



HANDS Contractor Performance (CP) Database

Act 188, SLH 2021 (HB 526 HD1, SD2, CD1)

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ACT 188, SLH 2021 added new **HRS** **§103D-329, Past performance database**

Required the State Procurement Office (SPO) to establish and administer a past performance database and adopt rules and procedures associated with the past performance database no later than 12/31/2023

[§103D-329] Past performance database. (a) No later than December 31, 2023, the state procurement office shall implement and administer a past performance database with regard to state contractors.

(b) The state procurement office shall adopt rules no later than December 31, 2023, pursuant to chapter 91 to establish:


(1) Information required to be included in the past performance database; provided that the information shall include:

- (A) The name of the state contractor;
- (B) The date of the project;
- (C) The size of the project;
- (D) A brief description of the project;
- (E) The responsible managing employees for the project;
- (F) Whether or not the project was timely completed;
- (G) The project's authorized budget; and
- (H) The positive or negative difference between the final cost of the project and the project's authorized budget, including the reasons for the difference, if any;

(2) Procedures to inform a contractor of the information contained in the past performance database about that contractor; and

(3) Procedures for a contractor to correct or respond to the information contained in the past performance database about that contractor. [L 2021, c 188, §2]

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Purpose of the Contractor Performance (CP) Database




HANDS Hawaii Awards & Notices Data System

Welcome Bidding Opportunities Contract Awards CPO Requests Compliance **Contractor Performance**

Contractor Performance

The Contractor Performance Database was established, pursuant to ACT 188 SLH 2021, to routinely capture a contractor's performance information in a structured and uniform way that is accessible and utilized when future procurements need to determine a contractor's responsibility. Agencies are required to complete and submit a contractor's performance form for procurements conducted under competitive sealed bidding (HRS 103D-302), competitive sealed proposals (HRS 103D-303), and sole source (HRS 103D-306).

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Procurement Circular No. 2024-05, Guidance on Contractor Past Performance Database


December 28, 2023

PROCUREMENT CIRCULAR NO. 2024-05

SUBJECT: Guidance on Contractor Past Performance Database

The purpose of this circular is to 1) explain the statutory requirement for a contractor past performance database, 2) provide guidance on the database's functionality, and 3) provide guidance on the User Management Roles and Accessibility.


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CP Database Functionality – General Information

Section 1 – General Information

Agency User logs in to HANDS and completes the form by inputting the Procuring Agency's information, the Contractor's information, and the Solicitation/Project's information.



My Dashboard Search CPD Requests Compliance Contractor Performance Small Business HiePRO Price Lists Wizard Help

Contractor Performance


This page displays contractor performance forms. Use the search below to find a specific form. Click on the form in the search results to view the form details.

Enter keyword(s)

Example keywords: Q17000556

Submissions by Procurement Method

■ Competitive Sealed Bidding
 ■ Competitive Sealed Proposals
 ■ Sole Source




21 Results Export to Excel

Draft


Action Required

Page 1 of 3 | Show 10 on page



Add Contractor Performance

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CP Database Functionality – General Information (continued)


Section 1 – General Information

The user must provide reasons for:

- Any differences between the contract and actual start and completion dates of a contract/project, including approved change orders.
- Any positive or negative difference to the Project's Authorized Budget and the Project's Final Cost, and any change(s) in cost.

| | | | |
|--|--|---|--|
| Contract Start Date <input style="width: 95%;" type="text"/> | Contract Completion Date <input style="width: 95%;" type="text"/> | Project's Authorized Budget <input style="width: 95%; border-bottom: 1px solid #ccc;" type="text" value="100,000.00"/> | Project's Final Cost <input style="width: 95%; border-bottom: 1px solid #ccc;" type="text" value="100,000.00"/> |
| Actual Start Date <input style="width: 95%;" type="text"/> | Actual Completion Date <input style="width: 95%;" type="text"/> | Positive or Negative Difference, if applicable <input style="width: 100%; height: 20px;" type="text"/> | |
| Reason(s) for Difference Between Contract and Actual Dates, if applicable <input style="width: 100%; height: 40px;" type="text"/> | | Reason(s) for Change in Cost, if applicable <input style="width: 100%; height: 40px;" type="text"/> | |

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CP Database Functionality – Contractor Comments



Section 2 – Contractor Comments

Upon notification, the contractor shall review the form within twenty (20) working days and submit comments, rebutting statements, or additional information/attachments, or the form shall be considered completed by the contractor.

4 Results [Export to Excel](#)


Draft
 Action Required

Show 10 entries Previous 1 Next

| Contractor | Solicitation/Contract # | Solicitation Title | Method of Procurement | Jurisdiction | Department | |
|--|-------------------------|--------------------|----------------------------|--------------|--------------------------|---|
| <input checked="" type="checkbox"/> Dan Pack | Mahaloha | 1536344 | Competitive Sealed Bidding | Executive | State Procurement Office |  |
| <input checked="" type="checkbox"/> Dan Pack | 2525453 | test | Competitive Sealed Bidding | Executive | State Procurement Office |  |

NOTE: The contractor may go back in and edit their comments, as many times as they want, up to twenty (20) working days after the contractor was notified to take action.

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CP Database Functionality – Attestation

Section 3 – Attestation

The PO shall submit a copy of the final form electronically in the past performance database system within twenty (20) working days of receipt to confirm the form has been completed.

As a Procurement Officer of the Procuring Agency, I confirm the form has been completed.

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CP Database PO Email – Final Review Past Due

The PO has 20 working days from the date they receive 'Final Review Required' email to submit their final assessment. On the 21st working day check to see if the PO has submitted the final form. If not, then send to the 'Procurement Officer Email' this past due email every day until final form is submitted.

Subject: Contractor Performance - Final Review Past Due


Content:

Aloha <Procurement Officer Name>,

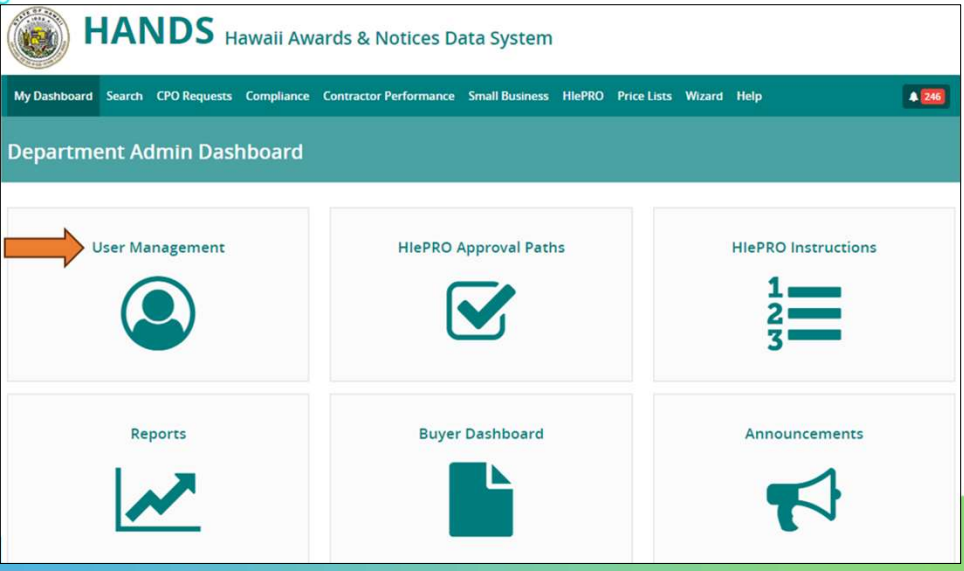
The contractor performance form for <solicitation/contract No.> <Solicitation title> was due on <MM/DD/YYYY>. Please review and post the completed form.

[Login and review the form](#)

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User Management Module in HANDS



HANDS Hawaii Awards & Notices Data System


My Dashboard Search CPO Requests Compliance Contractor Performance Small Business HlePRO Price Lists Wizard Help 246

Department Admin Dashboard

- User Management (highlighted with an orange arrow)
- HlePRO Approval Paths
- HlePRO Instructions
- Reports
- Buyer Dashboard
- Announcements

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SPOCON 2024




Procurement Officer Role

- Procurement Officer
 - Can view forms that require their final review (eHawaii.gov email must match the PO email on the form)
 - Can view all performance forms completed by the procurement officer
 - Can view all forms within their department (regardless of the status)


Procurement Officer Information

| | | |
|--------------------------|---|---------------------------|
| Procurement Officer Name |  | Procurement Officer Email |
| <input type="text"/> | | name@hawaii.gov |




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SPOCON 2024




Buyer Role

- Buyer
 - Can view all completed and posted performance forms
 - Can view forms they created

| | |
|--|---|
| Procuring Agency Contact Phone | Procuring Agency Contact Fax (optional) |
| <input type="text" value="xxx-xxx-xxxx Ext:xxx"/> | <input type="text" value="xxx-xxx-xxxx Ext:xxx"/> |
| Procuring Agency Contact Email | |
|  <input type="text" value="name@hawaii.gov"/> | |



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Requester and Poster Roles

- Requester and Poster
 - Can view all completed and posted performance forms

User Rules

Department: State Procurement Office


User Type: Buyer Department Admin Requester System Admin Customer Service No Role (HCE Access Only)
 Poster SPO Clerical SB Admin CP Search CP Access

Jurisdiction: Executive

Hawaii Compliance Express


HCE Access: Yes No

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No Role – HCE Access Only

- No Role – HCE Access Only
 - Cannot view any performance forms
 - Can only see what the public sees



HANDS Hawaii Awards & Notices Data System

[Welcome](#)
[Bidding Opportunities](#)
[Contract Awards](#)
[CPO Requests](#)
[Compliance](#)
[Contractor Performance](#)
[Small Business](#)
[HiePRO](#)
[Help](#)

Contractor Performance

The Contractor Performance Database was established, pursuant to ACT 188 SLH 2021, to routinely capture a contractor's performance information in a structured and uniform way that is accessible and utilized when future procurements need to determine a contractor's responsibility. Agencies are required to complete and submit a contractor's performance form for procurements conducted under competitive sealed bidding (HRS 103D-302), competitive sealed proposals (HRS 103D-303), and sole source (HRS 103D-306).

Agencies
Once you have created an eHawaii.gov account, please contact your department administrator for access.

Contractors
If there is a form that requires your review, you will receive an email notification. To access the form, please login with your eHawaii.gov account to review the form.

Log in to eHawaii.gov

If you have a HCE or Business Express account login, otherwise [Create an account](#).


Email:

Password [\[Show\]](#):

[Retrieve Password](#) | [Contact Information](#)

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SPOCON 2024




Contractors

- Contractors
 - Can only view performance forms where their eHawaii.gov email matches to 'Contractor Contact Email' field in the form


Contractor Information

| | |
|---|--|
| Contractor/Business Name | Contractor Contact Name |
| <input type="text"/> | <input type="text"/> |
| Contractor Contact Phone | Contractor Contact Email |
| <input type="text" value="xxx-xxx-xxxx Extxxxx"/> | <input type="text" value="name@hawaii.gov"/> |



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HANDS CP Database Online Training

State of Hawaii
State Procurement Office

Home News & Events For Vendors For State & County Personnel HiePRO References Forms FAQs


Home > For State & County Personnel > Training for State & County Personnel > Schedule & Registration

SCHEDULE & REGISTRATION

Keywords Location Select Date Range

Choose event types

EVENTS

 31 - 31 JAN

HANDS CONTRACTOR PERFORMANCE DATABASE - STATE/COUNTY PERSONNEL TRAINING


🕒 2024-01-31 @ 09:30 (HST) - 2024-01-31 @ 10:30 (HST)

📍 Online Event



https://www.youtube.com/watch?v=FhMsiZL_igM

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Procurement Circular No. 2024-05, Amendment 2
– Guidance on Contractor Performance Database,
NEW! CP Access User Role

March 14, 2024

PROCUREMENT CIRCULAR NO. 2024-05, Amendment 2

TO: Office of the Governor, Chief Operating Officer
Office of the Lieutenant Governor, Chief of Staff
Executive Department Heads
Hawaii State Public Library System, State Librarian

Chief Procurement Officers: (CPOs)
Department of Education, Superintendent
University of Hawaii, President
Office of Hawaiian Affairs, Chairperson of the Board
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker

Counties of Hawaii, Kauai, and Maui, and City & County of Honolulu
Executive Branch, Finance Director
Legislative Branch, City/County Council Chair
Board/Departments of Water Supply, Manager/Chief Engineer
Honolulu Authority for Rapid Transportation, Executive Director


CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator *Bonnie Kahakui*

SUBJECT: Guidance on Contractor Performance Database – NEW! CP Access User Role

Procurement Circular No. 2024-05, dated 12/28/2023, is amended to provide guidance on the newly added User Management Role: CP Access.

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NEW! CP Access User Role

- CP Access
 - Can view all completed and posted performance forms
 - Can view forms they created
 - Can view forms they are listed as the PO for

This new role was created in response to requests from other CPO Jurisdictions' Department Administrators to have a user role, without HlePRO access, that would be able to do the following:

- Have access to HANDS only;
- Have the ability to be assigned access to HCE;
- Be able to create a new CP form; and
- Have PO permissions for the forms they are listed as the PO for.

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Where to find the Contractor Performance Database User Guide

HANDS Hawaii Awards & Notices Data System

My Dashboard Search CPO Requests Compliance Contractor Performance Small Business HlePRO Price Lists Wizard **Help** 246

Help

FAQs Help Videos Links **User Manuals**

User Guides

- Contractor Performance**
- Department Admin
- Buyer
- Requester
- Poster


Get Technical Support

For technical assistance, please use the contact information below. Questions about procurement or award notices should be directed to the point of contact listed on the notice.

Phone (808) 695-4620
 Email help@ehawaii.gov
 Online [Start help session](#)

Live help chat available weekdays, 7:45AM-4:30PM HST.

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Where to find "posted" Contractor Performance forms

HANDS Hawaii Awards & Notices Data System

My Dashboard Search CPO Requests Compliance Contractor Performance Small Business HlePRO Price Lists Wizard Help 246


Contractor Performance

This page displays contractor performance forms. Use the search below to find a specific form. Click on the form in the search results to view the form details.

Enter keyword(s)

Example keywords: Q17000556

Submissions by Procurement Method



21 Results [Export to Excel](#)

Draft
 Action Required [Add Contractor Performance](#)

Page 1 of 3 | Show 10 on page [Print](#) [Next](#)

| Contractor | Solicitation/Contract # | Solicitation Title | Method of Procurement | Jurisdiction | Department | Date Posted | |
|------------------------|-------------------------|--|------------------------------|--------------|---|---------------------|----------------------|
| Blue Planet Foundation | RFP-24-035-HSEO-JOBS | HSEO Sponsorships and Partnerships | Competitive Sealed Proposals | Executive | Business, Economic Development, & Tourism | 08/06/2024 08:12 AM | View |
| Blue Planet Foundation | RFP-24-035-HSEO-JOBS | HSEO Sponsorships and Partnerships | Competitive Sealed Proposals | Executive | Business, Economic Development, & Tourism | 08/06/2024 08:13 AM | View |
| Clear Labs Inc. | PO#0280617 | CLAR LABS REAGENTS, KITS AND SOFTWARE/HARDWARE | Sole Source | Executive | Health | 10/09/2024 01:02 PM | View |

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Where to find the Contractor Performance Database Interim HARs

State of Hawaii
State Procurement Office

Home News & Events For Vendors For State & County Personnel **HlePRO** References Forms FAQs

Price & Vendor List Contracts
Training for State & County Personnel
Surplus Property Office

HlePRO (eProcurement System)
HCE (Hawaii Compliance Express)
HANDS (Awards & Notices)
Procurement Wizard

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Where to find the Contractor Performance Database Interim HARs (continued)

State of Hawaii
State Procurement Office

Home News & Events For Vendors For State & County Personnel HlePRO **References** Forms FAQs

Home » References

REFERENCES

Hawaii Revised Statutes
Hawaii Administrative Rules
Procurement Circulars
Procurement Directives
Reports

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Where to find the Contractor Performance Database Interim HARs (continued)

State of Hawaii
State Procurement Office

Home News & Events For Vendors For State & County Personnel HlePRO References Forms FAQs

Home » References » Hawaii Administrative Rules

HAWAII ADMINISTRATIVE RULES

- Goods, Services & Construction
- Health & Human Services
- Proposed Hawaii Administrative Rules

A blue arrow points to the "Proposed Hawaii Administrative Rules" box.

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SPOCON 2024

Where to find the Contractor Performance Database Interim HARs (continued)

State of Hawaii
State Procurement Office

Home News & Events For Vendors For State & County Personnel HlePRO References Forms FAQs


Home » References » Hawaii Administrative Rules » Proposed Hawaii Administrative Rules

PROPOSED HAWAII ADMINISTRATIVE RULES

- Amendments to Goods, Services & Construction
- Amendments to Health & Human Services

A blue arrow points to the "Amendments to Goods, Services & Construction" box.

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Where to find the Contractor Performance Database Interim HARs (continued)

State of Hawaii
State Procurement Office

Home News & Events For Vendors For State & County Personnel HiePRO References Forms FAQs

Home » References » Hawaii Administrative Rules » Proposed Hawaii Administrative Rules » Amendments to Goods, Services & Construction

AMENDMENTS TO GOODS, SERVICES & CONSTRUCTION

Proposed Amendments to Hawaii Administrative Rules for HRS Chapter 103D, Goods, Services, and Construction


Ramseyer Version

Search:

| Chapter | Title |
|-----------------------|---|
| 3-122 | Source Selection and Contract Formation |

https://spo.hawaii.gov/wp-content/uploads/2024/01/RAM-3-122-Past-Performance_01052024.pdf

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Where to find the Contractor Performance Database FAQs

State of Hawaii
State Procurement Office

Home News & Events For Vendors For State & County Personnel HiePRO References Forms **FAQs**

Home » FAQs

FAQS

| | |
|---|--|
| <ul style="list-style-type: none"> Awards and Postings Contractor Performance Database Featured For State Personnel For Vendors HCE Health and Human Services HiePRO Inventory | <h4>CONTRACTOR PERFORMANCE DATABASE</h4> <p>Q Is completing and submitting a contractor's performance form mandatory?</p> <p>A Yes, pursuant to ACT 188, SLH 2021, it is statutorily required.</p> <p>Q How often am I required to complete the performance form?</p> <p>A You are required to complete it after any contract completed after January 1, 2024.</p> <p>NOTE: Your Procurement Officer (PO) may want to require you to complete it more often, like after every supplemental, but it is only required after the completion of the contract.</p> <p>Q Do I need delegation to access the contractor performance database system?</p> <p>A No, you do not need to have specific delegation for the contractor performance database system. However, you do need to have access to HANDS so please contact your HANDS Administrator. View the list of Department or CPO Jurisdiction Administrators, Managers or Contacts for SPO Programs.</p> |
|---|--|

<https://spo.hawaii.gov/faqs/#tabs-1>

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Pa`ahana, to be hard-working, busy, and industrious (pure diligence and perseverance)


"Perseverance is the hard work you do after you get tired of doing the hard work you already did."
— NEWT GINGRICH

Great things come from hard work and perseverance. No excuses.
Kobe Bryant

Perseverance: Try and try again until the goal is achieved. Never give up.
Rick Hendrick

"Perseverance is failing 19 times and succeeding the 20th."
— JULIE ANDREWS

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Thank you for your Time

Questions? Please Contact:
Stacey Kauleinamoku at (808) 586-0571 or stacey.L.kauleinamoku@hawaii.gov

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