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August 25, 2004

PROCUREMENT CIRCULAR NO. 2004-04

TO: Executive Department Heads
FROM: Aaron S. Fujioka, Administrator 
SUBJECT: Posting Health and Human Services Requests for Proposals on the Internet

Effective October 1, 2004, State agencies shall post Chapter 103F, HRS, health and human services requests for proposals (RFPs) on the Health and Human Services Requests for Proposals Website (RFPW) at www.spo.hawaii.gov, click on "Procurement of Health and Human Services" and then "RFPs."

The RFPW was developed with the assistance of the Department of Accounting and General Services, Information and Communications Services Division to:

- Foster competition;
- Provide all interested parties equal access to State issued RFPs in one location;
- Provide a convenient, efficient method for State agencies to publish RFPs to the Internet; and
- Serve as a resource for planning by providing access to a databank of contracted services, including detailed service specifications.

Executive branch agencies shall post all RFPs on the RFPW. The RFPW also allows for the posting of addenda to the RFP. When addenda are posted on the RFPW, state agencies shall notify prospective applicants who have provided contact information.

Note that posting RFPs to the RFPW is in addition to the required posting of procurement notices on the Procurement Notices System (PNS).

The "RFPW Posting Guidelines" with instructions for obtaining the login ID and password are located on the State Procurement Office (SPO) website. The SPO has scheduled training on posting RFPs to the RFPW. Both the guidelines and registration for the training sessions are available at www.spo.hawaii.gov, click "Procurement of Health and Human Services" and then "For State Agencies."

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Training sessions will be at the Keoni Ana computer lab, 1177 Alakea Street, room 303.

Session 1 – September 15, 2004, 9:00 AM
Session 2 - September 15, 2004, 10:30 AM

Session 3 – September 21, 2004, 9:00 AM
Session 4 – September 21, 2004, 10:30 AM

If you have any questions, please call me at 587-4700 or your staff may call Mara Smith at 587-4704.