



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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<http://hawaii.gov/spo>

May 7, 2013

PROCUREMENT CIRCULAR NO. 2013-06

TO: Chief Procurement Officers (CPOs):
Department of Education (DOE), Superintendent
University of Hawaii (UH), President
Office of Hawaiian Affairs (OHA), Chairperson of the Board
Hawaii Health Systems Corporation (HHSC), President and
Chief Executive Officer
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker

Counties of Hawaii, Kauai, Maui, and City & County of Honolulu
Executive Branch, Finance Director
Legislative Branch, Chairpersons of the County Council
Board/Departments of Water Supply, Manager/Chief Engineer
Honolulu Authority for Rapid Transportation, Executive Director

FROM: Aaron S. Fujioka 

SUBJECT: State of Hawaii eProcurement System - Transition from HePS to **HIePRO**

The State Procurement Office is pleased to announce the transition to a new eProcurement application, the State of Hawaii eProcurement System (**HIePRO**). Additional procurement circulars will be issued with details and guidance to outline the transition plan, and establish point-of-contacts for Chief Procurement Officer (CPO) jurisdictions.

Participation: All CPO jurisdictions are invited to participate in the utilization of **HIePRO**.

Advantages of **HIePRO** (pronounced HI-PRO):

- **Updated technology** - system will be faster, and more compatible with browsers.
- **Mobile device friendly**- vendors may view/respond from their mobile devices.
- **Ease of Use** - user-friendly system.
- **Transparent** - immediate public access to procurement notices and awards.
- **Cost-efficient** - vendor transaction fee begins at a lesser amount and capped at the same level as HePS.

HIePRO has many similar functions to HePS including approval paths that **HIePRO** Administrators will build prior to use.

Data will not be ported from HePS to **HIePRO**. HePS will close in October 2013 and will not be accessible. CPO jurisdictions that have utilized HePS are responsible for saving documentation for their procurement files prior to the close of HePS. SPO will provide written guidance and procedures for collecting data to HePS Administrators.

Transition will occur over the next several months.

Point-of-Contact: Similar to HePS, each participating CPO jurisdiction will have a **HIePRO** administrator responsible for the implementation and oversight of **HIePRO**. CPO jurisdictions must use form SPO-041 to designate **HIePRO** administrators and alternates. Forms are available at <http://hawaii.gov/spo>; under *Toolbox/QuickLinks*, click on *SPO Forms* and *Forms for State and County Personnel for Procurement*. Submit the applicable forms to state.procurement.office@hawaii.gov by May 28, 2013.

HIePRO administrators will be trained and be responsible for transitioning their jurisdictions. Buyers will use **HIePRO** as training is completed.

SPO will conduct orientations for vendors/contractors.

Your staff may contact Mara Smith at 587-4704 or mara.smith@hawaii.gov for any **HIePRO** questions, or you may call me at 587-4700.