

June 28, 2002

PROCUREMENT CIRCULAR NO. 2002-04

TO: All Executive Departments
(Except DOE, OHA & UH)

FROM: Aaron S. Fujioka
Chief Procurement Officer
State Procurement Office

SUBJECT: New State Procurement Office Form
SPO Form 18, Request for Procurement Services

The purpose of this circular is to establish procedures for executive agencies to request procurement services from the State Procurement Office (SPO). Due to increased demands by agencies for SPO's assistance combined with a number of new initiatives being undertaken by this office (i.e. design and implementation of procurement card and electronic products, Western States Contracting Alliance cooperative agreements), we will not be able to continue to meet the demand for SPO procurement services by agencies. We will therefore review and select those requests that are submitted in an organized and timely manner that would be completed well and mutually beneficial to both parties.

Effective immediately, the attached SPO Form-18, Request for Procurement Services (Goods and Services), shall be used when requesting SPO's assistance in soliciting bids or proposals, or for SPO's review, comments, and recommendations on draft bids or proposals.

The intent of the SPO form is to:

- 1) Eliminate any doubt as to the purpose of the request, i.e., for review, comments, recommendations, or, for SPO's assistance in soliciting bids or proposals.
- 2) Inform the requesting agency of issues that need addressing prior to submitting a request for bidding assistance, such as bonding requirements; restrictive specifications; availability of funds, i.e., do funds have to be encumbered; the appropriateness of a multi-term contract; and the appropriate method of source selection, i.e., the invitation for bids (IFB) method or the request for proposals method (RFP).

- 3) Reduce the lead-time from receipt of a request for bidding assistance to the awarding of the contract. Past experience has shown that when the various issues mentioned in 2) above are not considered prior to submitting a request to the SPO, delays are encountered, doubling or even tripling the time required for completion of the procurement process.

Although the form does not address specifications or scope of work in detail, it is an issue crucial to the success of the procurement. It is not the SPO's function to determine the specifications for an agency. The preparation of specifications has been delegated to the departments and decisions must be made by the requesting agency. Once the decisions have been made on the specifications, the SPO's function is to perform the formal competitive procurement process in accordance with procurement statutes, rules, policies and procedures. Depending on the scope of authority delegated to the SPO procurement officer, the process would include, but is not limited to, reviewing the specifications, incorporating changes to the specifications concurred to by the requesting agency, publishing the procurement notice, issuing the solicitation, opening bids or proposals, determining awardee (with the assistance of the evaluation committee in the case of a RFP), awarding and executing the contract, and handling protests and contract controversies.

Your cooperation in completing the form as completely and accurately as possible is requested. Please do not hesitate contacting me at 587-4700 or Robert Govers at 586-0554, if you have any concerns regarding this matter, or have your staff contact Doris Lee at 586-0555 for assistance in completing the form or for any questions on requesting procurement services from SPO.

DL:sk

Attachment

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

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

Attach 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).

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), attach justification.

Information on agency personnel who will work with SPO purchasing specialist on this request:

Name: _____

Telephone number: _____ FAX number: _____

E-mail address: _____

If different from above, provide information on 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).
 SPO Form-14, Request for Restrictive Specifications
 Scope of work.
 Special provisions unique to the work.
2. Justification to issue RFP instead of IFB.
3. Justification to request bid bond, contract performance bond, and/or contract payment bond.
4. Justification for multi-term contract period.
5. Other(s):

Signature: _____

Date:

Department/Agency Head

Title: _____

Title (If other than Department/Agency Head)

FOR SPO USE ONLY:

Administrator's Comments:

SPO is unable to provide the procurement service requested.

SPO will provide requested assistance under the following conditions, if listed:

The Purchasing Specialist assigned to this request is:

Name: _____

Email:

Telephone number: _____

FAX:

If you have any questions, feel free to call me at 587-4700 or Robert Governs at 586-0554, or have your staff contact Doris Lee at 586-0555.

Aaron S. Fujioka, Administrator

State Procurement Office