

**State Procurement Office  
Workshop No. 200  
Basics of Procuring Health & Human Services  
Pursuant to HRS Chapter 103F  
Part 3, Resources**

**Slide 1: The Basics of Procuring Health & Human Services, Part 3 (Title Page)**

Welcome to the State Procurement Office's Workshop No. SPO 200, The Basics of Procuring Health & Human Services Pursuant to HRS Chapter 103F. This workshop is Part 3 of 3 parts: Part 1 provides some background information on the State Procurement Office and HRS Chapter 103F, Purchases of Health & Human Services. Part 2 provides a brief overview of HRS Chapter 103F statutes and rules. Part 3 will cover resources for you to refer to when planning and preparing your service procurements.

**Slide 2: RFP Templates, Competitive Purchase of Services, HAR Chapter 3-143**

There are 2 RFP templates available for your procurements. The regular RFP template is to be used for most of your procurements whereby the provider is required to propose services to achieve the outcomes or goals of the RFP and its services. Whenever you are planning to issue an RFP, be sure to refer to the Health and Human Services section of the SPO website, which is <http://spo.hawaii.gov> for the most recent template version.

The short form RFP template was created for those services whereby the provider does not have to propose services. The purchasing agency has clearly defined the services, by industry standards or the purchasing agency defines the who, what, when, where, and why of the services and evaluations of the proposals and award of the services are based on the meeting minimum qualifications and price.

**Slide 3: RFP Template (continued)**

Each RFP template is divided into 5 sections. We will go over the RFP template in Workshop No. 215, Request for Proposals Process for Health and Human Services. When working with the RFP template, we ask purchasing agencies not to delete anything but enter 'not applicable' when something does not apply so that the format is consistent and applicants are aware when something is different from the norm.

Section 1 is general RFP requirements. Section 2 describes the provider services. Section 3, the proposal application instructions outlines what the purchasing agency wants the applicant to respond to in the proposal. Section 4 is the evaluation section, which provides the evaluation criteria and how the proposal will be scored and evaluated. Purchasing agency attachments go in Section 5. In the attachments section also is a sample table of contents for applicants to use as a guideline when preparing their proposals.

#### **Slide 4: Contract Templates**

There are 6 contract templates available for purchasing agencies to use for the 5 methods of procurement and for exempt contracts. All fillable contract forms can be found at forms central which is located at [hawaii.gov/forms](http://hawaii.gov/forms). Click on the "Internal Forms" tab. You need to remember that these are the Dept. of the Attorney General forms, so you will not find them on the State Procurement Office site.

#### **Slide 5: Procurement Circulars and Directives**

Do you know what circulars and directives are? The State Procurement Office issues procurement circulars and directives. Procurement circulars and directives are both issued by the Administrator of the State Procurement Office. Both provide guidance, information, and policies to all procurement jurisdictions. The difference is that 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 and HRS Chapter 103F. Circulars are issued directly from the State Procurement Office.

#### **Slide 6: Procurement Circulars and Directives (continued)**

To find directives and circulars on the SPO website, go to <http://spo.hawaii.gov>. On the top tabs, click on "References." You can also find the statutes and administrative rules under "References."

#### **Slide 7: SPO Website**

Another resource website available to you is The Procurement Awards, Notices and Solicitations (PANS) website. There you can find current health and human service solicitations and requests for information on the "Procurement Notices" website. You can also find current and archived health and human services RFPs on the "RFP Website" (search keywords RFP Website) and health and human services awards and contracts under the awards section.

Purchasing agencies may also refer to the health and human services Planned Purchases Report, which is a listing of services which state agencies anticipate procuring in the future. Posting of planned purchases is a requirement pursuant to Procurement Circular No. 2013-04.

And don't forget, you have access to a wealth of procurement information on the internet.

#### **Slide 8: SPO Website (continued)**

If you are looking for the chief procurement officer requests and approvals for exemptions, restrictive or crisis purchase of services, follow the links shown on this slide. Currently, there is no treatment list available.

#### **Slide 9: SPO Website (continued)**

Here is the SPO homepage. From this page, you can access the procurement notices and awards/contract sites. A short cut to get to the Health and Human Services section is to Search

keyword “Health and Human Services.” In the listing which appears, select the “Health and Human Services” title that has no description under it.

### **Slide 10: Other Resources for You to Tap**

Other resources for you to tap: Although requests for information are required to be issued at least once prior to releasing an RFP, the RFI is a good way for obtaining feedback on various aspects of your service planning and putting together the RFP. RFIs are specific to each service, so may differ from one another. Look at the Procurement Notices website to find examples of RFIs being issued.

Another way which you can keep informed is to join the Purchase of Service Team (POST). Joining POST is voluntary; but, you know, it’s a really good way for the State Procurement Office to inform and keep in contact with health and human service procurement personnel.

So what else is new? Well, the State Procurement Office (SPO) has recently established ***The Health and Human Services Action Team***, which are focus groups to discuss procurement and contracting processes, with the goal of implementing improvements to the procurement process. If you are interested in becoming a part of the focus group, please let me know by calling or emailing me. My contact information will be provided at the end of this workshop presentation.

### **Slide 11: Other Resources for You to Tap**

Each department purchasing health and human services has a departmental coordinator who is there to provide you with procurement information which you may need from time to time. Lastly, here’s some helpful advice: Whenever you have a procurement question, check the 103F statutes and administrative rules, which can be found on the SPO website. Also check the 103F General Conditions which you can find at forms central. If you can’t find the answer there, then check with your departmental coordinator or you can call me.

### **Slide 12: Thank You**

And that brings us to the end of Part 3 of the SPO Workshop 200. But before you leave, a self-certification attendance form will pop up on your screen. Please complete and click on the submit button. Soon after there will be a link for a short survey which we would like you to complete. We appreciate your feedback. If you have any questions regarding what was covered in this session, please call or email me, Corinne Higa at phone number or email address shown on this page.

(shown on screen) Corinne Higa, 808-587-4706, corinne.y.higa@hawaii.gov

Thank you for attending.