303(h) and HAR §3-122-60.



**V. Evaluation of Proposals:**

- A. Shall be based only on the criteria set out in the RFP; no other criteria shall be considered.
- B. If rankings of proposals are based on individual scoring, individual scoring shall be backed by the committee member's written explanation of the scores that shall be available for public inspection upon award of the contract.
- C. Proposals may be accepted without discussion.
- D. Discussion may be held to promote understanding of the state's requirements and proposals submitted by the priority-listed offerors, and to facilitate arriving at a contract that will provide the best value to the State taking into consideration the evaluation factors in the RFP.
  - 1. Discussions may be oral or written. Discussion shall be limited to only priority-listed offerors. Each priority-listed offeror shall be given the opportunity to enter into discussions and to revise its proposal.
  - 2. If discussions are to be conducted, a "priority list" shall be generated. The priority list shall consist of offerors with acceptable or potentially acceptable offers. If the number of acceptable or potentially acceptable offers is numerous, the priority list may be limited to no less than three offerors.
- E. Any substantial change or clarifications resulting from discussions shall be issued by addendum to the RFP and distributed only to priority-listed offerors.
- F. If BAFOs are submitted, final evaluation will be based on the same evaluation criteria.

**VI. Debriefing:**

- A. EC chair shall conduct the debriefing pursuant to HRS §103D-303(h) and HAR §3-122-60.
- B. Debriefing shall be held, to the maximum extent possible, within seven (7) working days of written request from a non-selected offeror.
- C. EC chair may determine whether or not to conduct individual or combined debriefings.

STATE OF HAWAII  
STATE PROCUREMENT OFFICE

REQUEST FOR  
REVIEW SERVICES  
FOR INVITATION FOR BIDS AND REQUEST FOR PROPOSALS  
GOODS AND SERVICES

TO: Administrator, State Procurement Office (SPO)

FROM: \_\_\_\_\_  
(Department/Division/Agency)

Questions or assistance in completing this form may be directed to the SPO at (808) 586-0555. The SPO forms and the Hawaii Administrative Rules on the public procurement code are available at: <http://www.spo.hawaii.gov>.

In submitting this form, the department:

- Requests SPO review services for the attached procurement document; and
- Understands that if procurement services are needed for the issuance of Invitation for Bids or Requests for Proposals, SPO Form-18 is to be submitted.

**Attached is the document for review.**

Proposed method of source selection:

- ☐ Competitive sealed bids [Invitation for Bids (IFB); reference subchapter 5, chapter 3-122, HAR]; or
- ☐ Competitive sealed proposals [Request for Proposals (RFP); reference subchapter 6, chapter 3-122, HAR].

**Department requests review services to be completed by:** \_\_\_\_\_\*

\*Allow 21 calendar days for review.

**Provide the following information on the agency personnel assigned to work with SPO purchasing specialist.**

Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ FAX number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Signature of Department Head \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SPO USE ONLY:**

**Administrator's Comments:**

- ☐ SPO is unable to provide the review service requested.
- ☐ SPO will provide the review services requested under the following conditions, if listed:

Purchasing Specialist assigned to this request

Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_  
FAX: \_\_\_\_\_

\_\_\_\_\_  
Administrator  
State Procurement Office