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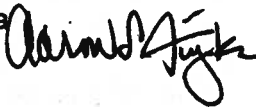
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May 9, 2003

PROCUREMENT CIRCULAR NO. 2003-04

TO: All Executive Departments
All Chief Procurement Officers
University of Hawaii
Hawaii Health Systems Corporation

FROM: Aaron S. Fujioka
Administrator 

SUBJECT: Procurement Notices System

This circular establishes procedures for executive departments and participating agencies to post Chapter 103D, HRS, procurement notices on the Internet to comply with §3-122-24, HAR. The Procurement Notices System (PNS) is on-line for this purpose. This Circular also requires agencies to post Chapter 103F, HRS, procurement notices.

Effective July 1, 2003, all Chapter 103D and 103F, HRS, procurement notices shall be posted on the Internet at <http://www2.state.hi.us/bidapps/>.

- ◆ Chapter 103D notices for procurements of goods, services, and construction, pursuant to §§ 103D-302, 103D-303, and 103D-304, shall be as follows:
 - Mandatory: Notice posted on the Internet at the above website.
 - Optional: Notice published in the newspaper at the option of the agency.

Change in the public notice requirement reflected above is in accordance with §3-122-24, HAR.
- ◆ Chapter 103F notices for procurements of health and human services, pursuant to §§ 103F-402, 103F-403, and 103F-404, shall be as follows:
 - Mandatory: Notice published in the newspaper and notice posted on the Internet at the above website, pursuant to this circular.

The purpose of the mandatory posting requirements on the Internet is to provide the public with a single location for viewing of all Chapters 103D and 103F procurement notices.

The Procurement Notices System was developed with the assistance of the Information and Communication Services Division, Department of Accounting and General Services, for purchasing agencies to post procurement notices on the Internet. The **Procurement Notices System (PNS) User Guide** is attached and designed to take you through a simple process to post and maintain your notices. The system has user friendly screens and easy to fill fields to assist purchasing personnel in meeting the procurement notice requirement.

A PNS Login ID and Password will be required to post notices on the system, therefore instructions to obtain a **PNS Login ID and Password** are on page 1 of the User Guide. If your agency personnel currently have a login/password for other data entry (e.g. Act 141- Professional Services or Act 2- Public Notices On-Line Order form), the same login/password may be used. Please notify SPO via email to activate a login and password for the PNS (see attached User Guide page 1 to email the SPO).

In order to meet the Pre-Audit requirement for an affidavit of publication currently issued by the newspaper, the Internet posting has a *Statement of Attestation for Internet Posting* (SPO Form-20), copy attached, to be completed by the purchasing agency. This self-certification form requires a copy of the notice on the first day the notice is posted on the Internet (see page 16 of the PNS User Guide for instructions to print a notice) be attached and made a part of the contract file. The newspapers, effective July 1, 2003, will no longer provide an affidavit of publication for Chapter 103D, HRS, notices.

To comply with §3-122-24, HAR, we request that agencies start now to identify only Chapter 103D, HRS, notices (newspaper & Internet). This identification is needed for pre-audit purposes, since some procurement notices must still be published in the newspapers.

Examples to use: Notice To Bidders
 (Chapter 103D,HRS)

Or, in the first line of the notice:
 "Pursuant to chapter 103D, HRS, the department
 of _____ requests sealed bids to repair the etc....."

Or: Notice to Bidders
 Sealed bids (Chapter 103D,HRS,) for
 Kapaa High/Intermediate School
 Building K – various repairs and repainting, etc.....

The State Procurement Office will be conducting training sessions for purchasing personnel for **Chapters 103D & 103F** on posting procurement notices on the PNS. The training sessions will supplement the November 8, 2002 training session attended by several purchasing personnel. To sign-up for one of the training sessions, send an email to ruth.yamaguchi@hawaii.gov with the following information:

Department/division/office
Name of employee(s)
Phone number
Session #

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Training sessions will be held at the Keoni Ana computer lab (1177 Alakea Street), room 303. Session sign-up will be on a "first in" basis, and if requested session is not available, personnel will be notified to make another selection.

Session #1 – May 21, 2003 at 1:00 pm

Session #2 – May 21, 2003 at 2:30 pm

Session #3 – May 22, 2003 at 1:00 pm

Session #4 – May 22, 2003 at 2:30 pm

Session #5 – May 23, 2003 at 1:00 pm

Session #6 – May 23, 2003 at 2:30 pm

Session #7 – May 27, 2003 at 1:00 pm

Session #8 – May 27, 2003 at 2:30 pm

Chief Procurement Officers, UH and HHSC:

We invite your agency to participate in the PNS and training sessions. Posting procurement notices to a single website will foster open competition and provide the vendors a single location to view notices. If your agency is unable to join this effort we will provide a link to your website for procurement notices. However, regardless of whether you decide to participate or not, we request that you begin to identify your Chapter 103D, HRS, notices as provided above. Please advise us of your intentions by **May 16, 2003**.

Please do not hesitate contacting me at 587-4700 or Bob Govers at 586-0554, if you have any concerns regarding this matter, or your staff may contact Ruth Yamaguchi at 586-0567 for assistance or questions.

RY:

c: DAGS, Accounting Division
DAGS, ICSD

Attachments: PNS User Guide
SPO Form-20 (05/05/03)



State of Hawaii Procurement Notices System

User Guide

Version 1.3

May 7, 2003

Trademarks

All referenced marks are those of their respective owners.

Printed on 5/8/2003 6:47 AM

For questions or comments about this document please contact the Public Information Access Section (PIAS) of the Information and Communication Services Division (ICSD) of the State of Hawaii:

Public Information Access Section
1151 Punchbowl Street B-20
Honolulu, HI 96813
(808) 586-1940 (phone)
(808) 586-2337 (FAX)

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Introduction

The State of Hawaii Procurement Notices System (PNS) is a web-based system that allows all State departments as well as other jurisdictions to post and modify procurement notices that can be viewed online by the public. This allows the public quicker access to the latest procurement notice information.

This document describes how to use the PNS, including:

- Accessing the PNS
- Creating, updating, and deleting procurement notices
- Viewing currently published procurement notices

Accessing the Procurement Notices System

To create, update, and delete procurement notices, you must have a PNS login ID and password.

To view currently published procurement notices (without doing updates), a PNS login ID and password are *not* required.

Obtaining a Login ID and Password

To obtain a PNS login ID and password, contact the State Procurement Office by doing the following:

1. Open a web browser and browse to <http://www.spo.hawaii.gov>. The State Procurement Office home page appears.
2. Click on **SPO** within the text "Send your comments or questions to SPO or write to us", near the center of the SPO home page. This opens up an e-mail message automatically addressed to the appropriate person in SPO.
3. In the e-mail message Subject field, enter **PNS login/password**.
4. In the e-mail message body, provide the following information:
 - First name
 - Last Name
 - Department/Division/Office
 - E-mail address
 - Telephone number
 - Login ID (maximum of 10 alphanumeric characters)
 - Password (maximum of 20 alphanumeric characters)

If your agency currently has a login ID and password for other data entry (for example, Act 141 – Professional Services or Act 2 – Public Notices OnLine

Order form), the same login ID and password may be used. If you want to do this, make note of it in the message body.

5. Send the e-mail message.

When the login ID is activated, an e-mail will be sent to the e-mail address supplied in the PNS login request.

Connecting to the Procurement Notices System

To access the PNS, open a web browser and browse to the following URL:

<http://www2.hawaii.gov/bidapps>

The PNS home page appears (Figure 1).

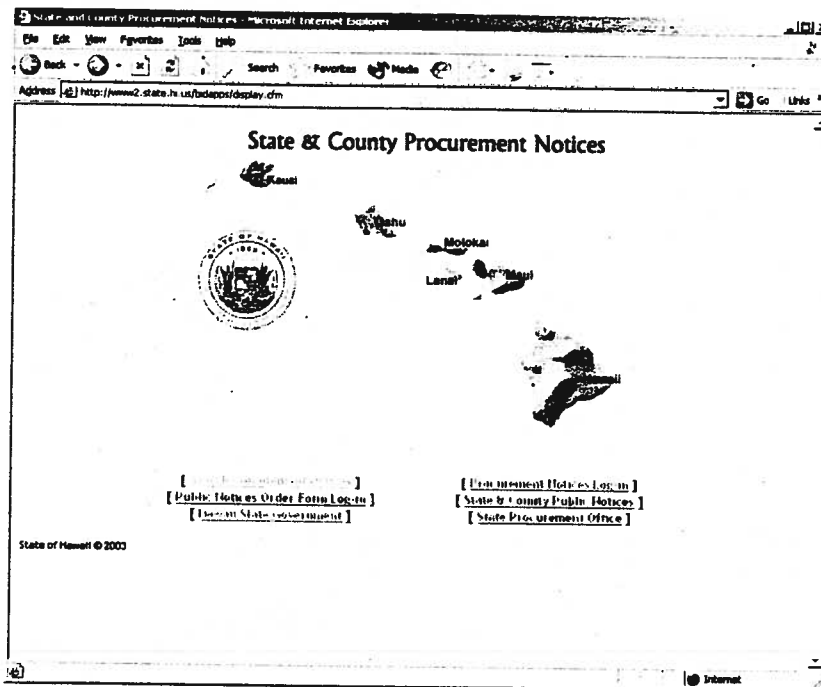


Figure 1. State and County Procurement Notices home page

Creating, Updating, and Deleting Procurement Notices

The following sections describe how to save legal ads and other documents in a format acceptable to the PNS, how to log in to the PNS, and how to create, update, and delete procurement notices. A valid PNS login ID and password is required for log in and to create, update, or delete procurement notices.

Preparing Legal Ads and other Documents

Documents such as legal ads are usually uploaded onto the PNS as part of creating a procurement notice. To be used with the PNS, documents:

- Must be saved to a file name that contains no ampersand (&), question mark (?), or hash mark (#) characters.
- Must be saved in either HTML (web page) format or plain text format. HTML format is preferred, because HTML documents retain formatting such as bulleted items, italics and boldface, and tables.
- Must contain a date of publication at the bottom of the document, in the following format:

PNS: *month-date- full-year*

For example:

PNS: May 2, 2003

Using Microsoft Word or WordPerfect is the most common way to create legal ads and other documents for use with a procurement notice. The following sections describe how to save a Microsoft Word or WordPerfect file in HTML or plain text format. If you use a program other than Microsoft Word or WordPerfect, you will need to refer to the documentation for that program for instructions on how to save documents in either HTML or plain text format.

Using Microsoft Word to Save a Document in HTML Format

To save your Microsoft Word document in HTML format:

1. Select **File->Save As**. A Save As dialog box appears.
2. Double check that the "Save in" field near the top of the dialog box shows the directory where you want to save your document. If it doesn't, use the directory tree displayed by clicking on the arrow icon at the right-hand end of the "Save in" field to browse to the correct directory.
3. In the "Save as type" drop-down list box, select **Web Page (*.htm; *.html) or HTML**. What selection you see depends on which version of Microsoft Word you are using.
4. If necessary, modify the file name in the "File name" field.
5. Click **Save**.

*No footers/
headers*

Using Microsoft Word to Save a Document in Plain Text Format

To save your Microsoft Word document in plain text format:

1. Select **File->Save As**. A Save As dialog box appears.
2. Double check that the "Save in" field near the top of the dialog box shows the directory where you want to save your document. If it doesn't, use the directory tree displayed by clicking on the arrow icon at the right-hand end of the "Save in" field to browse to the correct directory.
3. In the "Save as type" drop-down list box, select **Text Only (*.txt)**.
4. If necessary, modify the file name in the "File name" field.
5. Click **Save**.

Using WordPerfect to Save a Document in HTML Format

To save your WordPerfect document in HTML format:

1. Select **File->Internet Publisher**. An Internet Publisher dialog box appears.
2. Click on **Format as Web Document**. A Web View dialog box appears.
3. Click **OK**.
4. Select **File->Internet Publisher**. An Internet Publisher dialog box appears.
5. Click on **Publish to HTML**. A Publish to HTML dialog box appears.
6. Click **Add** (underneath the Publish to Server field). A Server Information dialog box appears.
7. In the Label field, enter **web**. (The value can be anything—"web" is just an example—because the document isn't being published to an actual server but will be saved as a file instead.)
8. Double check that the Directory field shows the directory where you want to save your document. If it doesn't, use the directory tree displayed below the Directory field to browse to the correct directory.
9. Click **OK**.
10. In the Publish to HTML dialog box, click **Publish**.

Using WordPerfect to Save a Document in Plain Text Format

To save your WordPerfect document in plain text format:

1. Select **File->Save As**. A Save As dialog box appears.
2. Double check that the "Save in" field near the top of the dialog box shows the directory where you want to save your document. If it doesn't, use the directory tree displayed by clicking on the arrow icon at the right-hand end of the "Save in" field to browse to the correct directory.
3. In the "File type" drop-down list box, select **ASCII DOS Text**.
4. If necessary, modify the file name in the "File name" field.
5. Click **Save**.

Logging into the Procurement Notices System

Note 1: If you are idle for 20 minutes or longer while logged into the PNS, you are automatically logged off and will get errors (usually under the heading "Error Occurred While Processing Request") if you later try to create a procurement notice. To log back in, simply redo the log-in instructions below.

Note 2: For security reasons, the system disables a user's access to the procurement notices after 90 days of inactivity. Contact the State Procurement Office at (808) 586-0567 for reactivation (PNS login ID and password will remain the same).

Assuming that you have a PNS login ID and password, to log into the PNS so that you can create, update, and delete procurement notices:

1. Open a web browser and browse to <http://www2.hawaii.gov/bidapps> (Figure 1).
2. Click on **Procurement Notices Log-in**. The PNS Login page appears (Figure 2).

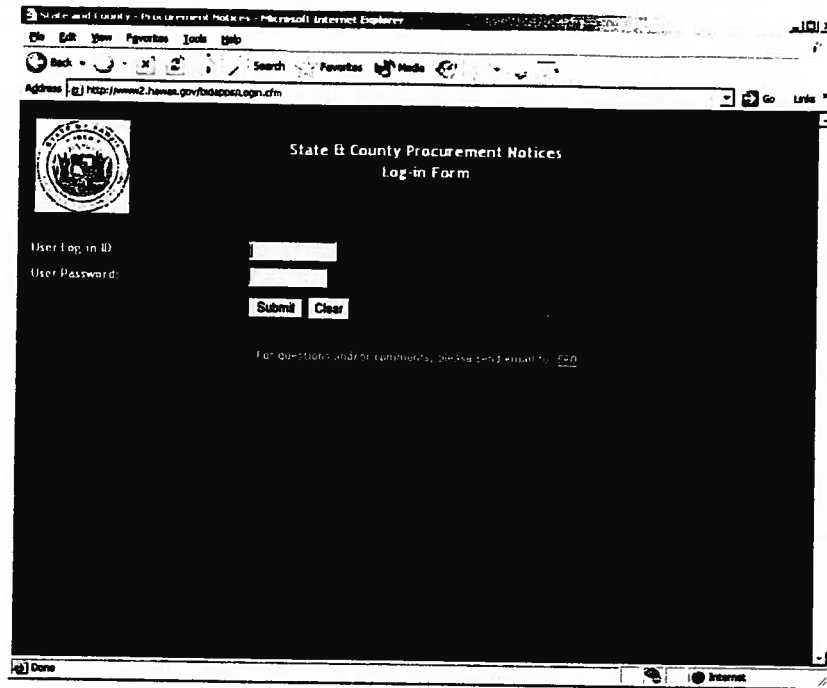


Figure 2. PNS Login page

3. In the Login field, type your PNS login ID.
4. In the Password field, type your PNS password.
5. Press the **Enter** key or click the **Submit** button.

At this point you should be logged in and see the PNS Maintenance Page (Figure 3). The Maintenance Page has links that allow you to:

- Create procurement notices
- Verify active procurement notices
- List expired procurement notices (that is, notices that are ready to be deleted)
- Update procurement notices
- Delete procurement notices

A list of procurement notices that you have created, if any, is also displayed in the Summary of my Notices section near the bottom of the page, just above the Delete Checked Record(s) button. The first time you enter the system, you will not have any procurement notice records, so no records will be displayed.

State & County Procurement Notices
User Menu for Edward Rho
Agency: Information and Communication Services Division
Add, Edit, Find, Delete Records

Instructions on the Form: Print, Edit, Apply, Cancel

Summary of my Notices - Total Listed: (28)

Delete?	Record Number	Island	Category	Description	Publication Date	Opening Date	Solicitation Number
<input type="checkbox"/>	157	Statewide	Construction	Statewide Construction	5/01/2003	7/01/2003	811 09 29 198
<input type="checkbox"/>	156	Statewide	Construction	Construction Statewide	5/01/2003	6/03/2003	938 02 98 20
<input type="checkbox"/>	155	Kauai	Goods & Services	Goods and Services for Hawaii and Kauai	5/01/2003	6/01/2003	07 09 483 093
<input type="checkbox"/>	154	Hawaii	Goods & Services	Goods and Services for Hawaii and Kauai	5/01/2003	6/01/2003	07 09 483 093
<input type="checkbox"/>	153	Statewide	Professional Services	Professional Services Statewide	5/01/2003	5/02/2003	01 00 03 81 39 7
<input type="checkbox"/>	152	Kauai	Construction	Kauai Construction	5/01/2003	5/30/2003	501# 493 918 / 1

Figure 3. PNS Maintenance Page

If you are unable to log in, contact the Public Information Access Section (PLAS) of the Information and Communication Services Division (ICSD) at (808) 586-1940.

Once you are logged in, you can freely create procurement notices, as well as update and delete procurement notices that you have created. The following sections step you through each of these processes.

Creating a Procurement Notice

To create a procurement notice from the Maintenance Page:

1. Click on **Add Record(s)**. A Procurement Notice Add Form page appears (Figure 4).

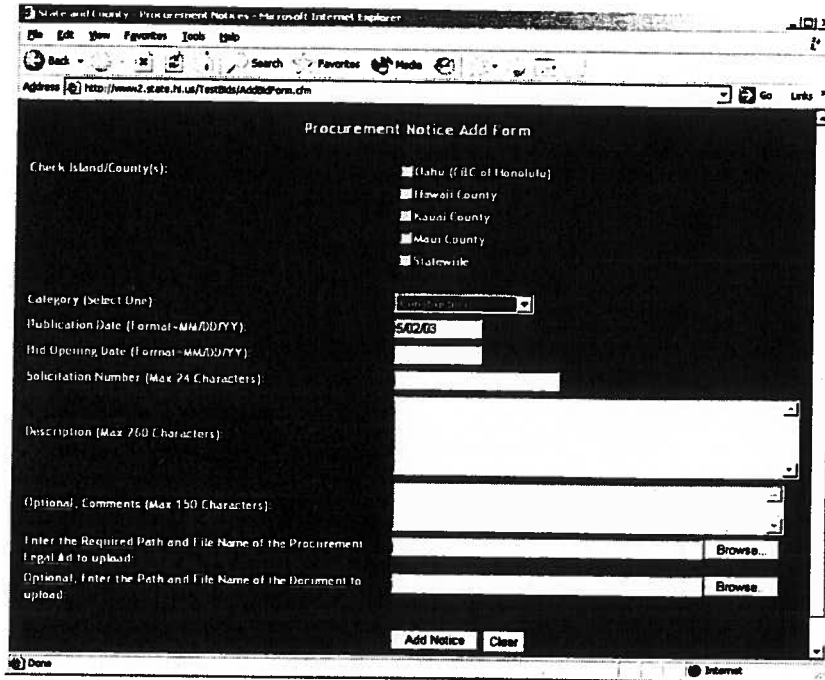


Figure 4. PNS Add Form page

2. In the Island/County check boxes, select the island/county that this procurement notice applies to. If you select the Statewide check box, you may not select any of the other check boxes, and vice versa.

Note: If you leave all check boxes blank, an error dialog box will be displayed after you click Add Notice button and you will have to select a valid island/county value before you can proceed with creating a procurement notice.
3. In the Category drop-down menu, select the category for the type of services or work being requested. The default value is Construction.
4. In the Publication Date field, type a date in the format MM/DD/YY or MM/DD/YYYY (for example, 03/02/03). The default value is the current date. Note that:
 - The notice of publication must be posted on the website on the same day as the Publication Date. Print a copy of this notice to attached to the Attestation Form (SPO Form-20).
 - If you enter the date in an incorrect format, an error dialog box will be displayed after you click the Add Notice button.
5. In the Opening Date field, type a date in the format MM/DD/YY or MM/DD/YYYY (for example, 04/05/03). Note that:
 - The notice opening date must be the same day or later than the notice publication date.
 - If you enter the date in an incorrect format, an error dialog box will be displayed after you click the Add Notice button.

6. In the Solicitation Number field, type the solicitation number associated with this procurement notice. Note that:
 - The solicitation number can contain digits, letters, and special characters.
 - The solicitation number must be from 1 to 24 characters in length.
 - If the solicitation number is not available, type **NONE** in the Solicitation Number field.
 - If you don't enter a solicitation number, an error dialog box will be displayed after you click the Add Notice button.
7. In the Description field, type a description of the procurement notice being created. Note that:
 - The description must be from 1 to 260 characters in length.
 - The description should not contain reference numbers. It should contain keywords (for example, "painting", or "roofing") that will enable users to locate the notice by searching by keyword.
 - If you don't enter a description, an error page will be displayed after you click the Add Notice button and you will need to go back and enter a description before you can successfully create a procurement notice.
8. In the Comments field (which is not required), type a comment you want added to the procurement notice. Note that the comment text may be up to 150 characters in length.
9. In the Path and File Name of the Procurement Legal Ad to upload field, either type in the pathname to the upload file or click on the **Browse** button and browse to the file. Note that:
 - The pathname can be up to 50 characters in length.
 - The file must be in HTML or plain text format (see page 2).
 - If you leave this field blank, an error page is displayed after you click the Add Notice button and you will need to go back and enter a valid pathname before you can successfully create a procurement notice.
10. In the Path and File Name of the Document to upload field (which is not required), either type in the pathname to the upload file or click on the **Browse** button and browse to the file. Note that:
 - The pathname can be up to 50 characters in length.
 - The document may be the invitation for bid (IFB) or request for proposals (RFP) file.
 - The document must be in a read-only format.
11. Click the **Add Notice** button. A confirmation page is displayed that verifies your procurement notice has been created and the legal ad file uploaded (Figure 5). Note that:
 - If the legal ad file name that you provided already exists in the system, a new unique file name is generated and used instead (specifically, a "1" is appended to the file name). (To see if this has happened, check the file

name listed after "Legal Ad File Name is:" and see if it's different than the one you entered in the form.)

- If errors occurred while creating the procurement notice, error description text will appear on the confirmation page under the heading "Error Occurred While Processing Request". The Go to my Maintenance Page button will not appear. If you are unable to correct the errors, report them to PIAS at (808) 586-1940.

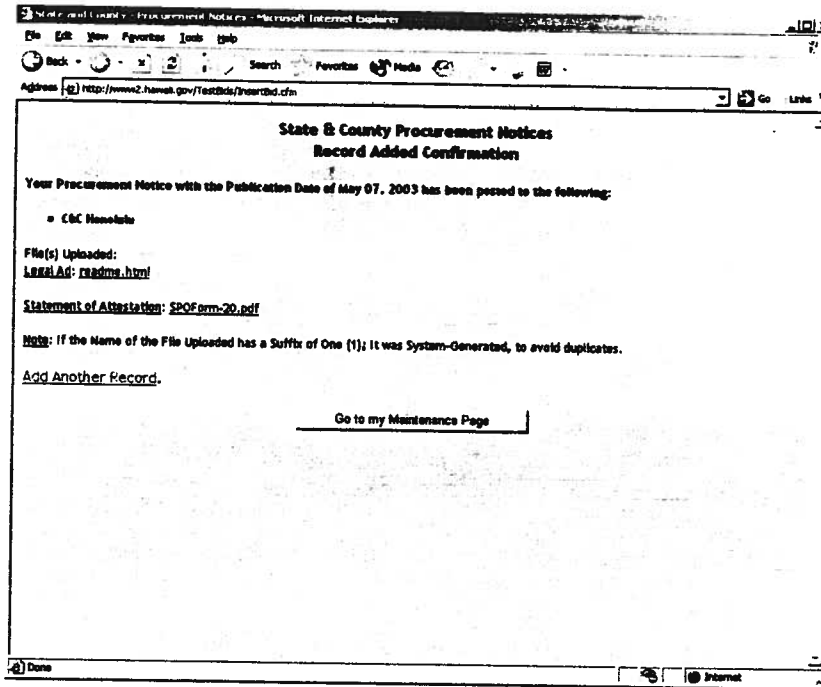


Figure 5. PNS Add Record Confirmation page

12. Click on the legal ad file name link (just to the right of the "Legal Ad:" text). A window opens, displaying the legal ad text.
13. Print the legal ad by selecting **File->Print** from the legal ad display window menu bar.
14. Back in the confirmation page, click on **SPOForm-20.pdf**. A window opens, displaying the Statement of Attestation for Internet Posting (SPO Form-20).
15. Fill in the SPO Form-20 fields (you can click the mouse in them and then type).
16. Print the filled-in SPO Form-20 by selecting **File->Print** from the menu bar of the window displaying the SPO Form-20.
17. Close the window displaying the SPO Form-20.
18. If there are additional procurement notices to enter, do one of the following:
 - If the next procurement notice's information is similar to the procurement notice just created, click the browser's Back button to get back to the Procurement Notices Add Form page. The fields will still be filled out with the previous procurement notice information (except

pathname to the legal ad file), so you can modify the existing data rather than having to retype everything.

- Click on **Add Another Record**. The Procurement Notices Add Form page appears again with all fields blanked out.
19. Click on the **Go to my Maintenance Page** button to return to the Maintenance Page. Verify that an entry for the newly created procurement notice(s) appears in the Summary of my Notices section of the page.
 20. Click on the **Verify my Active Record(s)** link, and double-check that the procurement notice information is correct (Figure 6). In particular, click on the View Legal Ad link in order to verify that the legal ad file was uploaded correctly.
 21. Click on the **Go to my Maintenance Page** button to return to the Maintenance Page.

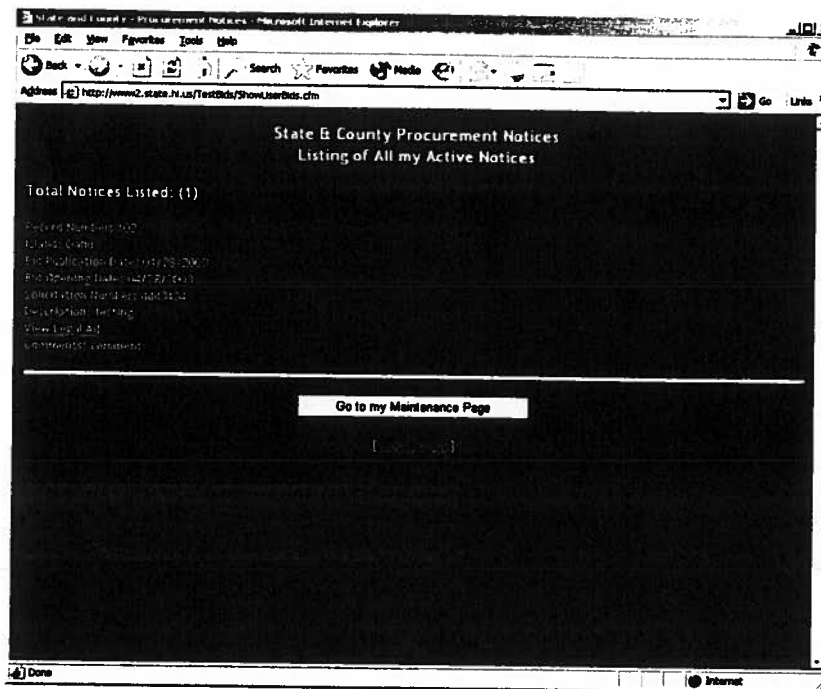


Figure 6. PNS Verify Record page

Updating a Procurement Notice

To update an existing procurement notice from the Maintenance Page:

1. In the list of procurement notices shown in the Summary of my Notices section of the page, click on the record number of the procurement notice you want to edit. An Update Notice Record page appears with the fields filled out with the current procurement notice's information (Figure 7).

Figure 7. PNS Update Notice Record page

2. Modify the fields in the Update Notice Record page as needed (based on the procedures outlined in Creating a Procurement Notice on page 6).
3. Click the **Update** button. A confirmation page is displayed that verifies your procurement notice has been updated (similar to Figure 5). Note that:
 - If a new legal ad file name that you provided already exists in the system, a unique file name is generated and used instead. (To see if this has happened, check the file name listed after “Legal Ad File Name is:” and see if it’s different than the one you entered in the form.)
 - If errors occurred while creating the procurement notice, error description text will appear on the confirmation page under the heading “Error Occurred While Processing Request”. The Go to my Maintenance Page button will not appear. If you are unable to resolve the errors, report them to PIAS at (808) 586-1940.
4. Click on the **Go to my Maintenance Page** button to return to the Maintenance Page.
5. Click on the **Verify my Active Record(s)** link, and double-check that the updated procurement notice information is correct.

Adding Addenda to a Procurement Notice

To add addenda to an existing procurement notice from the Maintenance Page:

1. In the list of procurement notices shown in the Summary of my Notices section of the page, click on the record number of the procurement notice you want to edit. An Update Notice Record page appears with the fields filled out with the current procurement notice’s information (Figure 7).

2. In the Comments field, type a comment regarding the addendum you are adding to the procurement notice. Note that the comment text may be up to 150 characters in length.
3. In the Path and File Name of the Document to upload field, either type in the pathname to the new legal ad file or click on the **Browse** button and browse to the file.

Note: The legal ad file name should be the name of a file that contains a *combination* of the original legal ad document and the addendum you are adding. That is, the contents of the file shouldn't just be the addendum; it must contain the addendum *and* the original legal ad. Preferably, the addendum should come first followed by the original legal ad.

4. Click the **Update** button. A confirmation page is displayed that verifies your procurement notice has been updated (similar to Figure 5). Note that:
 - If a new legal ad file name that you provided already exists in the system, a unique file name is generated and used instead (specifically, a "1" is appended to the file name). (To see if this has happened, check the file name listed after "Legal Ad File Name is:" and see if it's different than the one you entered in the form.)
 - If errors occurred while creating the procurement notice, error description text will appear on the confirmation page under the heading "Error Occurred While Processing Request". The Go to my Maintenance Page button will not appear. If you are unable to resolve the errors, report them to PIAS at (808) 586-1940.
5. Click on the **Go to my Maintenance Page** button to return to the Maintenance Page.
6. Click on the **Verify my Active Record(s)** link, and double-check that the updated procurement notice information is correct.

Deleting a Procurement Notice

Usually, when preparing to delete procurement notices, you will first click on **Display my Record(s) which may be Deleted** in the Maintenance Page. This displays a list of notices that have expired (that is, their opening date has passed) and therefore may be deleted. However, you may also know of a current procurement notice that needs to be deleted. Either way, the procedure to delete a procurement notice is the same.

To delete a procurement notice from a procurement notice summary listing:

1. In the procurement notice summary list (if any), select the checkbox next to the procurement notice you want to delete.
2. Click the **Delete Checked Record(s)** button. A confirmation page is displayed that verifies the deletion of the procurement notice (similar to Figure 5).
3. Click on the **Go to my Maintenance Page** button to return to the Maintenance Page.

Viewing Currently Published Procurement Notices

To view currently published procurement notices:

1. Open a web browser and browse to <http://www2.hawaii.gov/bidapps>. The State and County Procurement Notices home page appears (Figure 1).
2. Click on **Search Procurement Notices**. The Display Procurement Notices Search page appears (Figure 8).

The screenshot shows a web browser window displaying the 'State and County Procurement Notices SEARCH' page. The browser's address bar shows the URL 'http://www2.state.hi.us/Textbids/Ptntotices.cfm'. The page contains a search form with several input fields and dropdown menus. The fields are: 'Description (Approximate):', 'AND/OR', 'Notices Opening After (M/D/YYYY):', 'AND/OR', 'Island (Select One):', 'AND/OR', and 'Category (Select One):'. Below the form are 'Search' and 'Clear' buttons. A note at the bottom of the form reads: 'Note: To Display all Notices, leave fields blank and click on "Search"'. The page footer includes 'State of Hawaii © 2003'.

Figure 8. Display Procurement Notices Search page

If you want to display procurement notices matching certain criteria, do one or more the following:

- Enter a procurement notice Description keyword to search for in the Description (Approximate) field.
- Enter a date in the Notices Opening After (M/D/YYYY) field. For example, "01/23/2003". Entering an invalid date will cause an error dialog box to appear when you click the Search button.
- Select an island from the Island (Select One) drop-down menu.
- Select a category from the Category (Select One) drop-down menu.

3. Click **Search**. The Display Procurement Notices page appears (Figure 9). The page is divided vertically into the following sections (scroll down to see all of them):
 - A brief explanation of how to use the page.
 - Some important procurement notice-related links, such as links to other procurement notice systems.
 - A list of currently published procurement notices.

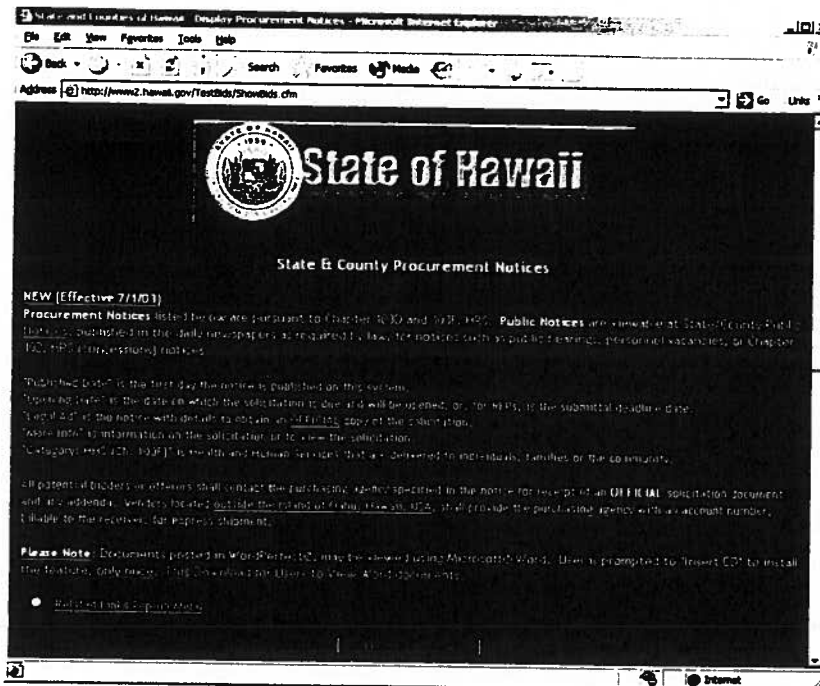


Figure 9. Display Procurement Notices page

4. Scroll down in order to view the listing of current procurement notices (Figure 10).

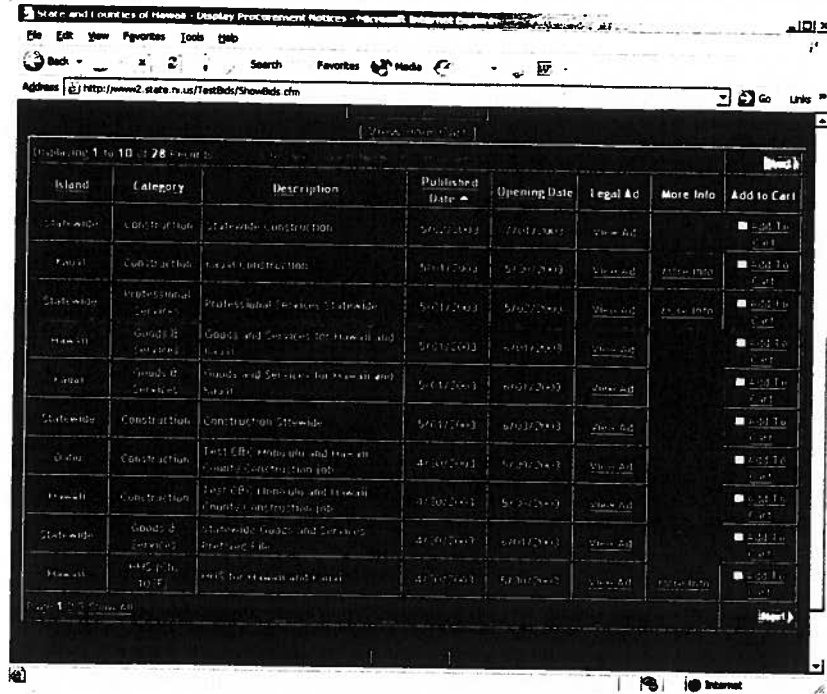


Figure 10. Display Procurement Notices page showing notices list

Note that:

- You can quickly jump to several sites related to State and City Government procurement notices by selecting an entry in the pop-up menu just above and to the left of the displayed procurement notice list.
- You can return to the Display Procurement Notices Search page (Figure 8) by clicking on Define your Search just above the top center of the list.
- You can click on View Cart just above the top center of the list in order to view the procurement notices you currently have in your *cart* and, if you want, e-mail copies of them to yourself or someone else for further study. Your cart is made up of a group of notices that you have specified interest in during this session. You add notices to your cart by clicking the Add to Cart link in the far right column on the notice's listing. Your cart is good only for a specific session; if you log out or close your browser, the cart will be emptied.
- A procurement notice is displayed in the procurement notice list only if:
 - a) It has not expired
 - b) Its published date is today's date or earlier
 - c) Its opening date is today's date (the date specified in the search criteria in step 1) or later
- You can click on the Island, Category, Description, Published Date, or Opening Date column headings in order to sort the listing by that

column. A small white up or down arrowhead icon follows the column heading that the list is currently sorted by. To toggle the sort between ascending and descending, click the column heading.

- In the lower left corner of the list, you can click on a specific page of the list you want to be displayed, or simply click Show All to show the entire list.
 - In the upper right and lower right of the list, you can click on the Next and/or Back tags to display the next or previous page of the list.
 - You can click on Back to Search at the bottom of the page in order to return to the Display Procurement Notices Search page.
5. Within each procurement notice listed, optionally click on:
- **View Ad** in the Legal Ad column to view the legal ad
 - **More Info** (if present) in the More Info column to view a page that lets you display the notice specifications and comments
 - **Add to Cart** in the Add to Cart column to add the notice to your cart

Printing a Procurement Notice for the Attestation

To print a procurement notice for the attestation:

1. Open a web browser and browse to <http://www2.hawaii.gov/bidapps>. The State and County Procurement Notices home page appears (Figure 1).
2. Click on **Search Procurement Notices**. The Display Procurement Notices Search page appears (Figure 8).

If you want to display procurement notices matching certain criteria, do one or more the following:

- Enter a procurement notice Description keyword to search for in the Description (Approximate) field.
 - Enter a date in the Notices Opening After (M/D/YYYY) field. For example, "01/23/2003". Entering an invalid date will cause an error dialog box to appear when you click the Search button.
 - Select an island from the Island (Select One) drop-down menu.
 - Select a category from the Category (Select One) drop-down menu.
3. Click **Search**. The Display Procurement Notices page appears (Figure 9). The page is divided vertically into the following sections (scroll down to see all of them):
- A brief explanation of how to use the page.
 - Some important procurement notice-related links, such as links to other procurement notice systems.
 - A list of currently published procurement notices. Scroll down in order to view the listing of current procurement notices (Figure 10).

4. Click on the **View Ad** link corresponding to the procurement notice you want to print.
5. Select **File->Print** from the web browser menu bar. A Print dialog box appears.
6. In the Select Printer list, select the printer you want to print to (if it's not already highlighted by default).
7. Click **Print**.

Appendix A. Document Control

Document Revision History

Version	Release Date	Revised By	Revision Description
1.0	11/29/2002	Dan Knezek	First release.
1.1	1/23/2003	Dan Knezek	Revised based on State Procurement Office feedback.
1.2	3/28/03	Dan Knezek	Incorporated latest SPO feedback, plus changes to Display Procurement Notices page.
1.3	5/2/03	Dan Knezek	Incorporated latest SPO and Ed Rho feedback, added new screenshots due to changes to interface.

Document Storage

This document was created using Microsoft Word 2000. The file is stored in G:\PIAS\Projects\Procurement Notices\Procurement Notices System User Guide.doc.

Document Owner

PIAS is responsible for developing and maintaining this document.

**STATEMENT OF ATTESTATION
FOR INTERNET POSTING**

I, _____, _____
(Name) (Title)

of the _____, do attest that in
(Agency)

compliance with Section 3-122-24, Hawaii Administrative Rules, the attached procurement notice was posted to the State & County Procurement Notice System (PNS) Website [http://www2.hawaii.gov/bidapps/]

on _____
(Date(s))

(Signature) (Date)

Attached: Chapter 103D, HRS, [†] procurement notice.