

**State Procurement Office**  
**Workshop No. 210**  
**Treatment, Restrictive, Crisis, and Small Purchase**  
**Of Health and Human Services**  
**And Exemptions from HRS Chapter 103F**

**Slide 1: Treatment, Restrictive, Crisis, and Small Purchases of Health and Human Services, and Exemptions from HRS Chapter 103F (Title Page)**

Welcome to the State Procurement Office's Workshop No. SPO 210, Treatment, Restrictive, Crisis, & Small Purchases of Health & Human Services, and Exemptions from HRS Chapter 103F. This workshop provides an overview of four of the five methods of procuring health & human services and will also cover exemptions from Chapter 103F. The 5<sup>th</sup> method of procurement of health and human services and the one which is used most often is the competitive purchase of services which will be covered later in 3 other workshops.

**Slide 2: Procurements Subject to HRS Chapter 103F**

As a quick review, HRS Chapter 103F procurements are for services as opposed to goods. The service must be intended to maintain or improve health or social well being and includes various services. And, the service is provided directly to a targeted clientele. One way to remember if it's a 103D or 103F procurement is that 103D procurements are usually for operations of the state, whereas, services for the community or public are usually a 103F procurement. There are gray areas where it may be difficult to determine if it's a 103D or 103F procurement. If you have such a service, give the State Procurement Office a call to help determine which way it should be procured.

**Slide 3: Choosing the Right Method of Procurement**

As part of the planning process, you will need to select the appropriate method of procurement. If the service can be procured competitively, then that's the way it should be done. Be sure to use the right method of procurement. Don't force the fit. Just because you think you can, doesn't mean that it's okay. You need to remember that the intent of the procurement is to be open and fair, have broadbased competition, and to follow procurement statutes and rules.

**Slide 4: HRS Chapter 103F, Five Methods of Procurement**

In review, HRS Chapter 103F has 5 methods of procurement ---- the competitive, done through the RFP process, restrictive otherwise known as sole source, treatment which should be used only sporadically, small purchase which is less than \$25,000, and crisis or emergency purchase of services. The competitive and restrictive purchase of services requires that a public notice is posted onto the internet. The HAR chapters are listed for your reference.

[Listing:

Competitive\* (RFP), HAR Chapter 3-143

Restrictive\* (Sole Source), HAR Chapter 3-144

Treatment, HAR Chapter 3-145

Small Purchase, HAR Chapter 3-146

Crisis, HAR Chapter 3-147

\*Requires posting of public notice]

## **Slide 5: Restrictive Purchase of Services, HAR Chapter 3-144 (Sole Source) (Title Page)**

First, let's cover restrictive purchase of services which is covered under HAR Chapter 3-144.

## **Slide 6: Restrictive Purchase of Services, Application**

The restrictive purchase of services includes, but is not limited to: 1) The need for a service in a geographic area is available from only one provider; 2) The need for a service with a unique cultural approach designed for a limited target group is available from only one provider; and 3) Only one provider satisfies the limitations imposed by the funding source.

The term of the restrictive purchase contract shall not be longer than 1 year, 2 years with justification. And the reason for this is that within that contract period, there may be another provider that can provide the services. Then it would no longer be a restrictive service.

## **Slide 7: Restrictive Purchase of Services, Application (continued)**

A restrictive purchase is a quantity issue, not a quality issue. If the provider is the "only one" that can perform the service, then that is quantity related. There is only one.

If the provider is the best or best suited, that is quality related, and should be procured competitively. "Best" or "best suited" shows that there may be other providers that can provide the service.

The purchasing agency requesting approval for a restrictive purchase is responsible for checking and doing the market research to justify that the provider is the only one that is able to provide the specified services. Documentation should accompany the request to show that you diligently did your homework. What research did you do and what were the results proving that the provider is the only one that can provide the services? Include the documentation with your request.

A chief procurement officer (CPO) restrictive purchase approval is required regardless of the funding source, of course unless you have an HRS Chapter 42F grant, which is a separate chapter from 103F. If you are applying for a federal grant and it is not competitive because there is only one provider, then you need to get a CPO restrictive purchase approval prior to submitting the application.

## **Slide 8: Restrictive Purchase of Services, Procedure**

Now let's look at the procedure for a restrictive purchase of services.

The head of the purchasing agency submits a written request for a restrictive purchase to the CPO. For the Executive Branch, purchasing agencies would be submitting Form SPO-H 500 to the State Procurement Office. All others would submit their requests to their respective jurisdiction CPO. The CPO is required to post the restrictive purchase request on the internet for a minimum of 7 days prior to any approval action.

If approved, the purchasing agency can award a contract 2 days after the protest submittal deadline.

## **Slide 9: Restrictive Purchase of Services, Procedure (continued)**

Then within 7 days of the notice of award, the purchasing agency making the award, shall post the award on the awards/contracts reporting system database. Please remember that the restrictive purchase of services method of procurement is protestable. If protested, the procurement process comes to a halt and the purchasing agency shall follow HAR Chapter 3-148 on Protests.

### **Slide 10: Restrictive Purchase of Service, Completing Form SPOH-500**

Now let's go over how to complete Form SPOH-500, which is the determination by the head of the purchasing agency justifying the restrictive purchase.

### **Slide 11: Restrictive Purchase of Service, Completing Form SPOH-500 (continued)**

This is Form SPOH-500 for the Executive Branch agencies for restrictive purchase of services. At the top, fill in the department and division name. Then for Item 1, provide the service title and a brief description of the service. Item 2 is where you fill in the provider name and address. If there are multiple providers, you may attach a separate sheet. Item 3, indicate the total maximum amount of funds budgeted for the contract period. If the contract is for more than 1 year, you need to indicate the contract funding for each year. Item, 4, if your agency has previously requested for a restrictive purchase approval, indicate the RH No., which if your agency is part of the Executive Branch then you will find it at the bottom right of the previous request approval.

### **Slide 12: Restrictive Purchase of Service, Completing Form SPOH-500 (continued)**

Item 5 is where you indicate the proposed term of the contract. If the restrictive request is for a term longer than one year, then you will need to provide justification why it needs to be for a longer period. Note: Pursuant to HAR Section 3-144-102(a)(3), the term of the proposed contract shall not exceed 2 years, 3 years upon the chief procurement officer written finding of good cause.

Item 6, detail the circumstances justifying the restrictive purchase.

Item 7, describe the efforts and results in determining that this is the sole provider who can render services with approximate dates. In other words, how do you know and how did you find out that this is the sole provider that can render the services. You will need to do market research and provide that information and documentation, if applicable, of your findings in and with the request for approval.

For Item 8, what we want to know is who is/are the primary personnel responsible for this procurement. Remember, the persons listed are required to have applicable procurement training and delegation.

Item 9 would be where you will indicate who the point-of-contact to direct questions.

Next, the head of the purchasing agency signs the request certifying that the information provided is true and correct.

But before you submit, please remember to fill in the procurement officer and head of the purchasing agency information on the Notice section on page 3 of the request.

### **Slide 13: Examples of Restrictive Purchase**

Here are two examples of restrictive purchase requests.

The first one is RH No. 12-12 for residential substance abuse treatment services for women and their children on Oahu. The provider was The Salvation Army Family Treatment Services. The justification was the Salvation Army is the only licensed program in Hawaii that provides residential substance abuse treatment services for women and children. So how did they know and check that the provider was the only one. The agency checked with the Department of Health, Alcohol and Drug Abuse Division, which issues licenses for residential treatment services.

#### **Slide 14: Examples of Restrictive Purchase (continued)**

The second example is RH No. 10-01. The service was for intensive case management for women & children transitioning back into the community. The provider was Women in Need, which was the only provider that could provide the array of services for the targeted population. So how did they know? Well, the purchasing agency checked with several agencies knowledgeable about this type of services and they were able to verify that Women In Need was the only provider who could provide the required services. The names of the agencies were provided as part of the request.

#### **Slide 15: Other Justifications for a Restrictive Purchase**

These are other justifications for a restrictive purchase. Examples would be copy righted material or it's a federal or State requirement or the program is proprietary. You have to remember that the CPO review and action is based only on what is written; therefore, it is the purchasing agency's responsibility to do the market research and justify that the provider is the only one that can provide the service(s).

#### **Slide 16: Inadequate Justification**

Before you submit your request for a restrictive purchase, remember that the following reasons do not justify a restrictive purchase. If the provider is already providing the services, or if there is potential for loss of funds, or your purchasing agency fails to plan ahead, or the provider is the "best one," it does not show that the provider is the only one.

#### **Slide 17: Justifying that the Provider is the Only One**

So how can you justify that the provider is the only one. Conducting an RFI is not enough. Do the market research. Here are some of the places you can check. Providers, other government agencies, local or national professional associations or organizations, the internet, or other sources of authority. If the service is by federal regulation, then cite the authority and submit the portion of the regulation that refers to the sole source. Please document, document, document. We can't emphasize that enough. You can't just tell us, it needs to be in writing and part of the request that is submitted for approval.

#### **Slide 18: Summary**

In summary, the restrictive purchase of service can only be used when there is ONLY ONE provider that can provide the service.

And don't forget, restrictive purchases shall be reported on the awards/contracts database within 7 days of the notice of award.

When in doubt, feel free to call the State Procurement Office for a consult.

#### **Slide 19: Treatment Purchase of Services (title page)**

Now let's go over the Treatment Purchase of Services method of procurement which is covered under HAR Chapter 3-145.

## **Slide 20: Treatment Method of Procurement: Bases for Use**

To use the treatment method of procurement, the following conditions shall be met:

1. The services may become necessary from time to time, but cannot be anticipated accurately on an annual or biennial basis;
2. Delaying treatment until the procurement process and contract formation can be completed would render the problem needing treatment worse than at the time of diagnosis or assessment.
3. The contract cannot exceed 1 year; and
4. The maximum funding cannot exceed \$100,000.

That being said, if your agency uses the service sporadically during the year, but you know that you'll be using it year after year, then you cannot use the treatment list. That would be a planned purchase and you should be procuring the services by another method.

Also, if the services are still needed after 1 year or the funding is going to exceed \$100,000, then another method of procurement shall be used.

## **Slide 21: Treatment List**

Currently, there is no treatment list available. Agencies are encouraged to use other methods of procurement to satisfy their service requirements.

## **Slide 22: Small Purchase of Services (title page)**

Now let's move on to the Small Purchase of Services method of procurement. Small purchases for health and human services is covered under HAR Chapter 3-146.

## **Slide 23: When to Use the Small Purchase Method of Procurement**

Under HRS Chapter 103F, a small purchase is a purchase of same or like services amounting to less than \$25,000 during any consecutive 12-month period. It's not by fiscal year or calendar year. And the reason why the threshold is not the same as 103D is because 103F's small purchase threshold is dictated by statute, whereas, 103D small purchase threshold is dictated by administrative rules.

If you are not sure if your purchase will be a small purchase, look at your purchasing history to see what the expenditure has been over the years. If the cost rises every year and it's close to \$25,000, then it might be a good idea to consider competitively procuring the services.

Please note that if you purchase a service as a small purchase, and it continues to be a service that will be less than \$25,000 for each 12-month period in the years to come, you need to procure it as a small purchase every year. Meaning you have to go out and get the quotes. Just because the purchase is less than \$25,000 per year, does not mean that you can extend the contract year after year. Small purchases are required to be procured every year.

## **Slide 24: Small Purchase Procedure**

Now let's look at the small purchase procedure. If the purchase will be less than \$25,000, the procedures follow HRS Chapter 103D for small purchases and Procurement Circular 2009-15.

For purchases under \$5,000, adequate and reasonable competition is recommended; award shall be made to the lowest responsive, responsible provider; or when it's not practicable to award to the lowest responsive and responsible provider, then award shall be made to the provider whose offer provides the best value to the State.

For purchases of \$5,000 to less than \$15,000, you need to get no less than 3 quotations and award would be to the provider with the most advantageous quotation.

For purchases of \$15,000 to less than \$25,000, you need to acquire no less than 3 written quotations, and award would be to the provider with the most advantageous quotation.

#### **Slide 25: Small Purchase Procedure** (continued)

When you do a small purchase, you will need to:

1. Describe the service scope and the minimum service specifications and requirements.
2. Request quotes. Get as many quotes as possible, but at least 3. Although only small purchase quotes of \$15,000 and more require written quotes, the State Procurement Office recommends that all requests and quotes be in writing because you need to keep a record in your procurement files.
3. You evaluate the quotes received and select the responsive, responsible quotation. There is no formal procedure to follow in the small purchase process. Remember that you do not need to conduct small purchases as an RFP process.
4. Upon the notice of award, you have 7 days to post the award onto the awards/contracts database.

For the procurement file, you will need to include all quotes received. If you don't get the quotes in writing, then you will have to write up the quotes received. If you receive less than the required quotes, then you will need to justify in the procurement file the reasons. Also, if you award to other than the lowest quote then you will need to include justification in the procurement file.

#### **Slide 26: Crisis Purchase of Services** (title page)

The next method of procurement is the Crisis Purchase of Service, which is covered under HAR Chapter 3-147. A crisis purchase is also known as an emergency purchase.

#### **Slide 27: Crisis Purchase of Services: Application**

When a crisis arises that seriously threatens life, health or safety; services are not already available, and the need is immediate, then a purchasing agency may use the crisis purchase of services method of procurement.

When doing a crisis purchase, both of the following must be met:

1. The crisis results from domestic violence, physical or mental illness or injury, homelessness, etc. and results in a serious threat to life, health and safety; and
2. The crisis generates an immediate and serious need for health or human services that cannot be met by any other purchasing agency that provides health and human services, or other methods of procurement.

The crisis method of procurement is the only method that a purchasing agency can request for an after-the-fact approval. If a crisis situation arises, you can take care of the situation first, and then ask for an

after-the-fact approval, but you better be sure that it is a crisis situation meeting the criteria stated, otherwise, the request may not be approved.

Things for you to remember:

- The crisis must be the clients, not yours.
- Lapsing funds is not a crisis
- Lack of planning is not a crisis for the purposes of this method of procurement.

### **Slide 28: Examples of Crisis Purchase of Services**

Here are some examples of crisis purchases done in the past:

The first is CR No. 10-01. This request for approval was submitted after-the-fact. The service was one-on-one support for a client with dangerous and threatening behavior. The provider was Bobby Benson Center and because of the immediate threat to the client and the safety of others, the situation needed to be met right away and there was no other state program that could provide the services; therefore, it was approved.

Next is CR No. 09-01. This also was an after-the-fact approval. In 2009 there was a severe storm on Oahu. Many individuals and families were traumatized, and needed immediate crisis counseling to prevent post traumatic stress disorder. Community Empowerment Services, LLC provided the crisis services, and the purchasing agency crisis request was approved after-the-fact.

### **Slide 29: Examples of Crisis Purchase of Services (continued)**

The third example is CR No. 03-02, which also was approved after-the-fact. The purchasing agency had a contract with a residential provider to provide residential services to eligible developmentally and mentally disabled consumers. When the provider was federally decertified, it was a crisis situation to whereby the consumers needed to be immediately relocated to a certified facility for the health and safety of the consumers.

### **Slide 30: Crisis Purchase of Services: Form SPO-H 600**

This form SPOH-600 is used by Executive Branch purchasing agencies for the chief procurement officer approval. Let's briefly go over the form to see how it is to be completed.

1. Indicate whether this crisis purchase of service request is being submitted before or after-the-fact.
2. Provide the service title and a brief description of the service.
3. Provide the provider(s) name(s) and address(es). If you have multiple providers, you may attach a separate list.
4. The total contract funds would be the maximum amount of funds to be expended during the requested period. If the total amount is estimated, indicate that it is an estimated amount.
5. Indicate the term of the contract. When will it start and end? For a crisis purchase of service, the term of the contract cannot be longer than six months, 12 months for good cause. Justification needs to be provided for the length of the contract.

**Slide 31: Crisis Purchase of Services: Form SPO-H 600 (continued)**

6. You will need to explain why this is a crisis situation.
7. Justify why the provider named was selected. (Try to get as much competition, as is practicable.)
8. If an after-the-fact request is submitted, explain why it could not be done before-the-fact.
9. Provide the point-of-contact information.

Don't forget to obtain the department head's signature before submitting the request.

**Slide 32: A Summary of Things to Remember**

Here is a summary of things that you need to remember with the crisis purchase method of procurement.

1. It's the client's crisis (not yours).
2. It involves an immediate and serious need for a service.
3. There is a serious threat to health and safety.
4. There is no existing contract for the service.
5. It is limited to current needs only, not to exceed 6 months, 12 months with justification.
6. This is the only method of procurement that can be submitted to the CPO for after-the fact approval.
7. The award needs to be posted to the awards/contracts database within 7 days of the notice of award.

**Slide 33: Exemptions from HRS Chapter 103F (title page)**

Now let's look at exemptions from HRS Chapter 103F, which is covered under HRS §103F-101 and HAR §3-141-503.

**Slide 34: Exemptions**

Exemptions are not a method of procurement. It is used for purchases which do not admit to being competitively procured. In other words, exemptions are used when it's not practicable or feasible to use any of the 103F procurement methods. It's exempt from 103F.

**Slide 35: Exemption by Statutes, HRS Chapter 103F-101**

Exemptions are cited in the statutes, specifically HRS §103-101. The statutes say that the following are outright exemptions from 103F:

1. Contracts to award grants or subsidies of :
  - State funds (not federal or private funds),
  - Appropriated by the legislature, and
  - To a specific organization or individual (not to a service or geographic area.)These are HRS Chapter 42F contracts.
2. Transactions between or among government agencies.



Transactions could be between state agencies, state and county, between states, or state and any other government agency.

**Slide 36: Exemption by Statutes, HRS Chapter 103F-101 (continued)**

3. Transactions expressly exempt from this chapter. Meaning that certain procurement transactions have an exemption by other State statutes, as applicable; and
4. Transactions that the chief procurement officer determines are exempt under rules adopted by the policy board. These would be the requests for CPO approval.

**Slide 37: Exemptions by Administrative Rules, HAR §3-141-503**

Now let's look at the outright exemptions which are covered under the administrative rules, HAR §3-141-503.

1. Subawards and subgrants to organizations directed by the funding source. Subawards and subgrants are usually from the federal government Note: Grants which a state agency has to apply for naming a provider is not an outright exemption by this rule;
2. HRS Chapter 42F grants and subsidies which are appropriated by the State legislature to a specific organization(s);
3. UH clinical programs affiliation agreements with hospitals and other health care providers;
4. Psychiatrist and psychologist services in criminal and civil proceedings as required by court order or rules of court;

**Slide 38: Exemptions by Administrative Rules, HAR §3-141-503 (continued)**

5. Certain federally funded contracts where:
  - a. Source of federal funds imposes conditions on the receipt of funds that conflict with HRS Chapter 103F and its rules; therefore, the federal conditions will supersede the conditions of HRS Chapter 103F, or
  - b. Contract is to provide health and human services to implement a federal program that:
    - 1) Identifies a target class of beneficiaries;
    - 2) Defines the requirements for a provider to be qualified to participate in the federal program; **and**
    - 3) Price of the provided health and human services dictated by federal law.

Remember that the "and" above means that all three criteria shall be met in order to be an outright exemption for this particular rule. Note: hardly, if ever, does the federal program dictate price.

6. Exemptions which are approved by the chief procurement officer. For the Executive Branch, you would be completing and submitting Form SPOH-150 for services which do not admit to competition.

### **Slide 39: Examples of Exemptions**

Here are some examples of exemption requests:

First, PEH No. 12-36. The service was for home visiting services through existing Early Head Start programs. Three providers were named – Parents and Children Together, Family Support Services of West Hawaii and Maui Family Support Services. The justification was that the services are limited to federal designated Head Start programs, and these are the only three agencies in Hawaii designated as Head Start providers; therefore, the services are not competitive.

### **Slide 40: Examples of Exemptions (continued)**

The next example is PEH No. 11-13. The service was for urinalysis testing and adult substance abuse case management and treatment services for eligible recipients. The provider: Hina Mauka. The purchasing agency had already exercised HAR §3-149-301, which allows a purchasing agency to extend an existing contract for up to 6 months while in the procurement process. The 6-month period was coming to an end and the purchasing agency needed more time to procure and award the services. So the request for exemption was submitted to allow the agency to extend the contract for another 6 months. The purchasing agency was requested to provide a timeline for the additional time. The request for the extension exemption was approved for only 4 months.

### **Slide 41: Examples of Exemptions (continued)**

The third example is PEH No. 11-14. The service was to assist families experiencing a crisis such as eviction and utility shutoff. These were for non-recurrent short term benefits. The providers were yet to be determined. This request was to extend the current approved exemption which was done as an RFI and awarded to all qualified providers. The request was for another 12 month exemption at no additional cost to use up current funding.

### **Slide 42: Exemptions from HRS Chapter 103F: Form SPOH 150**

Okay, let's look at how to complete Form SPOH-150.

1. Provide the title of the service and a brief description.
2. Provide the provider(s) name(s) and address(es). You can attach a separate sheet if needed.
3. Insert the total maximum funds to be expended. If the request is for more than 1 year, then please provide the contract funds per year.
4. If this is not the first exemption request for this service, please provide the previous exemption number. For the Executive Branch agencies, the exemption number can be found at the bottom right of the form.
5. Indicate the term of the contract. When will it start and end?
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State. In other words why is the procurement not competitive?

### **Slide 43: Exemptions from HRS Chapter 103F: Form SPOH 150 (continued)**

7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable. To put it into simpler

terms, it's asking why and how did you select the provider. Describe the procedure followed to make the selection as competitive as possible.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement. What will be the guiding force of the contract --- federal/state/departmental policies, current contract?
9. Please indicate the primary individuals who will be responsible for this procurement. Whoever is listed shall have completed the applicable training requirements.
10. Provide the point-of-contact information.

Then don't forget to have the head of the purchasing agency sign and submit to the CPO.

#### **Slide 44: Inadequate Justifications**

When you submit a request for CPO approval, please don't use these inadequate justifications:

- That the provider is already providing the services. The fact that the provider is already providing the services does not justify why the services cannot be competitively procured.
- Potential loss of funds. If it's April and your funds are lapsing as of June 30<sup>th</sup>, it's not grounds for an exemption.
- Purchasing agency's failure to plan ahead. This may tie in with lapsing funds. If your purchasing agency waits to the last minute to contract for the services, it's not reason to get an exemption.

Remember, exemptions from HRS Chapter 103F are appropriate only when the service does not admit to competition.

#### **Slide 45: Deadlines for Reporting on Awards/Contracts Reporting System**

All procurements for health and human services are required to be posted onto the awards/contracts database, including exempt and 42F health and human service contracts. It doesn't matter what the dollar amount is ---- all need to be posted.

All awards are required to be posted on the awards/contracts database within 7 days of the notice of award. Amendments, extensions, supplemental agreements also need to be posted 7 days from the notice of award.

When posting awards, if the dollar amount is unknown, give it your best guesstimate. Don't leave it blank. A dollar amount must be inserted. You can always go back in and do an edit. Purchasing agencies have 60 days from the close of each fiscal year to post funds actually expended, and 90 days after contract expiration to post final expenditures.

The purpose of the database is to provide information, and if a purchasing agency fails to input information, then the system fails to achieve what it is set out to do. Remember, the database is only as accurate as the information you input. So if you don't input data, and when someone, could be a legislator, auditor, or interested party, looks for information on a particular contract(s) and does not see what they are looking for, be prepared to get a call. So the moral of the story is to post your awards and contracts and keep the contracts on the database up to date!

## **Slide 46: Procurement Awards, Notices and Solicitations (PANS) - Awards/Contracts Reporting System**

The SPO website for posting is the Procurement Awards, Notices & Solicitations, otherwise known as PANS. Here is where you'll find the awards/contracts reporting system database.

Things for you to remember:

- All restrictive, treatment, small purchase, crisis and exempt contracts shall be posted to the awards/contracts reporting system.
- Don't think that once you post the award onto the database that you can forget about it. You need to update the contracts database yearly until the contract is expired.
- The database is only as accurate as the data that you enter. If you leave out an entry or don't update regularly then the purpose of the database is defeated. If there is no entry or the information is incorrect, the questions and accountability will be directed to your purchasing agency.
- The database is a great method to keep track of your contracts.
- Also when planning the same or similar services, what's on the database can help with planning and collaboration for your next procurement.

## **Slide 47: Reporting Awards User Guide**

For the individual who will be posting, there is a user guide on the SPO website. At the SPO home page, [spo.hawaii.gov](http://spo.hawaii.gov), click on "Manual for State and County Personnel," then "Procurement," then "Posting Procurement Awards, Notices, and Solicitations (PANS)." then "PANS Overview." There you will find quick references and guides for posting.

## **Slide 48: SPO Website**

The restrictive, crisis, and exempt requests and CPO approvals date back to 2003 and can be found on the SPO website. On the SPO home page, [spo.hawaii.gov](http://spo.hawaii.gov), click on "Contract Awards." Then click on "Awards," then "[hawaii.gov/spo2](http://hawaii.gov/spo2)," "Contracts for Health and Human Services," then "Requests for Chief Procurement Officer (CPO) Approvals for Health and Human Services."

## **Slide 49: Thank You**

Ok, we're done! Thank you for attending Workshop No. 210. 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 contact our office. Thank you for your attention

The SPO website: <http://spo.hawaii.gov>

*Manual for State & County Personnel > Procurement > Solicitation > Health & Human Services*

Corinne Higa

(808) 587-4706

[corinne.y.higa@hawaii.gov](mailto:corinne.y.higa@hawaii.gov)