

# Hawaii State eProcurement HlePRO

## Buyer Training SPO 301 Part 2

Note: You must take SPO 301 Part 1 before taking Part 2

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## What Will Be Covered

- Reminders About Addenda and Awards
- Creating an Addendum to a Solicitation
- Viewing offers
- Creating a Notice of Award

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## Reminders about Addenda: The 'Reason for Addendum' Field

The purpose of the **Reason for Addendum** field is to explain the changes that have occurred and where to find them in the solicitation.

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## Reminders about Addenda: Common Mistake by New Users

- In addition to entering the reason for the addendum, do not forget to modify what needs to be modified. The **reason for addendum** field is just a text box
  - If you are extending the due date and only enter it in the reason, the solicitation will close on the original due date because you have not changed it in HlePRO.

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### Reminders about Addenda: Modifying Specifications

- Do not use the **Reason for addendum** field as the sole place to alter specifications. Enter the modification where you placed the original. (For instance: add an attachment.)
  - It can be confusing if you do not, and can be the basis for a protest.
- Remember to extend the offer due date if modifying the specifications and the time to the offer due date is short. Vendors need time to consider the changes in setting their pricing.

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### Reminders about Awarding: Basis of Award

- Basis of award for both the small purchase request for quote and competitive sealed bidding is to the **lowest priced responsive, responsible offer**.
- If you need to award based on criteria such as most experienced or other criteria you must use the appropriate method of procurement (usually RFP) and may not procure in HlePRO.

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## Reminders about Awarding: Compliance

- Award only if documentation of compliance with HRS 103D-310 and HAR 3-122-112 is verified.
- A vendor not being in Hawaii Compliance Express (HCE) is not, in itself, justification for non-award.
- See Procurement Circular 2011-02, Amendment 1 Guidance on HRS section 103D-310(c), Verification of Compliance for Small Purchase Contract Awards

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State Procurement Office  
<http://hawaii.gov/spo>  
**Questions?**

### Contact your eAdministrator

#### SPO website

- For State and County Personnel
- Dept./CPO Administrators Contacts – SPO Programs

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**What's Next:**

Creating an Addendum  
to Amend a Solicitation

Viewing Offers after a Solicitation  
Closes

Creating a Notice of Award

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