




**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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PROCUREMENT CIRCULAR NO. 2019-05

TO: Office of the Governor
Office of the Lieutenant Governor
Executive Department Heads
State Librarian

FROM: Sarah Allen 

SUBJECT: Posting Procurement Awards, Notices, Solicitation and CPO Requests on the Hawaii Awards and Notice Data System (HANDS)

This procurement circular supersedes Procurement Circular No. 2010-01, dated 6/15/2010.

The purpose of this procurement circular is to provide 1) guidance and procedures for HANDS User Management, and 2) a summary of award posting requirements.

Chief Procurement Officer (CPO) jurisdictions are encouraged to work with the State Procurement Office (SPO) to establish application programming interfaces (APIs) at no cost; if they are interested in displaying their opportunities and awards on HANDS.

HANDS Department/Jurisdiction Administrators, Roles, User Accounts (Login/Password).

- Department/Jurisdiction Administrators. Each executive department head and participating CPO jurisdiction shall delegate an Administrator and Alternate as the point of contact to manage and assign user accounts, and provide oversight to ensure security is maintained and data is accurate and entered correctly. Department/Jurisdiction Administrators and Alternates are activated by SPO upon receipt of form SPO-060 *Assignment of HANDS Department Administrator and Alternate* signed by the Department Head and submitted to hands@hawaii.gov.
- Roles. Each Department/Jurisdiction Administrator or Alternate will be responsible for assigning roles to government users within their respective department/jurisdiction. In the 'User Management' module of HANDS, administrators may assign the following roles:

Function the Role May Carry Out	Roles			
	Buyer	Requester	Poster	No Role
Conduct solicitations on HlePRO	Yes			
Draft Solicitation on HlePRO for Submission to Buyer		Yes		
Submit CPO Requests on HANDS (executive Branch only)	Yes	Yes	Yes	
Post Solicitation & Award Notices on HANDS	Yes	Yes	Yes	
Verify Compliance -Hawaii Compliance Express	Yes	Yes	Yes	Yes

- User Accounts. In order to establish user accounts, government users must (1) create a free ehawaii.gov account with their state-issued .gov or equivalent email and (2) contact their department/jurisdiction HANDS administrator or alternate to request access.
- Passwords may be retrieved and reset by clicking on the ‘Retrieve Password’ link found under the password field on the HANDS login page.

Award Reporting

- All posting requirements and timelines shall remain in effect as shown in the attached *Quick Reference: Hawaii Awards and Notices Data System (HANDS)*.
- HANDS is the sole location for posting all award notices including professional services, health and human services and awards associated with approved CPO Requests. Note: Awards in HlePRO are automatically posted in the HlePRO section.

Health & Human Services Requests for Proposals

- Health and human services RFP postings are now incorporated into the ‘Post a Solicitation Notice’ function of HANDS.

Procurement Notices

- Effective November 20, 2017, the HANDS website consists of two components:
 - Solicitations conducted on HlePRO; and
 - Solicitations not conducted on HlePRO.
- Solicitations conducted on HlePRO that are open to all registered vendors, such as invitation for bids (IFB) and requests for proposals (RFP) will be automatically posted to the HANDS website and will not require additional manual posting.

- For solicitations not conducted on HlePRO, users shall post notices to HANDS.

The *Quick Reference: Hawaii Awards and Notices Data System (HANDS)*, form SPO-060, manuals/other aids, and links for posting are available at: <http://spo.hawaii.gov/for-state-county-personnel/programs/procurement/hands/>. The *Quick Reference*, forms, and other aids will be updated as needed. Procurement personnel should check the website regularly.

For more information, login to <http://hands.ehawaii.gov>, and click on the 'Help' tab to review the FAQ's, Help videos, and User Manuals.

Should you have questions your staff may contact or, Bonnie Kahakui at 587-4702 or bonnie.a.kahakui@hawaii.gov, or you may contact me at 587-4700.

Attachments

c: Chief Procurement Officers:

Department of Education, Superintendent
University of Hawaii, President
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Health Systems Corporation, Chief Executive Officer
Judiciary, Administrative Director of the Courts
Senate, President
House, Speaker of the House of Representatives
Counties of Hawaii, Kauai, Maui and City & County of Honolulu:
Executive Branch, Finance Director
Legislative Branch, Chairperson of the County Council
Boards/Departments of Water Supply, Manager/Chief Engineer

State Procurement Office
Quick Reference: Hawaii Awards and Notices Data System (HANDS)

Department/Jurisdiction Administrators and User Accounts

Department/Jurisdiction Administrators and Alternates

Each department or participating Chief Procurement Officer (CPO) jurisdiction shall delegate an Administrator and an Alternate to:

1. Be the point of contact for department and CPO jurisdiction accounts.
2. Assign and manage user accounts through HANDS 'User Management' module.
3. Provide oversight to ensure account security is maintained and *Hawaii Awards and Notices Data System (HANDS)* information is accurate and posted correctly in accordance with this *Quick Reference*.

Note: Form SPO-060 shall be used to delegate or change Department/Jurisdiction administrators or alternates and submitted to hands@hawaii.gov. Do not submit original to SPO.

Procedures for Delegating User Accounts (Login/Password)

- There are no longer SPO imposed restrictions on the number of accounts per division/administratively attached office. Departments/Jurisdictions are responsible for the management of their users.
- SPO shall issue user accounts to the Department/Jurisdiction administrators and alternates.
- Department/Jurisdiction administrators and alternates shall manage and assign user accounts.
- State of Hawaii eProcurement (HlePRO) buyers and requestors are automatically assigned all functionality of HANDS.
- Each department or participating CPO jurisdiction shall establish procedures to:
 1. Ensure security of user accounts;
 2. Ensure HANDS information is accurate and posted correctly;
 3. Report Department/Jurisdiction administrator and alternate changes, to SPO within 20 working days on form SPO-060.
- Only government employees may access accounts. Contractors, including but not limited to consultants, shall not be given access.
- Accounts for Posting Procurement Awards, Notices and Solicitations (PANS) are no longer valid.

Security

User Responsibilities

- Users shall maintain the security of account login/password. Password shall not be posted in public places such as on a computer monitor.
- Users may change their password. Password will not be maintained by SPO. Password shall not be the same as the login or easily predictable (i.e. the users name) and shall contain at least:
 - Eight alpha numeric characters;
 - One letter;
 - One number; and
 - One symbol.

Procurement Notices

POST: Notices for procurement methods and processes	Minimum No. of Days Notice Shall be Posted
HRS Chapter 103D – Hawaii Public Procurement Code (Goods, Services & Construction)	
Competitive Sealed Bids (IFB) - Goods and Services <i>(Reference: HAR §3-122-16.02)</i>	12
Competitive Sealed Proposals (RFP) - Goods and Services <i>(Reference: HAR §3-122-16.02)</i>	32
Competitive Sealed Bids or Proposals – Construction <i>(Reference: HAR §3-122-16.02)</i>	17 days after pre-bid/proposal conference
Professional Services <i>(Reference: HAR §3-122-16.03)</i>	Sufficient time to allow adequate competition
Requests for Interest <i>(Reference: HAR §3-122-16.31)</i>	Sufficient time to allow adequate competition
Requests for Information <i>(Reference: HAR §3-122-9.02)</i>	Sufficient time to allow adequate response
HRS Chapter 103F – Purchases of Health & Human Services	
Competitive Method of Procurement (RFP) <i>(Reference: HAR § 3-141-407(c)(1))</i>	28
Requests for Information <i>(Reference: HAR § 3-141-407(c)(2))</i>	7
HRS Chapter 102 – Concessions	
HRS chapter 102 Concessions <i>(Reference: HRS §102-2)</i>	Notices for solicitations may be posted

- Notices shall remain posted until the submittal due date for responses.
- Vendors, contractors and service providers shall be directed to <http://hands.ehawaii.gov>; click Bidding Opportunities.
- The HANDS website shall consist of two components:
 - Solicitations conducted on HlePRO, and
 - Solicitations not conducted on HlePRO.

Procurement Notices for HlePRO Solicitations

- Effective November 20, 2017, posting of notices are automated and shall not be posted manually.
- Procurement notice attachment (attestation) is not required; information is automatically posted to HANDS from the HlePRO solicitation.
- HlePRO Buyers shall use the HlePRO pre-bid or pre-proposal conference section, when applicable.

Procurement Notices for Solicitations NOT Conducted on HlePRO

- Department shall post Procurement Notices using HANDS.
- Procurement Notice attachment shall be in PDF, TXT, DOC or DOCX format and contain the following:
 - Brief description of the goods, services or construction;
 - Where the solicitation is available;

- Response submittal deadline;
- Date, time and location of any pre-bid or pre-proposal conference; and
- Name, email and phone number of contact person.
- Department is responsible for reviewing and printing the procurement notice on the day of release.
- Form SPO-020 *Statement of Attestation for Internet Posting* is not required.

Awards

POST: Within Seven (7) Calendar Days After the Notice of Award Date	Dollar Threshold or Condition
HRS Chapter 103D - Hawaii Public Procurement Code (Goods, Services and Construction)	
Competitive Sealed Bids (IFB) (Reference: HRS §103D-302)	All awards
Competitive Sealed Proposal (RFP) (Reference: HRS §103D-303)	All awards
Professional Services (Reference: HRS §103D-304) (Shall be posted on Professional Services Awards posting webpage)	All awards
Small Purchase Request for Quotes (RFQ) (Reference: HRS §103D-305)	\$2,500 and above
Sole Source (Reference: HRS §103D-306)	\$2,500 and above
Emergency (Reference: HRS §103D-307)	\$2,500 and above
Exemptions from HRS chapter 103D (Reference: HRS §103D-102)	\$2,500 and above
Amendments, extensions, change orders, supplemental agreements Note 1: <ul style="list-style-type: none"> ● HlePRO – all awards, amendments, extensions, change orders, and supplemental agreements are automatically posted in HlePRO. ● HANDS – Awards shall be edited for changes, including award amounts, contract term, and contract extension. Final contract amount and term is required to be posted within 60 days after the contract end date. Note 2: <ul style="list-style-type: none"> ● When posting on HANDS, user shall list the base period of performance and all optional extension agreed to in the terms of the award. ● Users will not be able to ‘amend’ the award to add any additional options to extend that they forgot to include. Users will only be able to edit the contract term dates. 	All Awards (see Notes)
HRS Chapter 103F – Purchases of Health & Human Services	
Competitive Method of Procurement (RFP) (Reference: HRS §103F-402)	All awards
Restrictive Method of Procurement (Reference: HRS §103F-403)	All awards
Treatment Method of Procurement (Reference: HRS §103F-404)	All awards
Small Purchase Request for Quote (Reference: HRS §103F-405)	All awards
Crisis Method of Procurement (Reference: HRS §103F-406)	All awards

Exemptions from HRS chapter 103F (Reference: HRS §103F-104)	All awards
<p>Amendments, extensions, change orders, supplemental agreements (Reference: HAR chapter 3-149)</p> <p>Note 1:</p> <ul style="list-style-type: none"> • HlePRO – all awards, amendments, extensions, change orders, and supplemental agreements are automatically posted in HlePRO. • HANDS – Awards shall be edited for changes, including award amounts, contract terms, and contract extension. Final contract amount and term is required to be posted within 60 days after the contract end date. <p>Note 2: Note 2:</p> <ul style="list-style-type: none"> • When posting on HANDS, user shall list the base period of performance and all optional extension agreed to in the terms of the award. • Users will not be able to ‘amend’ the award to add any additional options to extend that they forgot to include. Users will only be able to edit the contract term dates. 	All awards (See Notes)

POST: TYPE OF AWARD	
HRS Chapter 103D, Hawaii Public Procurement Code - Exemptions	Posting Code & HRS/HAR Reference
Research, reference, and educational materials including books, maps, periodicals, and pamphlets, which are published or available in print, video, audio, magnetic, or electronic form, including web-based databases and costs associated with publication of articles in scholarly journals.	exHAR01 Chap. 3-120 Exhibit A (1)
Services of printers, rating agencies, support facility providers, fiscal and paying agents, and registrars for the issuance and sale of the State’s or counties’ bonds.	exHAR02 Chap 3-120 Exhibit A (2)
Services of lecturers, speakers, trainers, facilitators and scriptwriters, when the provider possesses specialized training methods, techniques or expertise in the subject matter.	exHAR03 Chap 3-120 Exhibit A (3)
Services of legal counsel, guardian ad litem, psychiatrists, psychologists, receivers and masters when required by court order.	exHAR04 Chap 3-120 Exhibit A (4)
Insurance to include insurance broker services.	exHAR05 Chap 3-120 Exhibit A (5)
New or used items which are advantageous and available on short notice through an auction, bankruptcy, foreclosure.	exHAR06 Chap 3-120 Exhibit A (6)
Food and fodder for animals.	exHAR07 Chap 3-120 Exhibit A (7)
Facility costs for conferences, meetings, and training sessions.	exHAR08 Chap 3-120 Exhibit A (8)
Advertisements in specialized publications, such as in ethnic or foreign language publications, trade publications, or professional publications.	exHAR09 Chap 3-120 Exhibit A (09)
Arbitrator and mediator services.	exHAR10 Chap 3-120 Exhibit A (10)
Interpreter services.	exHAR11 Chap 3-120 Exhibit A (11)
Procurement of repair services when dismantling is required to assess the extent of	exHAR12 Chap 3-120 Exhibit A (12)

POST: TYPE OF AWARD	
HRS Chapter 103D, Hawaii Public Procurement Code - Exemptions	Posting Code & HRS/HAR Reference
repairs.	
Burial services consisting of mortuary, crematory, cemetery, and other essential services for deceased indigent persons or unclaimed corpses.	exHAR13 Chap 3-120 Exhibit A (13)
Radio and television airtime when selection of station is based on the targeted audience (i.e. ethnic or age group, gender, etc).	exHAR14 Chap 3-120 Exhibit A (14)
Subscription costs and registration or workshop fees for conferences or training.	exHAR15 Chap 3-120 Exhibit A (15)
Court reporter services.	exHAR16 Chap 3-120 Exhibit A (16)
Disbursement of funds regardless of their source for grants as defined in HRS §42F-101, made by the State in accordance with standards provided by law as required by article VII, section 4, of the State Constitution; or by the counties pursuant to their respective charters or ordinances.	exHRS01 HRS §103D-102(b)(2)(A)
Disbursement of funds regardless of their source, for deposit, investment, or safekeeping, including expenses related to their deposit, investment, or safekeeping.	exHRS02 HRS §103D-102(b)(2)(F)
Disbursement of funds, regardless of their source, to governmental bodies of the State.	exHRS03 HRS §103D-102(b)(2)(G)
Procurement from a governmental body other than the University of Hawaii bookstores, from the federal government, or from another state or its political subdivision.	exHRS04 HRS §103D-102(b)(3)

POST: TYPE OF AWARD	
HRS Chapter 103D, Hawaii Public Procurement Code - Exemptions	Posting Code & HRS/HAR Reference
Meats and foodstuffs for the Kalaupapa settlement.	exHRS05 HRS §103D-102(b)(4)(D)
Services of expert witnesses for potential and actual litigation of legal matters involving the State, its agencies, and its officers and employees, including administrative quasi-judicial proceedings.	exHRS06 HRS §103D-102(b)(4)(A)
Performances, including entertainment, speeches, and cultural and artistic presentations.	exHRS07 HRS §103D-102(b)(4)(G)
Services of attorneys employed or retained to advise, represent, or provide any other legal service to the State or any of its agencies on matters arising under laws of another state or foreign country, or in an action brought in another state, federal or foreign jurisdiction, when substantially all legal services are expected to be performed outside of the State.	exHRS08 HRS §103D-102(b)(4)(J)
CPO approved form SPO-007 <i>Notice of and Request for Exemption from Chapter 103D, HRS.</i>	exHRS09 HRS §103D-102(b)(4)(L)
Procurements expressly exempt from any or all of the requirements of this chapter by references in state or federal law to provisions of this chapter or a section of this chapter, or references to a particular requirement of this chapter.	exHRS10 HRS §103D-102(b)(5)(A)
Awards pursuant to Act 159, SLH 2010 for the Kaho'olawe Island Reserve Commission for the procurement of food or fuel products.	exHRS12 HRS §103D-102(c)(2)
HRS Chapter 103F: Health & Human Services - Exemptions	HRS/HAR Reference
Subawards and subgrants to organizations directed by the funding source.	HAR §3-141-503 (a)(1)
Grants and subsidies as those terms are defined in HRS chapter 42F.	HAR §3-141-503 (a)(A)(2)
Affiliation agreements with hospitals and other health care providers required for University of Hawaii clinical programs.	HAR §3-141-503 (a)(3)
Services of psychiatrists and psychologists in criminal and civil proceedings when required by court order or by the rules of court.	HAR §3-141-503 (a)(4)
Contracts for health & human services that are wholly or partly funded from federal sources where the source of the federal funds imposes conditions on the receipt of the federal funds that conflict with the procedures and requirements established by HRS chapter 103F and its implementing rules.	HAR §3-141-503(b)(1)
Contracts for health & human services that are wholly or partly funded from federal sources where the contract is to provide health & human services to implement a federal program that identifies a target class of beneficiaries; defines the requirements for a provider to be qualified to participate in the federal program; and has the price of the provided health & human services dictated by federal law.	HAR §3-141-503(b)(2)
Transactions between or among government agencies, including but not limited to agreements, contracts, and grants.	HRS §103F-101 (A)(2)
Transactions expressly exempt from the requirements of HRS chapter 103F.	HRS §103F-101 (A)(3)
CPO approved form SPOH-150 <i>Notice and Request for Exemption from HRS Chapter 103F.</i>	HAR §3-141-503(c)

DO NOT POST: TYPE OF AWARD	HRS/HAR Reference
Disbursement of funds to make payments to or on behalf of public officers and employees for salaries, fringe benefits, professional fees, or reimbursements.	HRS §103D-102 (b)(2)(B)
Disbursement of funds to satisfy obligations that the State is required to pay by law	HRS §103D-102 (b)(2)(C)

DO NOT POST: TYPE OF AWARD	HRS/HAR Reference
including fees, permanent settlements, subsidies, or other claims, making refunds, and returning funds held by the State as trustee, custodian, or bailee.	
Disbursement of funds for entitlement, public assistance, unemployment, and workers' compensation programs established by state or federal law.	HRS §103D-102 (b)(2)(D)
Disbursement of funds for dues and fees of organizations of which the State or its officers and employees are members, including the National Association of Governors, the National Association of State and County Governments, and the Multi-State Tax Commission.	HRS § 103D-102 (b)(2)(E)
Disbursement of funds as loans, under loan programs administered by a governmental body.	HRS §103D-102 (b)(2)(H)
Opponents for athletic contests.	HRS §103D-102 (b)(4)(E)
Utility services whose rates or prices are fixed by regulatory processes or agencies.	HRS §103D-102 (b)(4)(F)
Financing agreements under HRS chapter 37D.	HRS §103D-102 (b)(4)(K)

The following is available on the SPO website at <http://spo.hawaii.gov/for-state-county-personnel/programs/procurement/hands/> click **HANDS Overview**:

- Updated versions of this Quick Reference, forms, guides, etc.

This quick reference, forms and other aids are updated as needed. Personnel delegated posting authority should check the website regularly.

Posting Questions? Contact the State Procurement Office at 586-0554, or hands@hawaii.gov.