

**State Procurement Office
Workshop No. SPO 200**

**The Basics
of Procuring Health and Human Services
Pursuant to HRS Chapter 103F**

***Part 3
Resources***

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**RFP Templates
Competitive Purchase of Service
HAR Chapter 3-143**

(Regular) RFP Template (revised 8/2012)

- For most procurements

Short-Form RFP Template

- When the service is clearly defined and
- Award is based on:
 - Meeting minimum qualifications, and
 - Price

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RFP Template (continued)

Section	Cover letter Mail-in and delivery information
1	Administrative Overview
2	Service Specifications
3	Proposal Application Instructions
4	Proposal Evaluation
5	Attachments
	Proposal Application Checklist

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Contract Templates

- 6 contract templates available:
1 for each method of procurement and one for exempt procurements
- The method of procurements and exempt contract templates are available in electronic format online at Forms Central,
<http://hawaii.gov/forms>
- Remember- it is an AG form.

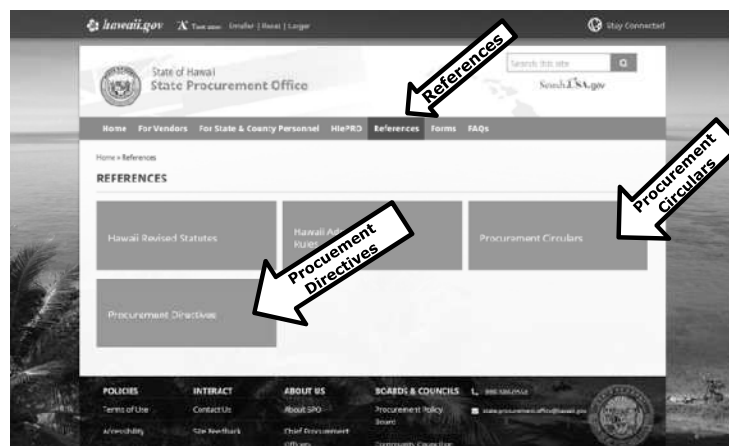
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PROCUREMENT CIRCULARS and DIRECTIVES

- CIRCULARS and DIRECTIVES are issued by the Administrator of the State Procurement Office to provide guidance, information, and policies.
- DIRECTIVES are issued by the Administrator on behalf of the Procurement Policy Board, which adopts, amends, or repeals the administrative rules of HRS chapter 103D governing the procurement, management, control, and disposal of any and all goods, services, construction, and HRS Chapter 103F, Purchases of Health and Human Services.

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<http://spo.hawaii.gov>
Click on the "References" tab



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SPO Website (continued)**Procurement Awards, Notices and Solicitations (PANS)**

<http://spo.hawaii.gov>

- **Current Solicitations**
On the home page, click on '*Procurement Notices*'
- **Health & Human Service RFPs**
From the home page, search keyword "RFP Website"
- **Awards/Contracts Database**
On the home page click on '*Contract Awards*'

Planned Purchases Report

A listing of health and human services state agencies anticipate procuring in the future. The listing is provided to assist providers and purchasing agencies with planning of future services; however, it does not obligate an agency in any way to procure the services listed. (Refer to Procurement Circular No. 2013-04)

Internet - Check it out.

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SPO Website (continued)

<http://spo.hawaii.gov>

⊙ **Exempt, Restrictive, and Crisis Awards**

From the home page, click on:

'Contract Awards'

'Awards'

'hawaii.gov/spo2'

⊙ **Treatment List**

(No current list available)

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<http://spo.hawaii.gov>

The screenshot shows the homepage of the State of Hawaii State Procurement Office. At the top, there is a search bar labeled "Search this site" with a magnifying glass icon. Below the search bar is a navigation menu with links for "Home", "For Vendors", "For State & County Personnel", "HiePRO", "References", "Forms", and "FAQs". The main content area features several sections: a large banner for "Check out the new Hawaii State eProcurement System, HiePRO" with a "Read More" link; a "Procurement Notices" section; a "Price & Vendor Lists Contracts" section; and a "Contract Awards" section. Below these are sections for "Training for State & County Personnel" and "Manual for State & County Personnel". A callout arrow points to the "HiePRO" section with the text "Start from here to find Chap. 103F website". Another callout arrow points to the "Procurement Notices" section, and a third points to the "Contract Awards" section. The page number "9" is visible in the bottom right corner.

Other Resources for You to Tap

- **Request for Information (RFI)**
 - Do an RFI for community input
- **The Purchase of Service Team (POST)**
 - Join POST to network with other agencies
 - On SPO homepage, search keyword "POST"
- **The Health and Human Services Action Team**
 - Newly formed.
 - Focus groups to discuss procurement and contracting processes, with the goal of implementing improvements to the procurement process.

Resources for You to Tap (continued)
Departmental Coordinators

AG - Shaleigh Tice
DHS - Susy Kawamoto
HPHA - Rick Sogawa
DHHL - Kamaano Mills
DLIR - Yvonne Chong
DOD - Tom Moriyasu
DOE - Lois Mow
DOH - Sharon Abe
PSD - Marc Yamamoto
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Basics of Purchases of Health and Human Services
SPO 200, Part 3

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