

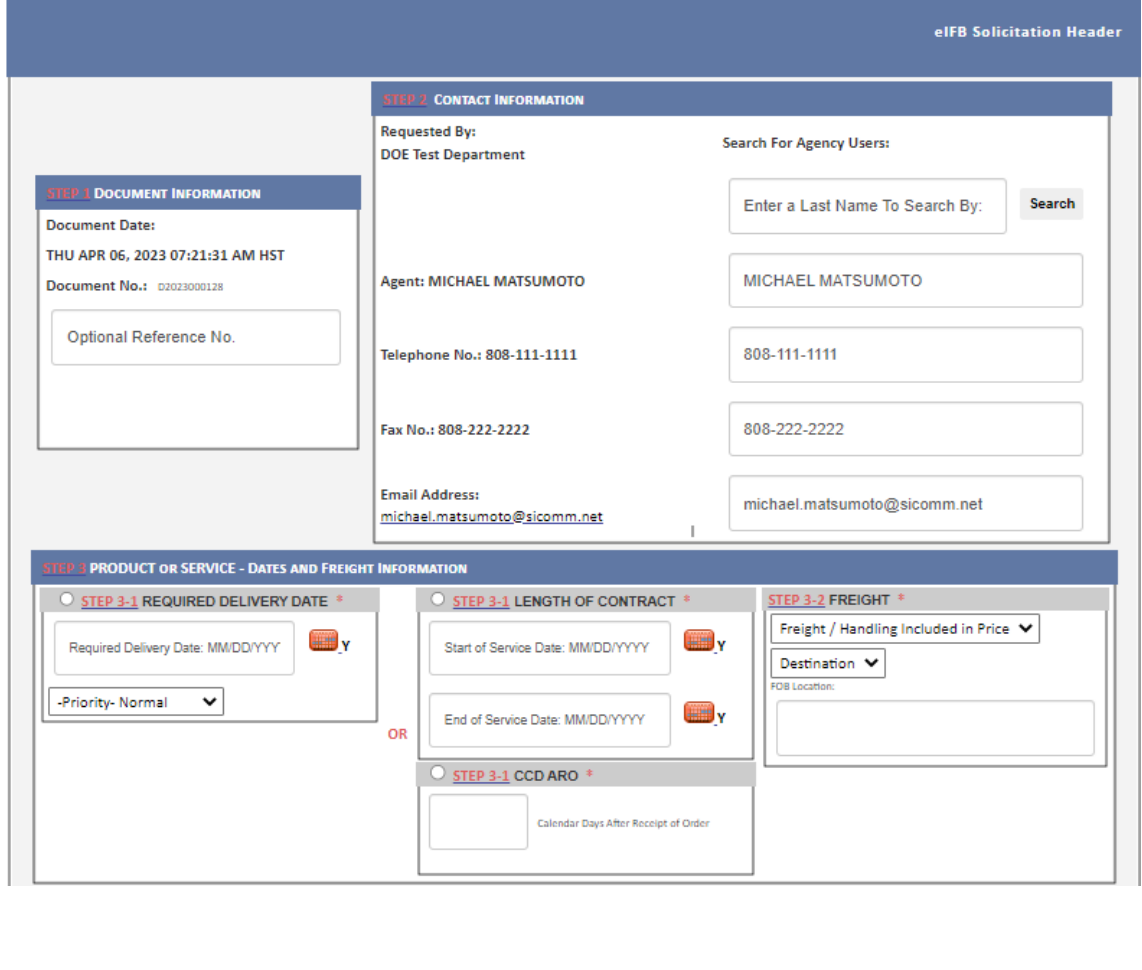
HePS IFB Manual Contents

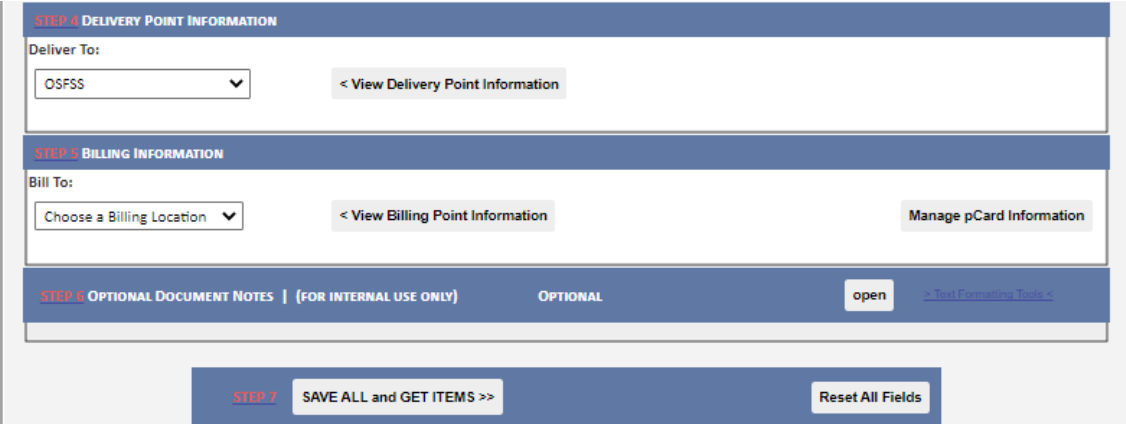
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Part 1 - Creating and Releasing an IFB

This section covers filling out basic header information (due dates, delivery and billing address), choosing and customizing the product or service (including attachments), selecting vendors, adding solicitation instructions and the response due date, and releasing the solicitation to the internet

Action	Illustration
<p>To begin, click on the Create a Solicitation Icon and choose IFB from the popup</p> <p>Delivery Date The Solicitation Header has 7 Steps. Placing your cursor on the Step number will provide an explanation in a popup.</p> <p>Steps 1-7: Contract Duration & Due Dates / Delivery</p> <p>Step 1 – Optional Document Tracker Information – numbers or text</p> <p>Step 2 – Optional Contact person for this solicitation – buyer is the default</p> <p>Step 3 – Required Delivery Date or Start and End of Contract</p> <p>Step 3-1 – CCD ARO - Number of Calendar Days After Receipt of Order</p> <p>Optional Priority – Normal or Rush flag will appear on emails to approvers</p> <p>Freight and FOB information, the standard default is already set</p>	 <p>The screenshot displays the 'eIFB Solicitation Header' form, which is divided into three main sections:</p> <ul style="list-style-type: none"> STEP 1 DOCUMENT INFORMATION: Includes fields for Document Date (THU APR 06, 2023 07:21:31 AM HST), Document No. (02023000128), and an Optional Reference No. field. STEP 2 CONTACT INFORMATION: Includes fields for Requested By (DOE Test Department), Agent (MICHAEL MATSUMOTO), Telephone No. (808-111-1111), Fax No. (808-222-2222), and Email Address (michael.matsumoto@sicomm.net). It also features a search function for Agency Users with a search box and a 'Search' button. STEP 3 PRODUCT OR SERVICE - DATES AND FREIGHT INFORMATION: This section is divided into three sub-sections: <ul style="list-style-type: none"> STEP 3-1 REQUIRED DELIVERY DATE *: Includes a date field (MM/DD/YYYY), a priority dropdown (set to Normal), and a 'Y' flag. STEP 3-1 LENGTH OF CONTRACT *: Includes start and end service date fields (MM/DD/YYYY) and a 'Y' flag. STEP 3-2 FREIGHT *: Includes a dropdown for 'Freight / Handling Included in Price', a 'Destination' dropdown, and an 'FOB Location' field.

Action	Illustration
<p data-bbox="163 196 743 224">Steps 1-7 continued: Delivery & Billing Points</p> <p data-bbox="163 272 751 370">Step 4 – Choose a Delivery Point or Create a New One from the drop down – Click on button to view info</p> <p data-bbox="163 410 751 540">Step 5 – Choose a Billing Point or Create a New One from the drop down – Click on button to view info - Optional P-Card Information</p> <p data-bbox="163 581 541 609">Step 6 - Optional Internal Notes</p> <p data-bbox="163 649 499 677">Step 7 – Save and Get Items</p>	

Action

Step 8: Commodity / Services Search

Choose a product or service that you are procuring by typing in a word and clicking on GO (or enter)

This will display all the instances where the word appears in the commodity coding system. Codes are used to identify which vendors will be sent notification of the solicitation

You may also enter the commodity code number if you know what it is.

Step 8 continued – Select the appropriate item or service.

The description you have chosen will be placed back into the form for your customization, it does not have to be exactly what you want at this time, just the right general category

Commodity Codes 001 through 899 are products – Commodity Codes 900 through 999 are services.

The purpose of the coding is for the system to identify which vendors will get the email notification. Each commodity class is further broken down by a 2-digit number which distinguishes item or service.

Illustration

The screenshot shows a web application interface for selecting commodity items. At the top, there are navigation links: MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, MISCELLANEOUS, Contact Us, Help, and Logout. Below this is a search bar with the text 'CHOOSE COMMODITY ITEM(S)'. The search bar contains 'MISCELLANEOUS SERVICES, NO. 2' and has a 'Go (or press Enter)' button. To the right of the search bar are 'Drill Down search:' and 'My Favorites search:' options. Below the search bar, there are several horizontal bars representing search results. The first result is selected, showing a table with columns 'Select', 'Class', 'Item', and 'Description'. The table lists various commodity codes and their descriptions, such as 'MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)', 'NON-BIDDABLE MISCELLANEOUS ITEMS', 'PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARATION OF MATS, NEGATIVES AND PLATES', etc. The second screenshot shows a more detailed view of the search results, with the same table structure. The 'Class' column is set to '00' and the 'Item' column is set to '03'. The table lists 20 items, including 'Actor/Thespian Services', 'Air Freshener Services', 'Amusement and Entertainment Services (Incl. Performing Arts Professionals)', etc.

Select	Class	Item	Description
<input checked="" type="radio"/>	962	00	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)
<input type="radio"/>	963	00	NON-BIDDABLE MISCELLANEOUS ITEMS
<input type="radio"/>	965	00	PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARATION OF MATS, NEGATIVES AND PLATES
<input type="radio"/>	966	00	PRINTING AND TYPESETTING SERVICES
<input type="radio"/>	967	00	PRODUCTION AND MANUFACTURING SERVICES
<input type="radio"/>	968	00	PUBLIC WORKS AND RELATED SERVICES
<input type="radio"/>	971	00	REAL PROPERTY RENTAL OR LEASE
<input type="radio"/>	975	00	RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AIRPORT, AUTOMOTIVE, MARINE, AND HEAVY EQUIPMENT

Select	Class	Item	Description
<input type="radio"/>	962	03	Actor/Thespian Services
<input type="radio"/>	962	04	Air Freshener Services
<input type="radio"/>	962	05	Amusement and Entertainment Services (Incl. Performing Arts Professionals)
<input type="radio"/>	962	06	Animal Care, Animal Health, Animal Shelter, Animal Production (Breeding), Animal Training Services, etc. (Including Pet Services, All Types)
<input type="radio"/>	962	10	Animal Trapping Services
<input type="radio"/>	962	07	Arts Services (Cultural, Design, Visual, etc.)
<input type="radio"/>	962	08	Athletic Training
<input type="radio"/>	962	09	Auctioneering Services (To include Internet Type)
<input type="radio"/>	962	11	Ballistic Testing
<input type="radio"/>	962	14	Blue Printing Services: Blue Prints, Blue Line, Large Engineering
<input type="radio"/>	962	15	Bomb and Other Explosives Detection Services
<input type="radio"/>	962	16	Bus Transportation Services, School
<input type="radio"/>	962	17	Bus and Taxi Services, Limousines and Vans (Including Operations, Management, and Terminal Services)
<input type="radio"/>	962	18	Cable Construction, Installation and Maintenance (Fiber Optic, Communication, Computer, etc.)
<input type="radio"/>	962	19	Cafeteria and Restaurant Services
<input type="radio"/>	962	20	Cesspool Cleaning and Maintenance

Action

Step 9: Quantity / Description

Enter a Quantity and Unit of Measure – you may change the unit of measure using a drop-down list

Now that a quantity has been entered you can split the items to various delivery locations – Click on the Alternate Line-Item Delivery Point button to split quantities and assign new Delivery Points
Enter the Estimated Total Price of the item or service – for internal use only, not seen by vendors

Optional Allowable variation in Quantity may be entered

Optional tracking number for the item may be entered

Step 10: Commodity Info

Customize the description, up to 6,800 characters may be used (about one page in a word document) to describe the item or service
The custom description may be saved for future use by using the Save Custom Description drop down - **Select YES to save**

If the commodity code is not correct, you may choose another one by starting a new search in the bottom frame.

Illustration

The illustration shows three sequential steps in a procurement system interface:

- STEP 9**: A form for entering item details. It includes a 'Quantity' field with the value '1', a unit of measure dropdown set to 'EACH (EA)', and an 'Estimated Price' field with the value '\$ 2000'. There is also a 'Total Estimated Price All Items' field with '2000' and an 'Allowable Variation in Quantity' field with a percentage input. A 'Reference Number' field is also present.
- STEP 10 COMMODITY INFORMATION**: A form for entering commodity details. It shows a 'Commodity Code' of '962-03--' and a 'Description' field containing 'MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Services'. There is a character count of '83' out of '6,800 characters maximum'.
- STEP 11 FILE ATTACHMENTS(0)**: A table for managing file attachments. It has columns for 'Filename', 'Description', 'On Req', and 'Add to Solicitation'. One attachment is listed: 'Agency_Sol_diff.docx' with the description 'Additional Information'.

Action

Step 11: Attachments

Optionally, you may add attachments by clicking on the Click here to attach files link

Click Browse and find your files

Enter in a description for the file in the space indicated

Click the Upload File button

The uploaded file will be indicated in the box and may be viewed or deleted by clicking on the **Manage Solicitation Attachments** link

Additional files may be attached by clicking the link again

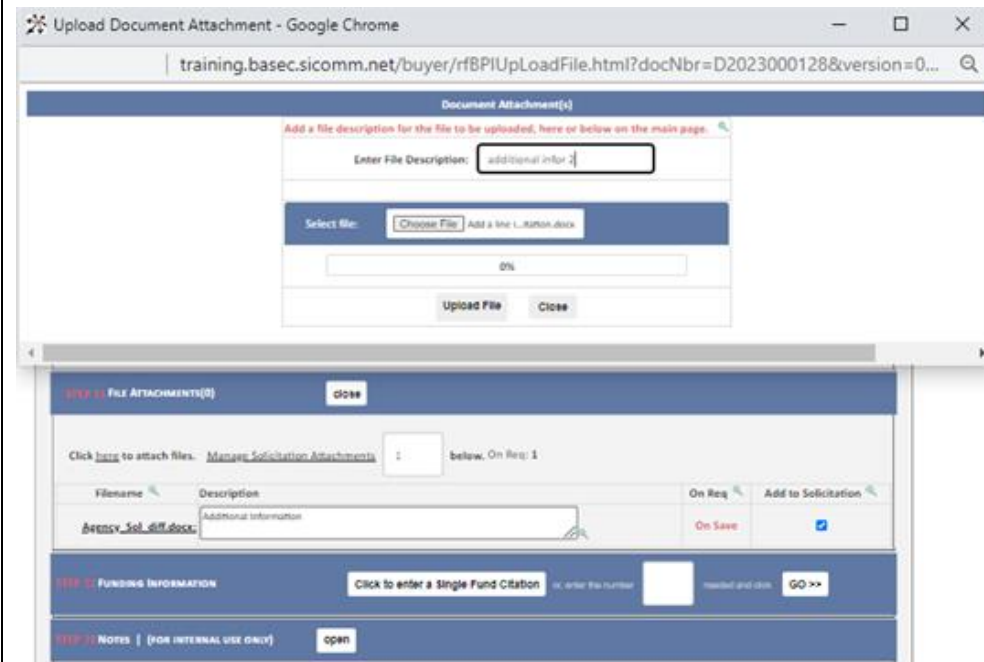
Any type of file may be uploaded except executable files (exe)

Any size file may be uploaded by the buyer but large files exceeding 4MBs are not recommended as vendors may have difficulty viewing and downloading them – large files may be broken up into smaller files if necessary

File descriptions may optionally be added.

If a file with the same name has already been upload there will be a popup warning. Rename the file before uploading

Illustration



Action

Step 12: Fund Citations

Optionally, you may add Account Coding/Fund Citations to the solicitation

Click Open Single Fund Citation button to open this area

Enter coding - Coding may be saved for future use and will be displayed in a drop-down list called **Valid Cost Accounts**

To enter more than one line of coding, start by entering the number of lines needed and then **click GO** – for example, the number 4 will produce 4 lines of coding information

Multiple lines of coding allow funds to be split by percentage, estimated dollars, or quantity

Step 13: Notes

Optional internal notes may be added

Step 14 : Select an Action

Select an Action by choosing from the drop down:

Save Item 001/Select Item 002 - back to Step 8 to add another item

Create eIFB/Save eIFB Item – continues the solicitation creation process


Click **Execute** to continue

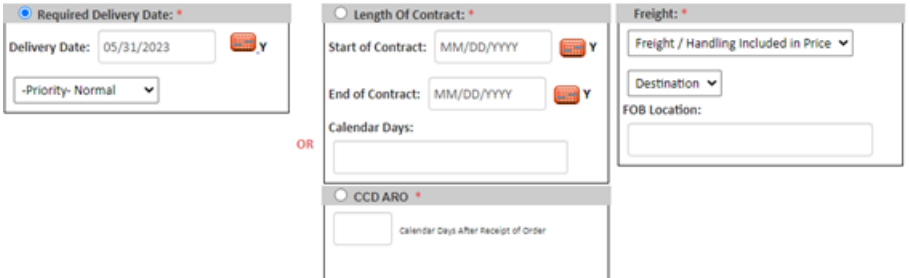
Illustration

The screenshot displays a multi-step process in a web application:

- STEP 11 FILE ATTACHMENTS(0)**: A section with a 'close' button. Below it, a link 'Click here to attach files. Manage Solicitation Attachments' is followed by a text input containing '1' and the label 'below. On Req: 1'. A table below has columns for 'Filename', 'Description', 'On Req', and 'Add to Solicitation'. One row shows 'Agency_Sol_diff.docx' with 'Additional Information' in the description, 'On Save' in the 'On Req' column, and a checked checkbox in the 'Add to Solicitation' column.
- STEP 12 FUNDING INFORMATION**: A section with a 'Close Single Fund Citation View' button and a 'GO >>' button. Below is a 'Single Fund Citation Information' form with fields for 'FYR/APPID' (2023), 'Object' (5650), 'CC (Cost Center)' (012), 'Project Number' (PR12345), 'PH (Project Phase)' (02), and 'Activity' (022). A text area contains 'Misc Professional Services - actor' and a 'Save Above Account' dropdown menu.
- STEP 13 NOTES | (FOR INTERNAL USE ONLY)**: A section with an 'open' button.
- STEP 14**: A section with a dropdown menu 'Select an ACTION below.' and an 'execute action >>' button. The dropdown menu is open, showing options: 'Save Item 001 / Select Item 002' and 'Create eIFB / Save eIFB Item'. A 'CLICK ONCE ONLY' label is visible to the right.

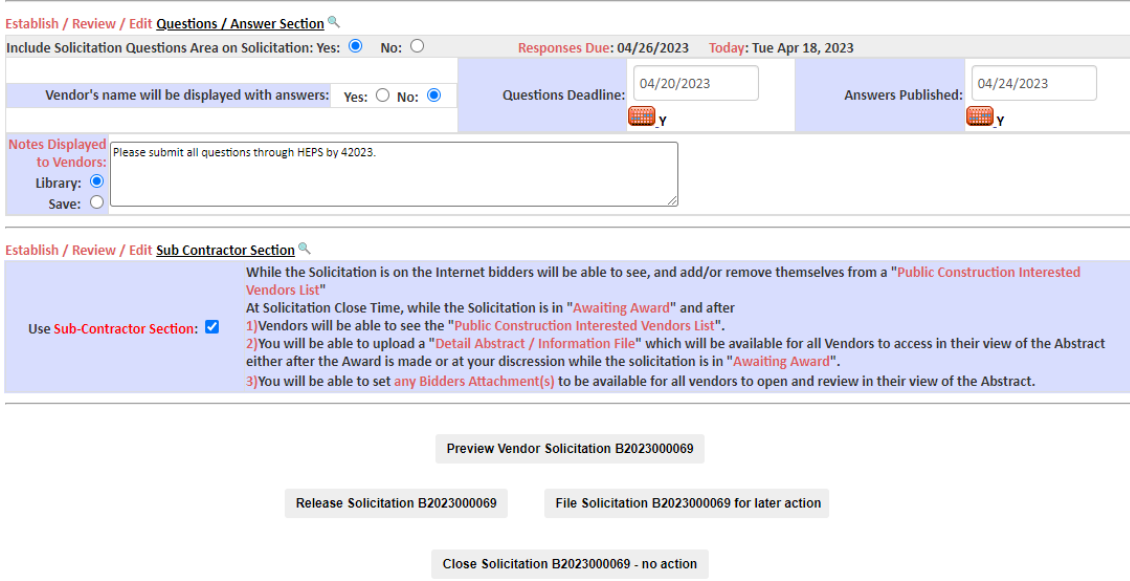
Action	Illustration
<p>In Steps 1–14 you have created all the elements found in a basic requisition</p> <p>In order to turn this information into a Solicitation there are 5 more mandatory steps (numbered as Steps 1-5 on this page) and a few optional ones</p> <p>You may also review and edit all information entered so far</p> <p>This page uses collapsed functionality meaning that in order to review and edit the information you must click on the underlined links to open that area – clicking on the link again will close the area – clicking on the button called Open All Areas in the upper right will open all areas of review at once</p> <p>To review and edit the information on the line item click on the Edit button in the bottom frame – this will be covered a few pages later</p> <p>Mandatory Steps 1-5 are detailed on the next page</p>	<div style="text-align: right; margin-bottom: 10px;"> Mon Apr 17 2023 13:08:10 GMT-0400 (Eastern Daylight Time) Open All Areas Assign/Manage pCard Scroll Down </div> <hr/> <p style="color: red; font-size: small;">No approval route found. Requisition R2023000122 Created for Document D2023000128. Assigned for eIFB Solicitation creation.</p> <hr/> <p style="color: red; font-size: small;">Detail Item Updated Document: D2023000128 Item: 001 Qty: 1 UOM: EA NIGP: 96203 Total Est Amnt: \$2000 Item Est Amnt: \$2000 Created by: doebuyer3</p> <hr/> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> Solicitation Nbr: B2023000069 Reference Number: <input type="text"/> </div> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> Requisition Nbr: R2023000122 Document Nbr: D2023000128 </div> </div> <hr/> <div style="background-color: #4a7ebb; color: white; padding: 5px; font-weight: bold;">MANDATORY SOLICITATION SECTIONS</div> <p style="font-size: small; text-align: center;">(Click a link below or click here to toggle all mandatory areas)</p> <p style="color: red; font-size: small;">Review / Edit Solicitation Release Information 🔍 STEP 1</p> <hr/> <p style="color: red; font-size: small;">Review / Edit Billing And Shipping Locations 🔍 STEP 2</p> <hr/> <p style="color: red; font-size: small;">Review / Edit Solicitation Vendor Instructions 🔍 STEP 3</p> <hr/> <p style="color: red; font-size: small;">Establish / Review / Edit Custom Solicitation Title and Description 🔍 STEP 4</p> <hr/> <p style="color: red; font-size: small;">Review / Edit Solicitation Geographic Location/Category 🔍 STEP 5</p> <hr/> <div style="background-color: #4a7ebb; color: white; padding: 5px; font-weight: bold;">OPTIONAL SOLICITATION SECTIONS</div> <p style="color: red; font-size: small;">Review / Edit Contact and Buyer Information</p> <hr/> <p style="color: red; font-size: small;">Review / Edit Header Notes</p> <hr/> <p style="color: red; font-size: small;">Review / Edit Line Item(s) Quick Edit 🔍</p> <hr/> <p style="color: red; font-size: small;">Establish / Review / Edit Solicit Responses From Other Commodity Suppliers 🔍</p> <hr/> <p style="color: red; font-size: small;">Establish / Review / Edit Pre-Bid Conference 🔍</p> <hr/> <p style="color: red; font-size: small;">Establish / Review / Edit Questions / Answer Section 🔍</p> <hr/> <p style="color: red; font-size: small;">Establish / Review / Edit Sub Contractor Section 🔍</p> <hr/> <div style="text-align: center; margin-top: 20px;"> Preview Vendor Solicitation B2023000069 <div style="display: flex; justify-content: center; gap: 20px; margin: 10px 0;"> Release Solicitation B2023000069 File Solicitation B2023000069 for later action </div> Close Solicitation B2023000069 - no action </div>

Action	Illustration																														
<p>Mandatory Step 1</p> <p>Item Response - if the solicitation has multiple line items you can set the system to require vendors to respond to all line item (all or none) or allow for individual response using the drop-down selection</p> <p>Control Amount/Additive Alternate: Displays on the abstract. Negotiated internally to add addt'l to job for ex 400,000 additive alt 90,000 so the total in the control field is 490,000</p> <p>Select Solicitation Recipients - vendors may be selected using either Agency Domiciled Vendors (meaning Hawaii only) or All Registered Vendors (entire system including the mainland and foreign countries) – selected vendors maybe viewed by clicking on the Review Above Recipients button – there is an option to add additional registered vendors to this list</p> <p>Solicitation Email Date - optionally, the solicitation may be kept on hold until the date entered for its release – the default is today’s date</p> <p>Solicitation Responses Due - Enter a due date and time (closing date) – system default is 4:30 PM HST</p> <p>Solicitation Header File Attachments/ Standard file attachments – optionally, header files may be added – these are not the same as the line-item files you may have added earlier</p>	 <p>The illustration shows a web interface for a solicitation. At the top, there are two boxes: 'Solicitation Nbr: B2023000069' with a 'Reference Number' input field, and 'Requisition Nbr: R2023000122' with 'Document Nbr: D2023000128'. Below this is a blue bar with 'MANDATORY SOLICITATION SECTIONS' and a link to toggle all mandatory areas. A red link 'Review / Edit Solicitation Release Information STEP 1' is visible. The main area contains several panels: 'Items Response' with a dropdown set to 'All or none items response', 'Est TTL Amount: \$2000', and 'Control Amount: 0'; 'Select Solicitation Recipients' with a dropdown set to 'All Registered Vendors', a 'Review Above Recipients' button, and a 'CERTIFIED VENDOR LISTS' dropdown; 'Solicitation Email Date' with a date field set to '04/17/2023' and a 'Y After Any' checkbox; 'Solicitation Responses Due' with a date field set to '04/26/2023', a 'Y' checkbox, and a '(Override Close Time)' dropdown; and 'Solicitation Header File Attachments' with a 'Manage Attachments' button and a '0' count. At the bottom, a table titled 'Standard File Attachments' lists various files and their descriptions.</p> <table border="1" data-bbox="777 812 1932 1088"> <thead> <tr> <th>On RFQ</th> <th>File Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>InterimGeneralConditions1999Edition.pdf</td> <td>Interim General Conditions, 1999 Edition (11/01/19)</td> </tr> <tr> <td>No</td> <td>Proj Mgmt v1.16.12.pdf</td> <td>Section 01310 Project Management and Coordination (11/01/19)</td> </tr> <tr> <td>No</td> <td>TG 01320-Const Progr v3.14.14.pdf</td> <td>Section 01320 Construction Progress Documentation</td> </tr> <tr> <td>No</td> <td>TG 01500-Temp Fac HePS.pdf</td> <td>Section 01500 Temporary Facilities and Controls (11/01/19)</td> </tr> <tr> <td>No</td> <td>TG 01700-Execution Reqmts HePS.pdf</td> <td>Section 01700 Execution Requirements (11/01/19)</td> </tr> <tr> <td>No</td> <td>TG 01770-HePS Closeout Procedures.pdf</td> <td>Section 01770 Closeout Procedures (11/01/19)</td> </tr> <tr> <td>No</td> <td>TG 00210 Instr to Bidders v050521.pdf</td> <td>Section 00210 Instruction to Bidders</td> </tr> <tr> <td>No</td> <td>General Cond v5 5 21.pdf</td> <td>Section 0070 Terms & Conditions TG 00700 v5.5.21</td> </tr> <tr> <td>No</td> <td>HePS Bid Evaluation Criteria Rev. 1.doc</td> <td>HePS Bid Evaluation Criteria Rev 1</td> </tr> </tbody> </table>	On RFQ	File Name	Description	No	InterimGeneralConditions1999Edition.pdf	Interim General Conditions, 1999 Edition (11/01/19)	No	Proj Mgmt v1.16.12.pdf	Section 01310 Project Management and Coordination (11/01/19)	No	TG 01320-Const Progr v3.14.14.pdf	Section 01320 Construction Progress Documentation	No	TG 01500-Temp Fac HePS.pdf	Section 01500 Temporary Facilities and Controls (11/01/19)	No	TG 01700-Execution Reqmts HePS.pdf	Section 01700 Execution Requirements (11/01/19)	No	TG 01770-HePS Closeout Procedures.pdf	Section 01770 Closeout Procedures (11/01/19)	No	TG 00210 Instr to Bidders v050521.pdf	Section 00210 Instruction to Bidders	No	General Cond v5 5 21.pdf	Section 0070 Terms & Conditions TG 00700 v5.5.21	No	HePS Bid Evaluation Criteria Rev. 1.doc	HePS Bid Evaluation Criteria Rev 1
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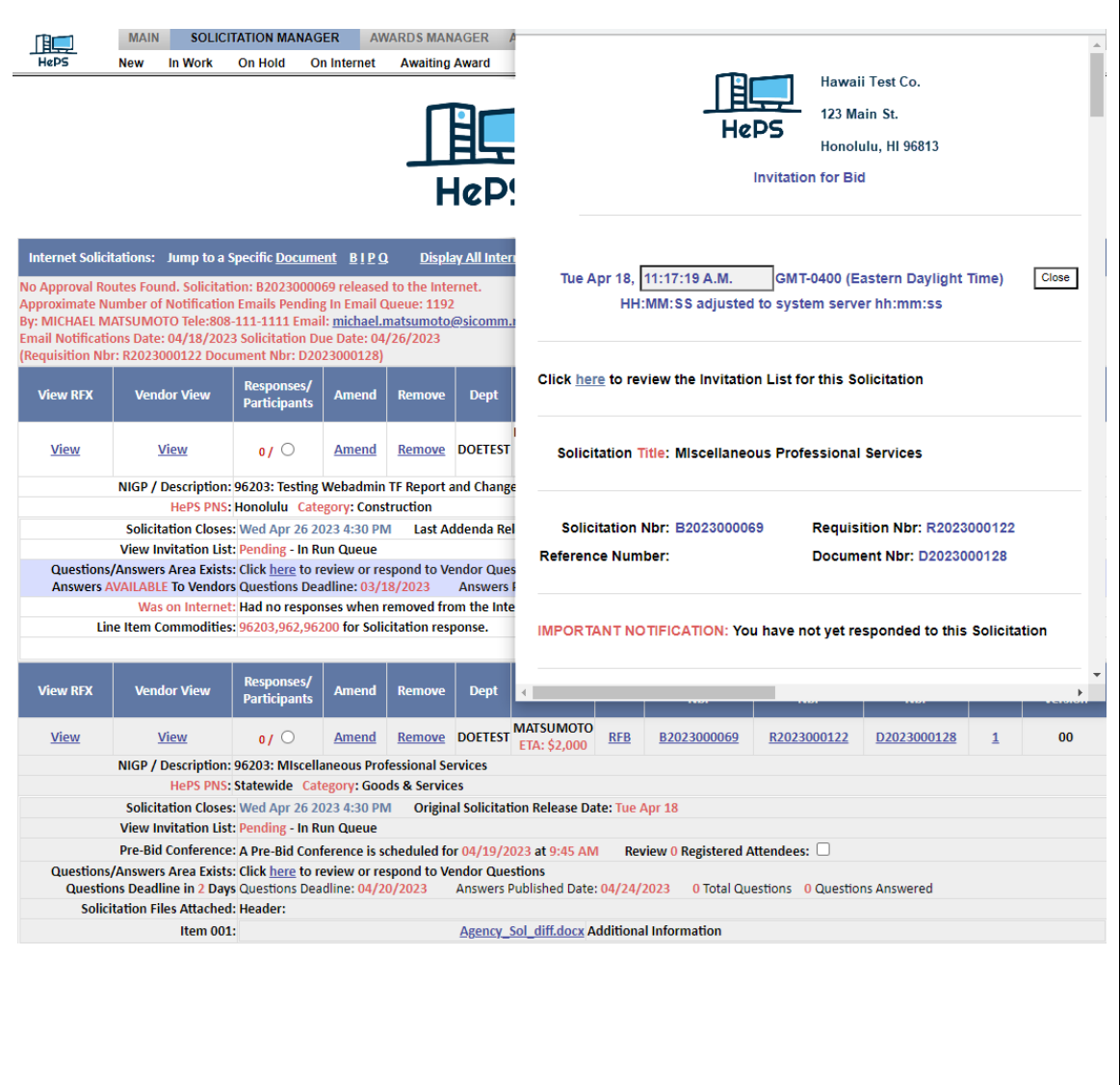
Action	Illustration
<p>Review Required Delivery Date or Length of Contract and Freight info – edit if necessary</p> <p>Calendar Days- Contract Duration / Total number of days</p> <p>CCD ARO - Number of Calendar Days After Receipt of Order</p>	 <p>Close Solicitation Release Information</p>

Action	Illustration								
<p>Mandatory Step 2 Review and edit if necessary, the Bill To and Deliver To information that was selected earlier</p> <p>Mandatory Step 3 Choose Solicitation Instructions – there are a number of mandatory instructions for vendors that will automatically appear on your solicitation (transaction fee, tax requirements, upload and download instructions, etc.)</p> <p>In addition, there may be a number of optional pre-built instructions that you may choose to add to the solicitation by clicking on the square box on the left side of the instruction</p> <p>There is also a box for you to enter in additional instructions or information that you may need – please contact your system administrator if you would like to have additional mandatory or optional instructions added to the list for future use</p> <p>Mandatory Step 4 Enter a title for the solicitation – only the title is mandatory, the title description is optional</p> <p>Mandatory Step 5 Check the counties(s) where the goods or services are to be delivered. Chose a category from the dropdown selection.</p>	<p>Review / Edit Billing And Shipping Locations 🔍 STEP 2</p> <p>Bill To: <input type="text" value="Delivery Point"/> <input type="button" value="View"/> <--- Selected (Delivery Point), Click to view. Deliver to: <input type="text" value="OSFSS"/> <input type="button" value="View"/> <--- Selected (OSFSS), Click to reset.</p> <hr/> <p>Review / Edit Solicitation Vendor Instructions 🔍 STEP 3</p> <p>Solicitation Instructions Mandatory Instructions are automatically included on the Solicitation</p> <table border="1"> <thead> <tr> <th>Mandatory Instruction(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 (m-23)</td> <td>Unless otherwise indicated, questions regarding this solicitation must be directed, via email or phone, to the Contact Person listed.</td> </tr> <tr> <td>2 (m-44)</td> <td>TRANSACTION FEES: In accordance with the SOSA for HePS, the Awarded Vendor shall pay a Transaction Fee of 0.725% (.00725), capped at \$5,000, to SicommNet on the total dollar amount of goods or services purchased through the Hawaii Electronic Procurement System (HePS). Unless otherwise indicated in this solicitation, the Transaction Fee shall apply to all purchases, whether through the Purchase Order, Contract, or eCatalog regardless of the quantity or dollar amount of the purchase. Payment shall be made by the Awarded Vendor to SicommNet within thirty (30) days from receipt of invoice. The SOSA is hereby incorporated by reference into this Electronic Solicitation as if set forth herein in its entirety, and is located on the Internet at www.sicomm.net. Failure by any Vendor to obtain a copy of the SOSA shall in no way constitute or be deemed a waiver by the HePS Contractor or the Department of Education for a vendor's failure to consider this document in its response to the Electronic Solicitation.</td> </tr> <tr> <td>3 (m-58)</td> <td>OFFER DEEMED FIRM: Submission of an electronic response to the State of Hawaii constitutes and shall be deemed an offer to sell the specified goods and/or services to the State of Hawaii at the price shown in the response and under the State's Terms and Conditions. The electronic response submitter certifies that he/she is authorized to sign the response for the submitting vendor and that the response is made without connection with any person, firm, or corporation making a response for the same goods and/or services and is in all respects fair and without collusion or fraud.</td> </tr> </tbody> </table> <hr/> <p>Establish / Review / Edit Custom Solicitation Title and Description 🔍 STEP 4</p> <p>Custom Title: <input type="text" value="Miscellaneous Professional Services"/></p> <p>Custom Description: <input type="text"/></p> <hr/> <p>Review / Edit Solicitation Geographic Location/Category 🔍 STEP 5</p> <p>Counties: Statewide: <input checked="" type="checkbox"/> Honolulu: <input checked="" type="checkbox"/> Maui: <input checked="" type="checkbox"/> Hawaii: <input checked="" type="checkbox"/> Kauai: <input checked="" type="checkbox"/> →</p> <p>Category: <input type="text" value="Choose A Category"/> <ul style="list-style-type: none"> Choose A Category Goods & Services Construction Health & Human Services </p> <p>OPTIONAL SOLICITATION SECTIONS Review / Edit Contact and Buyer Information</p>	Mandatory Instruction(s)		1 (m-23)	Unless otherwise indicated, questions regarding this solicitation must be directed, via email or phone, to the Contact Person listed.	2 (m-44)	TRANSACTION FEES: In accordance with the SOSA for HePS, the Awarded Vendor shall pay a Transaction Fee of 0.725% (.00725), capped at \$5,000, to SicommNet on the total dollar amount of goods or services purchased through the Hawaii Electronic Procurement System (HePS). Unless otherwise indicated in this solicitation, the Transaction Fee shall apply to all purchases, whether through the Purchase Order, Contract, or eCatalog regardless of the quantity or dollar amount of the purchase. Payment shall be made by the Awarded Vendor to SicommNet within thirty (30) days from receipt of invoice. The SOSA is hereby incorporated by reference into this Electronic Solicitation as if set forth herein in its entirety, and is located on the Internet at www.sicomm.net . Failure by any Vendor to obtain a copy of the SOSA shall in no way constitute or be deemed a waiver by the HePS Contractor or the Department of Education for a vendor's failure to consider this document in its response to the Electronic Solicitation.	3 (m-58)	OFFER DEEMED FIRM: Submission of an electronic response to the State of Hawaii constitutes and shall be deemed an offer to sell the specified goods and/or services to the State of Hawaii at the price shown in the response and under the State's Terms and Conditions. The electronic response submitter certifies that he/she is authorized to sign the response for the submitting vendor and that the response is made without connection with any person, firm, or corporation making a response for the same goods and/or services and is in all respects fair and without collusion or fraud.
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Action	Illustration
<p>Optional Solicitation Sections</p> <p>The following areas are all optional features that may be used in creating your solicitation:</p> <p>Contact and Buyer Information –review and edit as necessary</p> <p>Header Notes – review and edit as necessary</p> <p>Line-Item Quick Edit – allows you to change quantities, unit of measure, and estimated dollar amount, but not description</p> <p>Solicit Responses from other Commodity Suppliers – ability to search for up to 20 additional commodity codes in addition to the line-item code</p> <p>Optional Solicitation Title and Description – may be added</p> <p>Pre-Bid Conference – used for notifying vendors of a pre-bid conference or pre-site visit requirements – choose a date, time, place, and add notes</p>	<p>The illustration shows a screenshot of a procurement system interface. At the top, there are links for 'Review / Edit Header Notes' and 'Review / Edit Line Item(s) Quick Edit'. Below this is a table for 'Items Quick Edit' with columns for 'Save Chges', 'Item', 'Reference Number', 'Quantity', 'UOM', and 'Est Total Amnt \$'. The table contains one row with item '001', reference number '()', quantity '(1)', UOM '(EA)', and estimated total amount '(2000)'. Below the table is a section for 'Solicit Responses From Other Commodity Suppliers' with a search bar containing '96200' and a button to 'Clear Commodities'. Below that is a section for 'Pre-Bid Conference' with fields for 'Date' (04/19/2023), 'Conference Time' (9:45 AM), and 'Responses Due' (04/26/2023). There is also a 'Location' field with address 'Office of School Facilities and Sup, 1037 S. Beretania St, Honolulu, HI 96813' and a 'Notes' field with the text 'Attendance is not mandatory but highly recommended.'.</p>

Action	Illustration
<p>Questions/Answer Section – allows for vendors to submit questions online – choose to show the vendors name, a deadline for question submittal, and a time at which your answers will be published to all vendors</p> <p>Sub Contractor Section</p> <ol style="list-style-type: none"> Vendors will be able to see the "Public Construction Interested Vendors List". You will be able to upload a "Detail Abstract / Information File" which will be available for all Vendors to access in their view of the Abstract either after the Award is made or at your discretion while the solicitation is in "Awaiting Award". You will be able to set up any Bidders Attachment(s) to be available for all vendors to open and review in their view of the Abstract. be reviewed and edited also – see the next page for information or to complete the solicitation choose: <p>Release Solicitation - sends it to approval routing or to the internet</p> <p>File Solicitation for later action –will save and place it in Solicitation Manager/On Hold for future edits</p>	 <p>The illustration shows two screenshots of a web application interface. The top screenshot is titled 'Establish / Review / Edit Questions / Answer Section'. It includes a header with 'Include Solicitation Questions Area on Solicitation: Yes: <input checked="" type="radio"/> No: <input ',="" 'responses="" 'today:="" 'vendor's="" 04="" 18,="" 2023',="" 2023'.="" 26="" <input="" and="" answers:="" apr="" are="" be="" below="" displayed="" due:="" name="" sections:="" this="" tue="" two="" type="radio" will="" with="" yes:=""/> No: <input "awaiting="" "detail="" "public="" '="" '.="" '1)="" '2)="" '3)="" 'answers="" 'at="" 'close="" 'establish="" 'file="" 'library:="" 'notes="" 'please="" 'preview="" 'questions="" 'release="" 'save:="" 'use="" 'while="" -="" 04="" 20="" 2023'="" 24="" 42023.'="" <input="" a="" able="" abstract="" abstract.'.="" access="" action',="" action'.<="" add="" after="" after'.="" all="" and="" any="" are="" at="" attachment(s)="" available="" award="" award"="" award".',="" b2023000069="" b2023000069',="" background="" be="" below="" bidders="" blue="" bottom="" buttons:="" by="" calendar="" checkbox="" checked="" close="" construction="" contains="" contractor="" deadline:="" discretion="" displayed="" edit="" either="" features="" file"="" followed="" for="" from="" heps="" icon.="" in="" information="" interested="" internet="" is="" it="" later="" list"'.="" list".',="" made="" no="" numbered="" of="" on="" open="" options="" or="" p="" points:="" published:="" questions="" remove="" review="" screenshot="" second="" section="" section'.="" section:="" see="" see,="" set="" solicitation="" sub="" sub-contractor="" submit="" text="" text:="" the="" their="" themselves="" this="" three="" through="" time,="" titled="" to="" type="checkbox" upload="" vendor="" vendors="" vendors:'="" view="" which="" while="" will="" with="" you="" your=""/> </p>

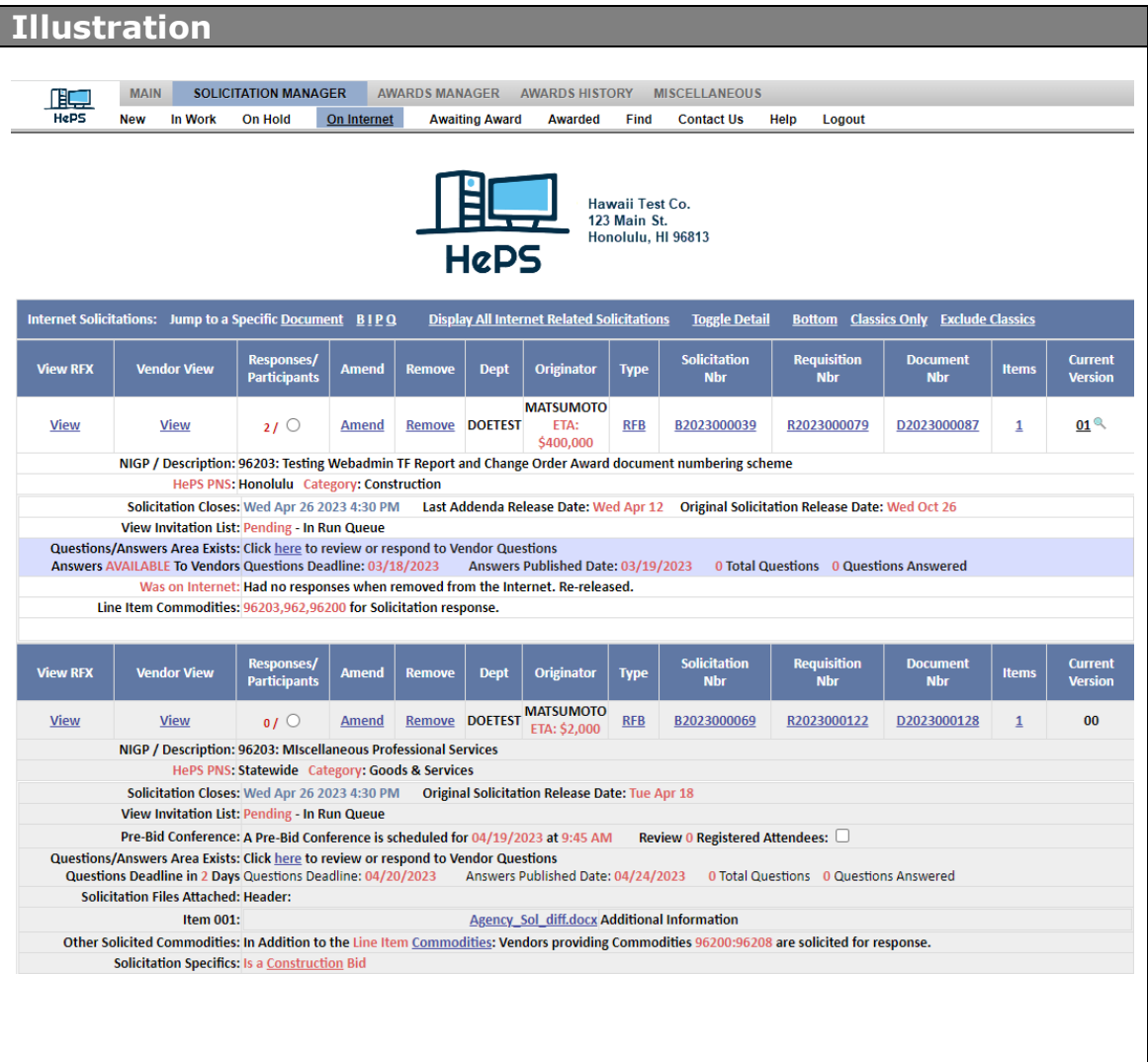
Action	Illustration
<p>Line Item Edit</p> <p>Prior to release of the solicitation the line items(s) may be reviewed and edit if necessary – the options include changing the quantity, unit of measure, editing the description, editing attachments, changing the commodity code, and adding additional line items</p> <p>Click on the Edit button in the bottom frame in the line-item area. The process is the same as Steps 9-14.</p> <p>Editing the Existing Line Item – click on the Click here to continue with commodity number which will open a different window with the same Steps 9-14</p> <p>Choose a Different Commodity – Click here to choose a different commodity - allows you to select a new commodity code to replace the existing one – the process is the same as in Steps 8-14</p> <p>Adding Another Line Item – Click on the Add Item 2 button in the center of the bottom frame – the process is the same as Steps 8-14</p>	<p>The illustration shows a software interface with a modal window titled "EDIT CURRENT ITEM". The modal contains the text "Editing Document: D2023000128 Item 1 Click here to continue with commodity 96203." Below this, there is an "OR" section with a link "CLICK HERE TO CHOOSE A DIFFERENT COMMODITY USING NIGP". The background shows a table with columns: View, Edit, Delete, Dept, Name, Item, Est Amnt, Commodity, Short Description, Create Date. The table contains one row with values: View (radio), Edit (radio checked), Delete (radio), Dept (DOETEST), Name (MATSUMOTO), Item (001), Est Amnt (2,000), Commodity (96203), Short Description (MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service), Create Date (Mon Apr 17 2023).</p>

Action	Illustration
<p>Once you click ok on the Approval routes check pop-up, when all reviews and edits are done, click the Release Solicitation B202300069 button in the upper frame.</p> <p>The solicitation will be checked for approval routing.</p> <p>The solicitation will be displayed on the On Internet page. The Vendor View of the solicitation will appear as separate window and allow you to see your solicitation as the vendor sees it. The pink area will contain information about whether the solicitation has been released to the internet or has been sent to approval touting.</p> <p>If in approval routing, you will get an email confirmation that the solicitation has been released when the last approver has approved it.</p> <p>The On Internet page displays information about the solicitation including number of responses, list of vendors emailed, questions and answers, pre-bid conference. It is where amendments are done (Amend) and when a solicitation can be cancelled (Remove). It has a link to the actual view that a vendor sees (Vendor View).</p>	 <p>The illustration shows the HePS Solicitation Manager interface. At the top, there are tabs for 'MAIN', 'SOLICITATION MANAGER', and 'AWARDS MANAGER'. Below these are status filters: 'New', 'In Work', 'On Hold', 'On Internet', and 'Awaiting Award'. The main content area displays a message: 'No Approval Routes Found. Solicitation: B202300069 released to the Internet. Approximate Number of Notification Emails Pending In Email Queue: 1192'. It also provides contact information for Michael Matsumoto and the solicitation due date (04/26/2023). Below this is a table with columns: 'View RFX', 'Vendor View', 'Responses/Participants', 'Amend', 'Remove', and 'Dept'. The 'Responses/Participants' column shows '0 / 0'. A detailed view of the solicitation is shown below, including the description 'NIGP / Description: 96203: Testing Webadmin TF Report and Change', the category 'Construction', and the status 'Pending - In Run Queue'. A table at the bottom lists items, with 'Item 001' having a value of '1' and a status of '00'. A pop-up window on the right shows the 'Invitation for Bid' details for Hawaii Test Co., including the address and the time 'Tue Apr 18, 11:17:19 A.M. GMT-0400 (Eastern Daylight Time)'. It also includes a link to review the invitation list and a pink notification: 'IMPORTANT NOTIFICATION: You have not yet responded to this Solicitation'.</p>

Part 2 – Amending and Managing your Solicitation

This section covers how to amend a solicitation that is on the internet. It allows for every aspect of the solicitation to be reviewed and edited as necessary. Vendors are notified by email of all amendments and the system tracks all changes

To begin, click on the **On Internet Icon**  **ON INTERNET**

Action	Illustration
<p>Amending a Solicitation</p> <p>All parts of a solicitation may be reviewed, edited, or amended as necessary – in addition this page contains this information:</p> <p>Click on the small round button next the number of responses to view names of vendors who have responded – prices are not displayed</p> <p>Pre-Bid Conference – vendors may optionally sign up to attend. Click on the check box to view attendees</p> <p>Question/Answer Period – Click here to view and respond to vendor questions</p> <p>Vendors – if Agency Domiciled Vendor option was chosen, click on here to review that list</p> <p>Solicitation Files – click on the link to view your attachments</p> <p>To begin amending a solicitation, click on the word Amend which is a link.</p>	 <p>The screenshot shows the HePS web application interface. At the top, there is a navigation menu with options: MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, MISCELLANEOUS. Below this is a sub-menu with: New, In Work, On Hold, On Internet (selected), Awaiting Award, Awarded, Find, Contact Us, Help, Logout.</p> <p>The main content area displays the HePS logo and contact information for Hawaii Test Co. (123 Main St, Honolulu, HI 96813). Below this is a table of Internet Solicitations with columns: View RFX, Vendor View, Responses/Participants, Amend, Remove, Dept, Originator, Type, Solicitation Nbr, Requisition Nbr, Document Nbr, Items, Current Version.</p> <p>Two solicitation entries are shown:</p> <ul style="list-style-type: none"> Item 01: MATSUMOTO, DOETEST, RFB, B2023000039, R2023000079, D2023000087. Description: NIGP / Description: 96203: Testing Webadmin TF Report and Change Order Award document numbering scheme. HePS PNS: Honolulu Category: Construction. Solicitation Closes: Wed Apr 26 2023 4:30 PM. Last Addenda Release Date: Wed Apr 12. Original Solicitation Release Date: Wed Oct 26. View Invitation List: Pending - In Run Queue. Questions/Answers Area Exists: Click here to review or respond to Vendor Questions. Answers AVAILABLE To Vendors Questions Deadline: 03/18/2023. Answers Published Date: 03/19/2023. 0 Total Questions, 0 Questions Answered. Was on Internet: Had no responses when removed from the Internet. Re-released. Line Item Commodities: 96203,962,96200 for Solicitation response. Item 00: MATSUMOTO, DOETEST, RFB, B2023000069, R2023000122, D2023000128. Description: NIGP / Description: 96203: Miscellaneous Professional Services. HePS PNS: Statewide Category: Goods & Services. Solicitation Closes: Wed Apr 26 2023 4:30 PM. Original Solicitation Release Date: Tue Apr 18. View Invitation List: Pending - In Run Queue. Pre-Bid Conference: A Pre-Bid Conference is scheduled for 04/19/2023 at 9:45 AM. Review 0 Registered Attendees: [checkbox]. Questions/Answers Area Exists: Click here to review or respond to Vendor Questions. Questions Deadline in 2 Days Questions Deadline: 04/20/2023. Answers Published Date: 04/24/2023. 0 Total Questions, 0 Questions Answered. Solicitation Files Attached: Header: Item 001: Agency_Sol_diff.docx Additional Information. Other Solicited Commodities: In Addition to the Line Item Commodities: Vendors providing Commodities 96200:96208 are solicited for response. Solicitation Specifics: Is a Construction Bid

Action	Illustration																					
<p>Amending a solicitation continued..</p> <p>Before you begin the amendment, a separate popup window will appear called the Vendor Response Tracker. It shows:</p> <ul style="list-style-type: none"> • Vendors who have already responded • Vendors who were emailed the solicitation (Review Email Recipients button) • Vendor who have opened their email or logged in and viewed the solicitation (Review Vendors Who Viewed Solicitation Detail button) <p>To continue the amendment process, close this informational window.</p> <p>This window can be opened at any time by clicking on the Toggle Responsees View button.</p>	<p>The screenshot shows the HePS Solicitation Manager interface. At the top, there are navigation tabs: MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, MISCELLANEOUS. Below these are status filters: New, In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Contact Us, Help, Logout.</p> <p>The main content area displays 'Creating Addendum 01 On NET Invitation for Bid Current Version 00 loaded'. Below this, there's a timestamp 'Tue Apr 18 2023 11:44:44 GMT-0400 (Eastern Daylight Time)' and buttons for 'Toggle Responsees(2) View', 'Open All Areas', 'Assign/Manage pCard', and 'Scroll Down'.</p> <p>Two boxes show 'Solicitation Nbr: B2023000069 - 01' and 'Requisition Nbr: R2023000122 Document Nbr: D2023000128'.</p> <p>The 'Vendor Response Tracker' popup window is titled 'Addendum Recipients - Google Chrome'. It shows a table of vendors who have responded to the solicitation. The table has columns: Vendor Name, Vendor ID, Recipient, Date Emailed, Date Accessed, Version, and Download IP Address.</p> <table border="1"> <thead> <tr> <th>Vendor Name</th> <th>Vendor ID</th> <th>Recipient</th> <th>Date Emailed</th> <th>Date Accessed</th> <th>Version</th> <th>Download IP Address</th> </tr> </thead> <tbody> <tr> <td>3Ms INCORPORATED</td> <td>P00000033002</td> <td>Jill Cogswell</td> <td>TUE APR 18, 2023 05:43:32 AM HST</td> <td>TUE APR 18, 2023 05:43:32 AM HST</td> <td>00</td> <td>35.137.221.242</td> </tr> <tr> <td>Kauwe And Sons</td> <td>P00000058505</td> <td>John Kauwe</td> <td>TUE APR 18, 2023 05:45:08 AM HST</td> <td>TUE APR 18, 2023 05:45:08 AM HST</td> <td>00</td> <td>35.137.221.242</td> </tr> </tbody> </table> <p>Below the table, it says '2 Vendors responded to this Solicitation'. There are buttons for 'Review 0 Email Recipients(1)', 'Review 2 Vendors Who Viewed Solicitation Detail(1)', and 'Close'.</p> <p>At the bottom of the popup, there's a footer with copyright information: '© 1996-2023 SicommNet, Inc. All Rights Reserved. - rFBPIQsAmendmentRecipients.html (Revised: 2014.12.11) - Machine: sc155; Test3 IP: 35.137.221.242 DB:sc173_Dev03 IP2:192.168.109.2 Tue Apr 18 08:45:33 GMT-0700 (PDT) 2023 Agency ID: A00000000030 Dept ID: DOETEST User ID: doebuyer3'.</p>	Vendor Name	Vendor ID	Recipient	Date Emailed	Date Accessed	Version	Download IP Address	3Ms INCORPORATED	P00000033002	Jill Cogswell	TUE APR 18, 2023 05:43:32 AM HST	TUE APR 18, 2023 05:43:32 AM HST	00	35.137.221.242	Kauwe And Sons	P00000058505	John Kauwe	TUE APR 18, 2023 05:45:08 AM HST	TUE APR 18, 2023 05:45:08 AM HST	00	35.137.221.242
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Action

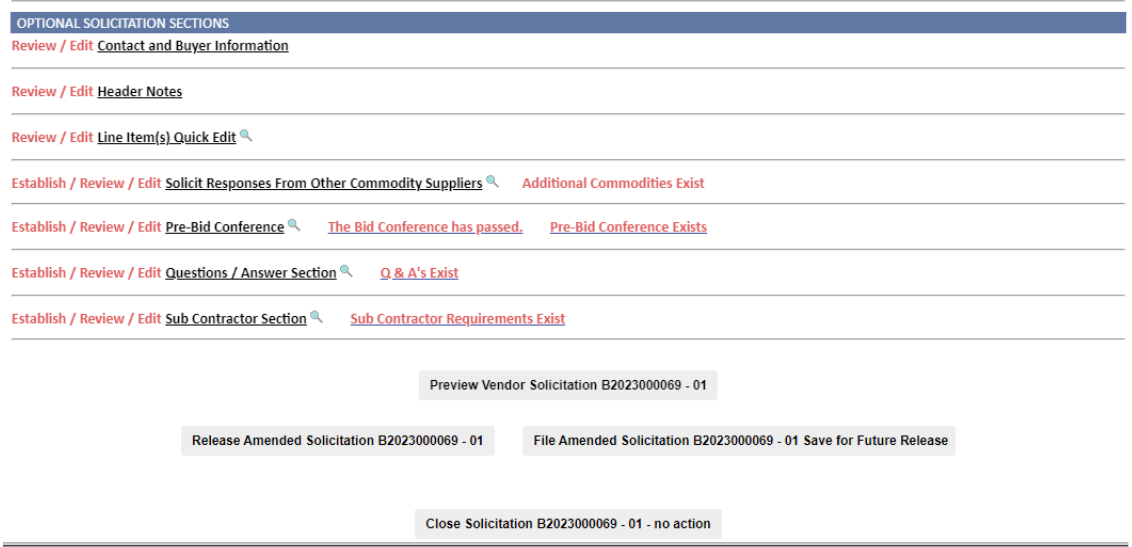
Mandatory Step 1

Before anything can be changed on the page you must first enter in a reason for the amendment by typing in your reason in the **REASON TEXT** box. This information is included on email notifications to the vendor regarding your amendment.

Mandatory Steps 2-6 may be reviewed and edited. Click on the text links to open those areas.

Illustration

The screenshot displays the HePS web application interface. At the top, there is a navigation menu with tabs for MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, and MISCELLANEOUS. Below the menu, the HePS logo is prominently displayed, along with the status 'Creating Addendum 01 On NET Invitation for Bid' and 'Current Version 00 loaded'. The date and time are shown as 'Tue Apr 25 2023 12:47:34 GMT-0400 (Eastern Daylight Time)'. There are several buttons: 'Toggle Responsees(2) View', 'Open All Areas', 'Assign/Manage pCard', and 'Scroll Down'. Below this, two boxes contain identification numbers: 'Solicitation Nbr: B2023000069 - 01' and 'Requisition Nbr: R2023000122' with 'Document Nbr: D2023000128'. The main section is titled 'MANDATORY ADDENDUM REASON SECTION' and includes a 'Review / Edit Addendum Information' link for 'STEP 1'. The current step is 'Solicitation Addendum 01 / CHANGE REASON TEXT (displayed on solicitation)', with a text input area labeled 'Updating specifications'. Below this, there is a 'View Past Addendums' link, 'Current Ver.00', and an 'Addendum Reason:' field. A 'Close Addendum Area' button is also present. The bottom section is titled 'MANDATORY SOLICITATION SECTIONS' and lists several other steps: 'Review / Edit Solicitation Release Information' (STEP 2), 'Review / Edit Billing And Shipping Locations' (STEP 3), 'Review / Edit Solicitation Vendor Instructions' (STEP 4), 'Review / Edit Custom Solicitation Title and Description' (STEP 5) with a note 'Custom Title or Description Exists', and 'Review / Edit Solicitation Geographic Location/Category' (STEP 6).

Action	Illustration																						
<p>Optional Solicitation Sections may be opened by clicking on the text links.</p> <p>To amend information on the line item (quantity, unit of measure, description, attachments, commodity code) click on the Amend button in the lower frame. The process is the same as when you were editing the original solicitation.</p> <p>To add another line item, click on the Add Item 2 button in the center of the page in the lower frame. The process is the same as described earlier in Steps 8-14.</p> <p>To finish and release the amendment, click on the Release Amended Solicitation button or you may choose to save your changes and File Amended Solicitation for Future Release.</p>	 <p>The screenshot shows a web interface titled "OPTIONAL SOLICITATION SECTIONS". It contains several menu items, each with a "Review / Edit" link and a status indicator:</p> <ul style="list-style-type: none"> Review / Edit Contact and Buyer Information Review / Edit Header Notes Review / Edit Line Item(s) Quick Edit Establish / Review / Edit Solicit Responses From Other Commodity Suppliers Additional Commodities Exist Establish / Review / Edit Pre-Bid Conference The Bid Conference has passed. Pre-Bid Conference Exists Establish / Review / Edit Questions / Answer Section Q & A's Exist Establish / Review / Edit Sub Contractor Section Sub Contractor Requirements Exist <p>Below these sections are three buttons:</p> <ul style="list-style-type: none"> Preview Vendor Solicitation B2023000069 - 01 Release Amended Solicitation B2023000069 - 01 File Amended Solicitation B2023000069 - 01 Save for Future Release Close Solicitation B2023000069 - 01 - no action <p>At the bottom, there is a table header for "Solicitation B2023000069 Items On the Internet:" with an "Add Item 2" button. The table below it has the following data:</p> <table border="1"> <thead> <tr> <th>View</th> <th>Responses</th> <th>Amend</th> <th>Delete</th> <th>Dept</th> <th>Name</th> <th>Item</th> <th>Est Amt</th> <th>Commodity</th> <th>Short Description</th> <th>Create Date</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/> 2 / <input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>DOETEST</td> <td>MATSUMOTO</td> <td>001</td> <td>2,000</td> <td>96203</td> <td>MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service</td> <td>Mon Apr 17 2023</td> </tr> </tbody> </table>	View	Responses	Amend	Delete	Dept	Name	Item	Est Amt	Commodity	Short Description	Create Date	<input type="radio"/>	<input checked="" type="radio"/> 2 / <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	DOETEST	MATSUMOTO	001	2,000	96203	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service	Mon Apr 17 2023
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<input type="radio"/>	<input checked="" type="radio"/> 2 / <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	DOETEST	MATSUMOTO	001	2,000	96203	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service	Mon Apr 17 2023													

Action	Illustration																										
<p>The amended solicitation may be checked for approval routing just like the original release depending upon your internal setup.</p> <p>If approval routing is found, you will receive an email notification when it is approved and released.</p> <p>It will again be displayed on the On Internet page.</p> <p>Notice that the Current Version has changed to 01. The small magnifying glass icon opens a display of the previous version reasons</p>	<p>The screenshot shows the 'Solicitation Manager' interface. At the top, there are navigation tabs: MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, MISCELLANEOUS. Below this is a menu with options: New, In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Contact Us, Help, Logout. The header identifies the 'Office of School Facilities and Sup' at '1037 S. Beretania St, Honolulu, HI 96813'. The main content area shows an 'Internet Solicitations' section with a notification: 'Tue Apr 25 10:08:38 GMT-0700 (PDT) 2023 Solicitation B2023000069 has been amended to version 01'. It lists the buyer as 'MICHAEL MATSUMOTO' and provides contact information. A table below shows the solicitation details, including 'NIGP / Description: 96203: Miscellaneous Professional Services', 'HePS PNS: Statewide', and 'Category: Goods & Services'. A magnifying glass icon is used to view the previous version, which is shown in a separate window titled 'BIP Hdr Items Mailer - Google Chrome'. This window displays the 'Invitation for Bid Addendum 01' for the same solicitation, dated 'Tue Apr 25, 1:09:46 P.M. GMT-0400 (Eastern Daylight Time)'. The main table also shows a 'Current Version' column with the value '01' and a magnifying glass icon.</p> <table border="1"> <thead> <tr> <th>View RFX</th> <th>Vendor View</th> <th>Responses/Participants</th> <th>Amend</th> <th>Remove</th> <th>Dept</th> <th>Originator</th> <th>Type</th> <th>Solicitation Nbr</th> <th>Requisition Nbr</th> <th>Document Nbr</th> <th>Items</th> <th>Current Version</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>View</td> <td>2 / 0</td> <td>Amend</td> <td>Remove</td> <td>DOETEST</td> <td>MATSUMOTO</td> <td>RFB</td> <td>B2023000069</td> <td>R2023000122</td> <td>D2023000128</td> <td>1</td> <td>01</td> </tr> </tbody> </table>	View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version	View	View	2 / 0	Amend	Remove	DOETEST	MATSUMOTO	RFB	B2023000069	R2023000122	D2023000128	1	01
View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version															
View	View	2 / 0	Amend	Remove	DOETEST	MATSUMOTO	RFB	B2023000069	R2023000122	D2023000128	1	01															

Action

Deleting or removing a solicitation that is on the internet is done by clicking on the word Remove.

The **Remove** functions are:

Permanently Delete this Solicitation - will remove the solicitation from the internet and delete all documents

Stage this solicitation for re- release to On-Hold – vendor responses will be lost

Temporarily take this solicitation offline – vendor responses will be saved and will display when the solicitation is re-released

Close for Award – this will close a solicitation prematurely before the scheduled closing date and should not be used with notifying the vendors of such action using the email section or by amending the solicitation

Cancel Remove Action

It has an optional **email** to vendors that can be used to notify them of your actions. If using, the email must be completed first before any action is taken.

Illustration

View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	2 / 0	Amend	Remove	DOETEST	MATSUMOTO ETA: \$2,000	RFB	B2023000069	R2023000122	D2023000128	1	01

NIGP / Description: 96203: Miscellaneous Professional Services
 HePS PNS: Statewide Category: Goods & Services
 Solicitation Closes: Wed Apr 26 2023 4:30 PM Last Addenda Release Date: Tue Apr 25 Original Solicitation Release Date: Tue Apr 18
 View Invitation List: Pending - In Run Queue
 Pre-Bid Conference: A Pre-Bid Conference is scheduled for 04/19/2023 at 9:45 AM Review 0 Registered Attendees:
 Questions/Answers Area Exists: Click [here](#) to review or respond to Vendor Questions
 Answers AVAILABLE To Vendors Questions Deadline: 04/20/2023 Answers Published Date: 04/24/2023 0 Total Questions 0 Questions Answered
 Solicitation Files Attached: Header:
 Item 001: [Agency_Sol_diff.docx](#) Additional Information
 Other Solicited Commodities: In Addition to the [Line Item Commodities](#): Vendors providing Commodities 96200:96208 are solicited for response.
 Solicitation Specifics: Is a [Construction Bid](#)

HePS MAIN SOLICITATION MANAGER AWARDS MANAGER AWARDS HISTORY MISCELLANEOUS
 New In Work On Hold On Internet Awaiting Award Awarded Find Contact Us Help Logout

Optional Vendor notification of Cancelled Internet Solicitation

Solicitation: B2023000069

Subject: Office of School Facilities and Sup Solicitation B2023000069 Removed From Internet -

Email body:

Email all responding vendors: (2) cc self: Email all notified vendors:

Status:

Toggle clear Review email Help Transactions Log Back to On Internet

Instructions: Email is not cleared after processing, it can act as a skeleton for other documents. Options include sending a notification to 1: all responding vendors, 2: yourself or 3: all. To send a notification: select a Solicitation, enter the subject, email body and recipient. You will be prompted for missing fields. Verification of sending the email will be requested prior to submission.

Delete Reason:

Actions:

Action

Close for Award

Closing a solicitation for award is the process in which a solicitation is removed from the internet and staged in the **Awards Manager/Abstract** area so that a buyer may view the responses and create an award. The closing date and time for a solicitation is preset by the buyer prior to releasing the solicitation. At the prescribed time of closing the vendor can no longer access the solicitation and enter a response. However, the solicitation remains on the internet (with a message it is closed and blocked access) until the system processes it and moves the responses to the **Awards Manager/Abstract** area.

This process can happen at five (5) different times:

1. When the evening system batch process occurs
2. When **logging in** to the system
3. When clicking on the **Awards Manager** tab
4. When clicking on the **Create an Award** quick link icon and **Close Scheduled On Net Solicitations** link
5. When clicking on the Session Summary Awaiting Award link

Each time one of these methods is used you will get a display telling you if any solicitations were closed for you.

Illustration

Internet Solicitations: [Jump to a Specific Document](#) [B I P Q](#) [Display All Internet Related Solicitations](#) [Toggle Detail](#) [Bottom](#) [Classics Only](#) [Exclude Classics](#)

The Solicitation (B2023000069) has been moved to Awards Manager.

View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	2 / 0	Amend	Remove	DOETEST	MATSUMOTO ETA: \$400,000	RFB	B2023000039	R2023000079	D2023000087	1	01

NIGP / Description: 96203: Testing Webadmin TF Report and Change Order Award document numbering scheme
HePS PNS: Honolulu Category: Construction

Solicitation Closes: [Wed Apr 26 2023 4:30 PM](#) Last Addenda Release Date: [Wed Apr 12](#) Original Solicitation Release Date: [Wed Oct 26](#)

View Invitation List: [Pending - In Run Queue](#)

Questions/Answers Area Exists: [Click here](#) to review or respond to Vendor Questions
Answers AVAILABLE To Vendors Questions Deadline: [03/18/2023](#) Answers Published Date: [03/19/2023](#) 0 Total Questions 0 Questions Answered

Was on Internet: Had no responses when removed from the Internet. Re-released.

Line Item Commodities: 96203,962,96200 for Solicitation response.

Click to Create An Award...

CREATE A SOLICITATION ON INTERNET CREATE AN AWARD AWARDS HISTORY SEARCH SYSTEM

Click to Create An Award...

[Close Scheduled OnNet Solicitations](#)

Electronic(With Prices)
[RFQ](#)
[IFB](#)
[RFP](#)

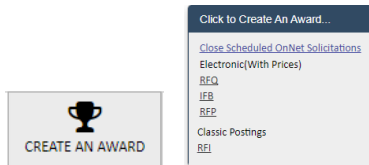
Classic Postings
[RFI](#)

Session Summary: Tue Apr 25 2023, 1:22:05 P.M. | MICHAEL MATSUMOTO [doebuyer3]

View Protest Module	
Unacknowledged	0
Total	0

Part 3 - Creating an Award

This section covers how to view vendor responses, select a vendor for award, and create the award notification. To begin, click on the **Create an Award** Icon and click on **Close Scheduled OnNet Solicitations** link first and then on the **IFB** link



Action		Illustration																																																																
<p>Closed solicitations appear as a list in the bottom frame.</p> <p>To open the solicitation and view the responses click on the Lump Sum button. Line Item (Split Awards) will be covered on page 34.</p> <p>Optionally, you may choose to move the solicitation to On Hold where you can edit and re-release it or Delete the solicitation. This most commonly used when there are no vendor responses.</p> <p>Enter a check mark in the first square box next to the number of responses to move the solicitation on-hold or the second box to delete the solicitation. If choosing to delete, you will prompt to enter a reason. The third box allows you to use the Hide feature, select the 'Hidden' check box. This will prompt a popup to appear that indicated the solicitation has been hidden</p> <p>Then click on the Move Selected Solicitations to On Hold/Delete/Hidden button.</p> <p>In addition, you may send an optional email to notify vendors of your actions by completing the email in the upper frame.</p> <p>Confirmation popup messages will appear with an explanation of the actions you are taking.</p>		<p>Instructions: This option is only available when a SINGLE document is moved to "On Hold" or deleted. EMAILS MUST BE ENTERED PRIOR TO PRESSING "Move Selected Solicitations to On Hold / Delete".</p> <table border="1"> <thead> <tr> <th rowspan="2">IFB Nbr</th> <th rowspan="2">Delivery Date</th> <th colspan="3">View Responses</th> <th rowspan="2">Move To On Hold / Delete / Hidden</th> <th rowspan="2">Line Items For Award / Awarded</th> <th rowspan="2">Close Date</th> <th rowspan="2">Commodity</th> <th rowspan="2">Short Description</th> </tr> <tr> <th>Lump Sum</th> <th>Line Item</th> <th>TVL</th> </tr> </thead> <tbody> <tr> <td>B2019000246 - 00</td> <td>Tue Jan 31 2023</td> <td>LS: <input type="radio"/></td> <td>N/A</td> <td></td> <td>0 <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></td> <td>1 / 0</td> <td>MON JAN 30 2023 12:30:00</td> <td>96203</td> <td>Pre bid notes web link te</td> </tr> <tr> <td>B2022000007 - 00</td> <td>Fri Apr 29 2022</td> <td>LS: <input type="radio"/></td> <td>N/A</td> <td></td> <td>0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td>1 / 0</td> <td>FRI APR 15 2022 10:30:00</td> <td>96203</td> <td>Testing DSR notes for Pro</td> </tr> <tr> <td>B2022000008 - 00</td> <td>Mon Nov 02 2020</td> <td>LS: <input type="radio"/></td> <td>N/A</td> <td></td> <td>0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td>1 / 0</td> <td>THU SEP 24 2020 16:30:00</td> <td>96203</td> <td>Buyer level 1to level 3 p</td> </tr> <tr> <td>B2023000059 - 00</td> <td>Fri Mar 31 2023</td> <td>LS: <input type="radio"/></td> <td>N/A</td> <td></td> <td>0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td>1 / 0</td> <td>FRI MAR 24 2023 16:30:00</td> <td>96203</td> <td>testing</td> </tr> <tr> <td>B2023000069 - 01</td> <td>Wed May 31 2023</td> <td>LS: <input type="radio"/></td> <td>N/A</td> <td></td> <td>2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td>1 / 0</td> <td>WED APR 26 2023 16:30:00</td> <td>96203</td> <td>Miscellaneous Professiona</td> </tr> </tbody> </table>		IFB Nbr	Delivery Date	View Responses			Move To On Hold / Delete / Hidden	Line Items For Award / Awarded	Close Date	Commodity	Short Description	Lump Sum	Line Item	TVL	B2019000246 - 00	Tue Jan 31 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	1 / 0	MON JAN 30 2023 12:30:00	96203	Pre bid notes web link te	B2022000007 - 00	Fri Apr 29 2022	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI APR 15 2022 10:30:00	96203	Testing DSR notes for Pro	B2022000008 - 00	Mon Nov 02 2020	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	THU SEP 24 2020 16:30:00	96203	Buyer level 1to level 3 p	B2023000059 - 00	Fri Mar 31 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI MAR 24 2023 16:30:00	96203	testing	B2023000069 - 01	Wed May 31 2023	LS: <input type="radio"/>	N/A		2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	WED APR 26 2023 16:30:00	96203	Miscellaneous Professiona
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Action

Vendor responses are displayed on the Abstract page arranged in order from lowest to highest cost. Responses are separated by a dark blue line.

At the bottom of the page you may click to create the abstract page as an Excel file (cvs).

The page shows all relevant information about the vendor and their bid and has buttons or websites that have information about pre-bid conference, Professional and Vocational Licensing (DCCA), Federal Excluded Parties List, vendor response tracking, questions and answers and the ability to upload vendor attachments.

Publish Selected Vendor Attachments

Upon solicitation closure, the Construction Bid Module allows Buyers the Vendor Abstract options to:

1. Publicly display specific or all vendor/contractor submitted file attachments
2. Publicly display additional files, such as redacted vendor/contractor submitted file attachments
3. Click on Publish selected Vendor File Attachments for Abstract Review Link

Illustration

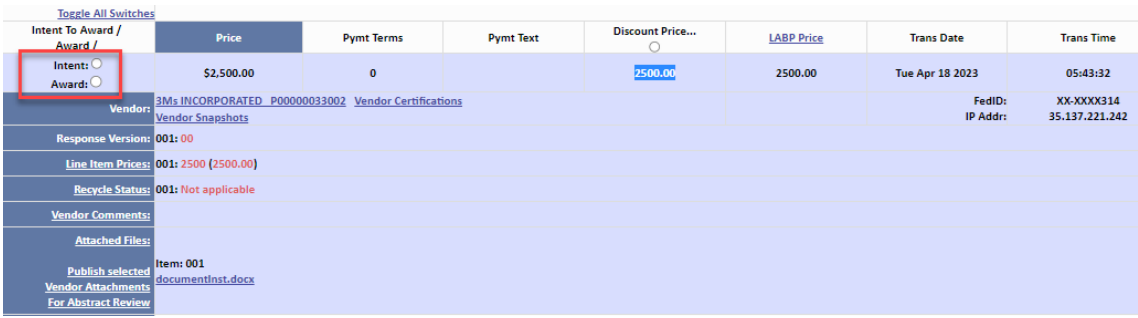
The screenshot displays the HeDS system interface for a vendor response. At the top, there are navigation tabs: MAIN, SOLICITATION MANAGER, AWARDS MANAGER (selected), AWARDS HISTORY, and MISCELLANEOUS. Below the tabs is a menu with options like Abstract, RFB, RFP, RFQ, Classic, RFB, RFI, RFP, PO Generator, Auto Release, My pCard Docs, Intent To Award, Contact Us, Help, and Logout.

The main content area shows details for a 'CONSTRUCTION BID' with the title 'LUMP SUM Abstract of Responses for Solicitation #B2023000069 - 01'. It includes a 'Solicitation Optional Title' of 'Miscellaneous Professional Services Actor/Thespian Service' and an 'Abbreviated Desc' of 'MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)'. A table below shows bid details with columns for Delivery Date, Email Date, Due Date, Solicitation Line Items, and Requisition Nbr. The 'Control Amount' is \$0. There are buttons for 'Agency Attachments', 'Line Item View', 'Pre-Bid Conference', 'Assign/Manage pCard', 'Hawaii Compliance Express Login', and 'Professional and Vocational Licensing Search'. A 'Vendor Response Tracking' button is also present.

A 'Question/Answer section' is visible, with a 'Toggle All Switches' button and a table of questions and answers. The table has columns for Intent to Award, Price, Pymt Terms, Pymt Text, Discount Price, LABP Price, Trans Date, and Trans Time. One entry shows a price of \$2,500.00 and a discount price of 2500.00.

Below the table, there are sections for 'Vendor Comments', 'Attached Files', and 'Buyer Comments'. The 'Attached Files' section shows a file named 'document1nst.docx' with an item ID of 001. The 'Detail/Info Files' section shows 'No attachments'.

At the bottom, there is a table of line items with columns for Line Item, Quantity, UOM, Cmndy Code, Short Description, and Status. The table contains one row for line item 001, with a quantity of 1, UOM of EA, and a description of 'MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service'.

Action	Illustration
<p>Intent to Award – opens an email system where you may send a notification of intent or ask for additional documents (Compliance documents). There is also an optional email that can be sent to the non-selected vendors.</p> <p>Award – is where you choose the awarded vendor and create the award notification.</p> <p>The vendor’s name is a link to their profile information.</p> <p>Vendor comments and file attachments will appear if a vendor submits that info.</p>	 <p>The screenshot shows a procurement system interface. At the top, there is a 'Toggle All Switches' link. Below it is a table with the following columns: 'Intent To Award / Award /', 'Price', 'Pymt Terms', 'Pymt Text', 'Discount Price...', 'LABP Price', 'Trans Date', and 'Trans Time'. The 'Intent' radio button is selected and highlighted with a red box. The 'Price' column shows '\$2,500.00', 'Pymt Terms' shows '0', 'Discount Price...' shows '2500.00', 'LABP Price' shows '2500.00', 'Trans Date' shows 'Tue Apr 18 2023', and 'Trans Time' shows '05:43:32'. Below the table, there are sections for 'Vendor' (3Ms INCORPORATED, P00000033002, Vendor Certifications, Vendor Snapshots), 'Response Version: 001: 00', 'Line Item Prices: 001: 2500 (2500.00)', 'Recycle Status: 001: Not applicable', 'Vendor Comments:', and 'Attached Files: Item: 001 documentinst.docx'. There are also links for 'Publish selected Vendor Attachments For Abstract Review'.</p>

Action

If using the Intent to Award email

Clicking on **Intent to Award** will open an email system where you may send a notification of intent or ask for additional documents. Compliance documents are the most common so wording has already been entered for you but may be edited as needed.

There is also a second optional email that can be sent information to the non-selected vendors. Scroll down to the pink email area to access it.

To disable the emails to the non-selected vendors, **remove the check mark** next to their names in the bottom frame. To fully use this feature another short lesson is available.

To send the emails to the vendor choose a response **due date** from the calendar and click on the **Send Intent to Award Emails** button.

Once you have confirmed the email the **Intent to Award** will be staged in the **Awards Manager** – Intent to Award sub menu. From there you may record the date of the vendor response, create the award, or cancel the intent to award and send it back to the **Abstract** stage.

Illustration

Solicitation B2023000069 Item:		Responding Vendors		
Vendor	Send Email	Vendor Name	Intent To Award	Award
1	X	3Ms INCORPORATED P00000033002	YES	<input type="radio"/>
2	<input checked="" type="checkbox"/>	Kauwe And Sons P00000058505	NO	<input type="radio"/>
Review email: <input type="radio"/>				
Vendor	Send Email	Intent To Award	Intent To Award	

Review	Cancel Intent	Award	Status	Item	Solicitation Orig Solicitation	Email Sent	Package Due	Action Date or Package Received Date	Vendor Name
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In Work	All	B2023000069	Mon May 01, 2023	Mon May 01, 2023	MM/DD/YYYY <input type="text"/>	3Ms INCORPORATED

Action

If not using the Intent to Award

When you have selected your vendor and are ready to award, click on the **Award** button. HePS will automatically access the **Hawaii Compliance Express (HCE)** system to check for vendor compliance and show you the results.

In this example, the vendor is compliant in 3 areas only and not the 4th area, so they are **not compliant**. If compliancy is not required for this award notification you may optionally continue the award process by clicking on the Award button.

You may also just **Close** this window and go back to the Abstract page view. The results of the HCE check are placed on the Abstract page directly below the vendor's response.

Illustration

The screenshot shows the HePS Awards Manager interface. The top navigation bar includes 'MAIN', 'SOLICITATION MANAGER', 'AWARDS MANAGER', 'AWARDS HISTORY', and 'MISCELLANEOUS'. The 'AWARDS MANAGER' tab is active, showing a list of awards with columns for 'Intent To Award / Award / Intent:' and 'Price'. The selected award is for 'Kauwe And Sons' with a price of '\$3,000.00'. The sidebar on the left contains various options like 'Vendor Snapshots', 'Response Version', 'Line Item Prices', 'Recycle Status', 'Vendor Comments', 'Attached Files', 'Publish selected Vendor Attachments For Abstract Review', 'Buyer Comments', and 'Detail/Info Files'. The main content area displays the 'STATE OF HAWAII STATE PROCUREMENT OFFICE CERTIFICATE OF VENDOR COMPLIANCE'. The certificate text states: 'Pursuant to Section 103D-310, HRS, and Section 3-122-112, HAR, this document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).'. The vendor name is 'Kauwe And Sons' and the status is 'RECORD NOT FOUND. NOT COMPLIANT'. Below the certificate, there are several options: 'Try Again' (with a 'Try Again Later' button), 'Create The Award', 'Create An Intent To Award', 'Attempt to log into Compliance Express', and 'Try Again Later'. The bottom of the screenshot shows a table with columns for 'Line Item', 'Quantity', 'UOM', 'Cmnty Code', 'Short Description', and 'Status'. The first row is for 'MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service'.

Line Item	Quantity	UOM	Cmnty Code	Short Description	Status
001	1	EA	96203	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service	

Action

Hawaii Compliance Express – continued

This page shows the results when a vendor is not a part of the HCE system.

The vendor will be displayed as Not Complaint and you have options to continue with the award (**Create the Award**) or **Try Again Later**) or contact the vendor by using the **Create an Intent to Award** email system.

You may also **Close** this window and go back to the Abstract page view.

If the HCE system is unavailable a message will appear (not pictured).

Illustration

The screenshot shows the Hawaii Compliance Express (HCE) system interface. The main navigation bar includes tabs for MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, and MISCELLANEOUS. The current view is the AWARDS MANAGER, showing a list of items. The selected item is '001' with a price of '\$3,000.00'. The vendor is 'Kauwe And Sons'. The system displays a 'RECORD NOT FOUND. NOT COMPLIANT' status. A pop-up window titled 'STATE OF HAWAII STATE PROCUREMENT OFFICE CERTIFICATE OF VENDOR COMPLIANCE' is overlaid, providing details about the vendor and compliance requirements. The pop-up includes fields for Vendor Name, DBA/Trade Name, Issue Date, Status, Hawaii Tax#, FEIN/SSNE, UIR, and DCCA FILER. It also offers options like 'Try Again', 'Create The Award', 'Create An Intent To Award', 'Log into Compliance Express', and 'Try Again Later'.

Line Item	Quantity	UOM	Cmnty Code	Short Description	Status
001	1	EA	96203	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service	

Action	Illustration
<p>Once a vendor has been selected by choosing the Award button, you will be taken to the Award Input page.</p> <p>Mandatory Award Section</p> <p>Step 1 - Click the link to open this area and choose the</p> <ul style="list-style-type: none"> • 1-1 Award Type • Award Instructions • Optional Agency Award Number • 1-2 Basis of Award • 1-3 Competition Type • Competition Comments • 1-4 Signed By <p>Optionally, you can Assign/Manage pCard and add Competition Comments that can be seen by approvers and auditors.</p> <p>Optional Award Sections - Click on the links to open these areas and enter optional information on the award.</p> <p>Lag Days – set a future release date for this award and add header attachments</p> <p>Contract Templates – Prefilled forms which can be added to the award header section.</p> <p>General Comments – add comments</p> <p>Line-Item Attachments – add or remove attachments</p> <p>Line-Item Award Instructions Internal Comments Area</p> <p>Award Email Distribution – allows you to send a copy of the award to other people</p>	

Action **Illustration**

The final step before releasing the Award Notification is to click on **the Review/Edit Award** button on the lower right of the page.

All parts of the award are available for review and editing as needed. Pay special attention to the **delivery or state/end of service** dates to be sure they are accurate.


Optionally you may add line items, delete line items, add comments, change descriptions and attachments, and adjust quantities and pricing if necessary to complete the award.

The bottom of the page has a link to open an optional email to notify vendors of any significant changes you made to the award.

Choose the **Close No Action** button is no changes were made or the **Save Changes** button on the bottom of the page. *Popup confirmations* will appear.

You will be returned to the **Award Input** page for final release action. Click on **Select an Action**, choose **Complete Award** and click on **Execute Action**.

Item No	Description	Quantity UOM	Unit Price	Extension
001	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Services { 962-03 } (nt) Account: 2023 - 5650 - 012 - PRI2345 - 02 - 022	1 EA	\$3,000.00	\$3,000.00
	Subtotal:			\$3,000.00
	Total:			\$3,000.00
Transaction Fee	SicommNet will bill, via separate invoice, the 0.725% (0.00725) Transaction Fee, capped at \$5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..	21.75		

Action	Illustration																																													
<p>The completed Award Notification will be displayed. A popup will indicate if the award is being sent to approval routing or if it is being released to the vendor.</p> <p>The actual email of the award to the vendor does not go out until the nightly batch process. The award can be edited at any time before the batch is processed.</p> <p>Non-selected vendors who had responded get an email telling them who was awarded.</p> <p>The bottom of the page has a Print Button if you wish to have a hard copy of the award.</p> <p>The award can be found again in Award History.</p>	<div style="text-align: center;">  <p>HePS</p> <p>Notice of Award for Definite Quantity Contract</p> </div> <div style="display: flex; justify-content: space-between;"> <div data-bbox="798 276 924 349"> <p>Bill To: Hawaii Test Co 123 Main St. Honolulu, HI 96813</p> </div> <div data-bbox="1543 267 1722 308"> <p>THIS NUMBER MUST APPEAR ON ALL DOCUMENTS</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>Notice of Award for Definite Quantity Contract DO2023000024</p> </div> <hr/> <p style="text-align: center;">Miscellaneous Professional Services</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div data-bbox="829 487 1092 584"> <p>DELIVER TO: Department of Education State of Hawaii School Facilities and Support Svcs 1037 S. Beretania Street Honolulu, HI 96813 osfs@hawaii.gov</p> </div> <div data-bbox="1438 487 1627 560"> <p>Date: Mon May 01, 2023 Quoted By: John Kauwe F.O.B.: Destination Terms:</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div data-bbox="840 600 1081 747"> <p>VENDOR: Kauwe And Sons KAUWE AND SONS EMAIL TEST 2500 Dole Street Honolulu, HI 96801 Attn: Owner marcelo.rafanan@sicomm.net Phone: 123 123-1234 Fax: 123 123-1233 eCommerce ID: P00000058505</p> </div> <div data-bbox="1428 600 1627 714"> <p>Required Wed May 31, 2023 Delivery Date: RFQ#: B2023000069 DOC#: D2023000128</p> </div> </div> <hr/> <p>Contact: MICHAEL MATSUMOTO 808-111-1111 Buyer: MICHAEL MATSUMOTO 808-111-1111</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="width: 5%;">Item No</th> <th style="width: 65%;">Description</th> <th style="width: 10%;">Quantity UOM</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">Extension</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">001</td> <td>MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Services (962-03) (nt)</td> <td style="text-align: center;">1 EA</td> <td style="text-align: right;">\$3,000.00</td> <td style="text-align: right;">\$3,000.00</td> </tr> <tr> <td colspan="2">Account: 2023 - 5650 - 012 - PR12345 - 02 - 022</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Subtotal:</td> <td></td> <td style="text-align: right;">\$3,000.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total:</td> <td></td> <td style="text-align: right;">\$3,000.00</td> </tr> <tr> <td style="color: red;">Transaction Fee</td> <td colspan="4">SicommNet will bill, via separate invoice, the 0.725% (0.00725) Transaction Fee, capped at \$5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..</td> </tr> <tr> <td>General Comments:</td> <td colspan="4"></td> </tr> <tr> <td>Instructions:</td> <td colspan="4"> <p>Freight / Handling Included in Price</p> <p>1: AWARD NOTICE: Unless otherwise stated, this document is an award notification only. The actual contract document or purchase order will be sent under separate cover. Contractor should not proceed with the ordering or delivering of goods or commence any portion of the services contracted until an agency issued contract, purchase order, and/or notice to proceed is received. DO NOT DUPLICATE DELIVERY OF ORDER.</p> </td> </tr> <tr> <td></td> <td colspan="4" style="text-align: right;">Signed By: MICHAEL MATSUMOTO</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <p><small>© 1998-2023 SicommNet, Inc. All Rights Reserved. -po001Mailer (Revised: 2015.04.28) Machine: sc1851_Test3 IP: 72.92.155.98 DB:sc173_Dev03 IP2:192.168.109.2</small></p> <p>Print</p> </div>	Item No	Description	Quantity UOM	Unit Price	Extension	001	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Services (962-03) (nt)	1 EA	\$3,000.00	\$3,000.00	Account: 2023 - 5650 - 012 - PR12345 - 02 - 022					Subtotal:				\$3,000.00	Total:				\$3,000.00	Transaction Fee	SicommNet will bill, via separate invoice, the 0.725% (0.00725) Transaction Fee, capped at \$5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..				General Comments:					Instructions:	<p>Freight / Handling Included in Price</p> <p>1: AWARD NOTICE: Unless otherwise stated, this document is an award notification only. 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	Signed By: MICHAEL MATSUMOTO																																													

Action **Illustration**

To create awards by **Line Item (Split Awards)** go to the **Awards Manager/IFB** page as before and select **Line Item** instead of **Lump Sum**.

The line items will be displayed in the bottom frame. You can select which item to work on. It will be marked as **In Work** and the Abstract will display the prices for that line item only.

There are two options for awarding by line item.

1. You can select a vendor for a line item and complete that award, then do another, or;
2. You may select the vendors for all the line items first and then create the awards.

IFB Solicitations Awaiting Award NO Solicitations Found To Close

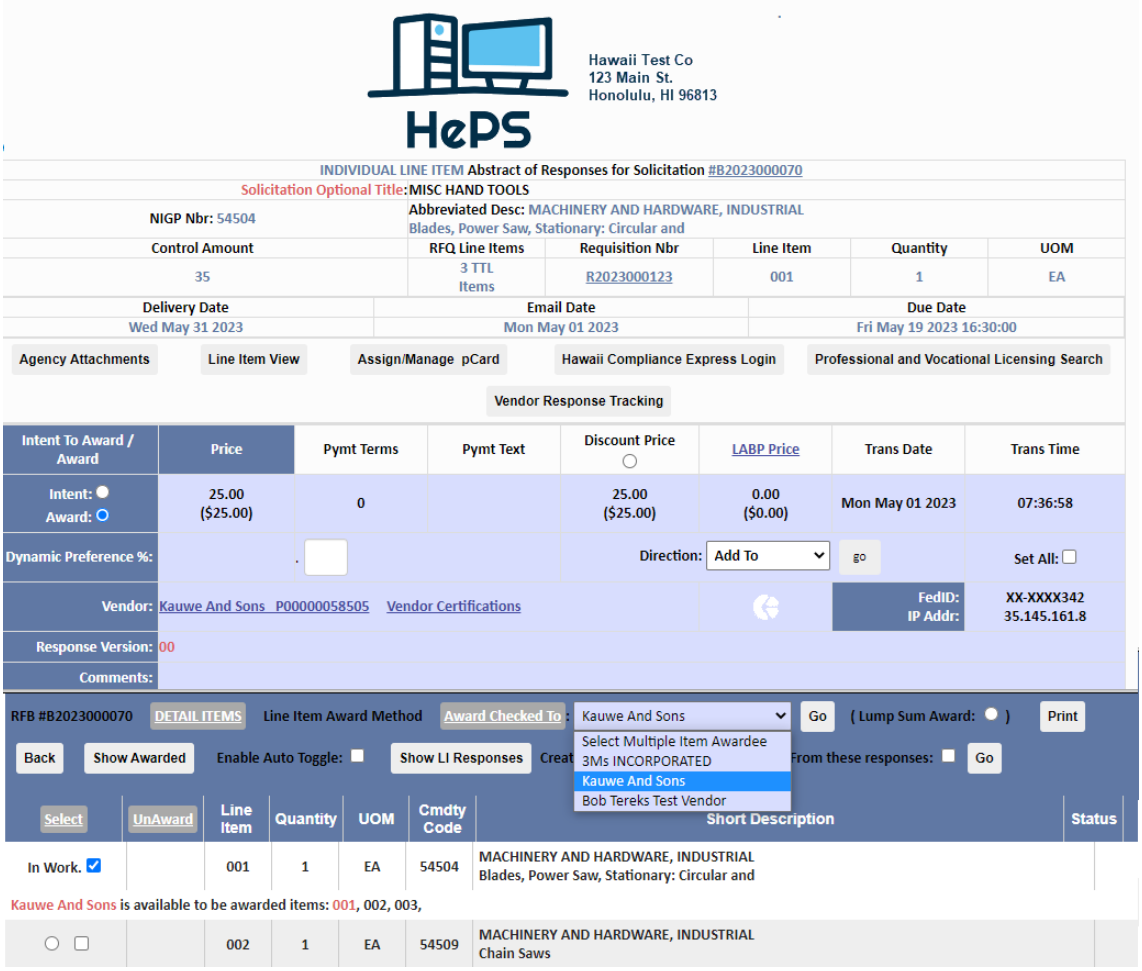
Move Selected Solicitations to On Hold / Delete Reset Print Back Resolicited Log Alt Proposals Log Docs Hidden ▾

IFB Nbr	Delivery Date	View Responses			Responses / Move To On Hold / Delete / Hidden	Line Items For Award / Awarded	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
B2019000246 - 00	Tue Jan 31 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	MON JAN 30 2023 12:30:00	96203	Pre bid notes web link te
B2022000007 - 00	Fri Apr 29 2022	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI APR 15 2022 10:30:00	96203	Testing DSR notes for Pro
B2022000008 - 00	Mon Nov 02 2020	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	THU SEP 24 2020 16:30:00	96203	Buyer level 1to level 3 p
B2023000039 - 01	Sun Apr 30 2023	LS: <input type="radio"/>	N/A		2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	WED APR 26 2023 16:30:00	96203	Testing Webadmin TF Repor
B2023000059 - 00	Fri Mar 31 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI MAR 24 2023 16:30:00	96203	testing
B2023000070 - 00	Wed May 31 2023	LS: <input type="radio"/>	LI: <input type="radio"/>		9 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3 / 0	FRI MAY 19 2023 16:30:00	54504	MISC HAND TOOLS

RFB #B2023000070 **DETAIL ITEMS** Line Item Award Method Award Checked To: Go (Lump Sum Award:) Print

Back Show Awarded Enable Auto Toggle: Show LI Responses Create a [separate Stand Alone Award](#) From these responses: Go

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	1	EA	54504	MACHINERY AND HARDWARE, INDUSTRIAL Blades, Power Saw, Stationary: Circular and	
Kauwe And Sons is available to be awarded items: 001, 002, 003,							
<input type="checkbox"/>	<input type="checkbox"/>	002	1	EA	54509	MACHINERY AND HARDWARE, INDUSTRIAL Chain Saws	

Action	Illustration																																					
<p>After reviewing the abstract information, check the box next to In Work on the line items to want to award to a vendor</p> <p>Then select the awarded vendor from the drop down list in the center of the bottom frame, Award Checked To:</p> <p>Click the Go button.</p> <p>This will assign the line item(s) you have selected to the vendor you have chosen. They system will also check the HCE for compliance.</p>	 <p>The screenshot displays the HePS (Hawaii eProcurement System) interface. At the top, it shows the HePS logo and contact information for Hawaii Test Co. Below this is the 'INDIVIDUAL LINE ITEM Abstract of Responses for Solicitation #B2023000070'. The solicitation title is 'MISC HAND TOOLS'. Key details include NIGP Nbr: 54504, Control Amount: 35, RFQ Line Items: 3 TTL Items, Requisition Nbr: R2023000123, Line Item: 001, Quantity: 1, and UOM: EA. Delivery and email dates are also provided.</p> <p>Below the header information is a 'Vendor Response Tracking' section with a table of response details:</p> <table border="1"> <thead> <tr> <th>Intent To Award / Award</th> <th>Price</th> <th>Pymt Terms</th> <th>Pymt Text</th> <th>Discount Price</th> <th>LABP Price</th> <th>Trans Date</th> <th>Trans Time</th> </tr> </thead> <tbody> <tr> <td>Intent: <input checked="" type="radio"/> Award: <input type="radio"/></td> <td>25.00 (\$25.00)</td> <td>0</td> <td></td> <td>25.00 (\$25.00)</td> <td>0.00 (\$0.00)</td> <td>Mon May 01 2023</td> <td>07:36:58</td> </tr> </tbody> </table> <p>Additional fields include 'Dynamic Preference %', 'Vendor: Kauwe And Sons', 'Response Version: 00', and 'Comments'. At the bottom, there is a control bar with 'Award Checked To' set to 'Kauwe And Sons' and a 'Go' button. A dropdown menu is open, showing options: 'Select Multiple Item Awardee', '3Ms INCORPORATED', 'Kauwe And Sons', and 'Bob Tereks Test Vendor'. Below this is a table of line items:</p> <table border="1"> <thead> <tr> <th>In Work</th> <th>Line Item</th> <th>Quantity</th> <th>UOM</th> <th>Cmdty Code</th> <th>Short Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>001</td> <td>1</td> <td>EA</td> <td>54504</td> <td>MACHINERY AND HARDWARE, INDUSTRIAL Blades, Power Saw, Stationary: Circular and</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>002</td> <td>1</td> <td>EA</td> <td>54509</td> <td>MACHINERY AND HARDWARE, INDUSTRIAL Chain Saws</td> <td></td> </tr> </tbody> </table> <p>A note indicates: 'Kauwe And Sons is available to be awarded items: 001, 002, 003.'</p>	Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price	Trans Date	Trans Time	Intent: <input checked="" type="radio"/> Award: <input type="radio"/>	25.00 (\$25.00)	0		25.00 (\$25.00)	0.00 (\$0.00)	Mon May 01 2023	07:36:58	In Work	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status	<input checked="" type="checkbox"/>	001	1	EA	54504	MACHINERY AND HARDWARE, INDUSTRIAL Blades, Power Saw, Stationary: Circular and		<input type="checkbox"/>	002	1	EA	54509	MACHINERY AND HARDWARE, INDUSTRIAL Chain Saws	
Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price	Trans Date	Trans Time																															
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<input type="checkbox"/>	002	1	EA	54509	MACHINERY AND HARDWARE, INDUSTRIAL Chain Saws																																	

Action

Confirm your choice of this vendor selection in the popup.

You will then be asked if you wish to award this line item now (**OK**) or continue selecting vendors for the other line items (**Cancel**).

Normally it is best to continue to select all the vendors for each line item first, then do the awards later. If you choose to do the award for one line item only, the other line items

will remain in the abstract waiting for you to process.

Your first line item will be marked as and you can select the second line item **Awarded (In Work)** and choose a vendor from the drop down exactly as before.

Illustration

The illustration shows a screenshot of a procurement system interface. A popup window from training.basec.sicomm.net asks: "Are you ready to Award Item 001 from Solicitation B2023000070 to Kauwe And Sons?". The popup also contains the text: "AT THIS POINT IN TIME VENDOR: Kauwe%20And%20Sons IS NOT IN COMPLIANCE WITH SECTION 103D-310, HRS, AND SECTION 3-122-112, HAR". The background shows a "Solicitation Manager" interface with a table of items. The selected item is:

Quantity	UOM
1	EA

Below the table, there is a "Vendor Response Tracking" section with a table:

Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price	Trans Date	Trans Time
Intent: <input type="radio"/> Award: <input checked="" type="radio"/>	25.00 (\$25.00)	0		25.00 (\$25.00)	0.00 (\$0.00)	Mon May 01 2023	07:36:58

At the bottom, there is a "Line Item Award Method" section with a dropdown menu set to "Kauwe And Sons" and a "Go" button. Below this is a table of awarded items:

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	1	EA	54504	MACHINERY AND HARDWARE, INDUSTRIAL Blades, Power Saw, Stationary: Circular and	

A red note below the table states: "Kauwe And Sons is available to be awarded items: 001, 002, 003,". At the bottom of the screenshot, another popup window from training.basec.sicomm.net asks: "Press 'OK' to award the Purchase Order now? Press 'Cancel' to continue awarding items." with "OK" and "Cancel" buttons.

Action

When all line items have been reviewed and a vendor selected for award on each of them, go to the **PO Generator** sub tab on the menu bar.

Your selections will be displayed in a list. Choose to either **Create** or **Un-Award**.

Create will take you to the Awards Input page where you process the award in the normal fashion described earlier.

Un-Award will cancel your vendor selection and move the line item back to the abstracts page.

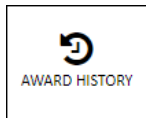
Illustration

The screenshot shows the HePS Awards Manager interface. At the top, there is a navigation bar with tabs for MAIN, SOLICITATION MANAGER, AWARDS MANAGER (selected), AWARDS HISTORY, and MISCELLANEOUS. Below this is a sub-menu bar with options like Abstract >, RFB, RFP, RFQ, Classic >, RFB, RFI, RFP, PO Generator (selected), Auto Release, My pCard Docs, and Intent To Award. The main content area features the HePS logo and contact information for Hawaii Test Co (123 Main St, Honolulu, HI 96813). Below the logo are buttons for Back, Toggle All Line Items View, and View Transactions Log. A table displays awarded line items with columns for Create, Un-Award, Solicitation, LI Nbr, Awarded To, Qty, UOM, and Commodity.

Create	Un-Award	Awarded		Awarded To	Qty	UOM	Award Specifics
		Solicitation	LI Nbr				Commodity
<input type="radio"/>	<input type="radio"/>	B2019000223 -00	001	3Ms INCORPORATED Created on: 07/21/2022 15:35:24	1	JOB	96203
<input type="radio"/>	<input type="radio"/>	B2022000010 -00	001	3Ms INCORPORATED Created on: 04/04/2023 08:30:46	1	JOB	96203
<input type="radio"/>	<input type="radio"/>	B2022000015 -00	001	3Ms INCORPORATED Created on: 03/31/2023 07:51:45	1	JOB	96203
<input type="radio"/>	<input type="radio"/>	B2023000070 -00	002 (of 2)	3Ms INCORPORATED Created on: 05/02/2023 05:02:13	1	EA	54509
			003		1	EA	54515
<input type="radio"/>	<input type="radio"/>	B2023000070 -00	001	Kauwe And Sons Created on: 05/01/2023 07:59:20	1	EA	54504

Part 4 – Finding and Managing Awards

This section will describe how to find your awards and manage them, including editing or cancelling an award, multiple awards, cancel and re-stage for award to another vendor, change orders, copying and reusing the IFB used for the award, and printing of the PO Summary Report. You can access your awards by using the Award History tab, All RFB listing or by the Award History icon, Search Awards link.



[Review Expiring Awards](#)

[Search Awards](#)
Procurement History

Action

All Awards List

Click on **Awards History** tab and then on **RFB** sub menu to display all awards from an **IFB/RFB**. The most current is on top.

Search Awards

Within date Range – The default is 31 days but can be changed up to 9999. If you change the number of days, select **GO** and allow time for the sorting. The choose from the drop down **Select an Award from the List Box**

By Award Number – You can enter the award number in the **Get Award for Document** area.

By Text Within Date Range – choose the date range and enter in words that appear in the line item description on the award you are searching for. Click on Find by Text. A list of awards will display

Note: You can search your awards only or those of the whole agency.

Illustration

System RFB Awards Current as of: Tue May 02 08:08:41 GMT-0700 (PDT) 2023 Find

Awarded To	RFB Nbr	Requisition/ Document Nbrs	Award Nbr	Award Date	Cmdty Code	Short Description	Agency
Kauwe And Sons	B2023000069 - 01	R2023000122 D2023000128	D2023000024 - 00	Mon May 01 2023	96203	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)	Office of School Facilities and Sup
Kauwe And Sons	B2023000055 - 01	R2023000095 D2023000103	ID2023000022 - 04	Fri Apr 14 2023	90966		Office of School Facilities and Sup
DOE TEST VENDOR	B2023000043 - 01	R2023000083 D2023000091	ID2023000019 - 01	Thu Mar 09 2023	90966	Leliuhua High School Kind of Major Renovations	Office of School Facilities and Sup
Mangrove Tropicals Inc.	B2023000005 - 02	R2023000021 D2023000023	D2023000008 - 01	Mon Mar 06 2023	96203	Testing CCD ARO on IFB	Office of School Facilities and Sup
3Ms INCORPORATED	B2023000001 - 00	R2023000008 D2023000009	D2023000016 - 01	Mon Nov 21 2022	96203	Testing DSR notes for Protest Module	Office of School Facilities and Sup
Kauwe And Sons	B2023000002 - 00	R2023000028 D2023000030	ID2023000006 - 00	Wed Nov 09 2022	96203	Testing Protest Module	Office of School Facilities and Sup

Hawaii Test Co
123 Main St.
Honolulu, HI 96813

Search Within Date Range

My Award's issued in the last 31 days: Select an Award from the list box

List: My Award's: Agency Award's: Go Sorted By: Award Date DESC

Search By Award Number

Is A Reference Number: Get Award for Document: Get Award

Search By Text Within Date Range

Award's issued in the last 31 days: of: My Award's: Agency Award's:

Item Description Text: Find By Text sort: AWARD NBR DESCENDING ONLY

Action

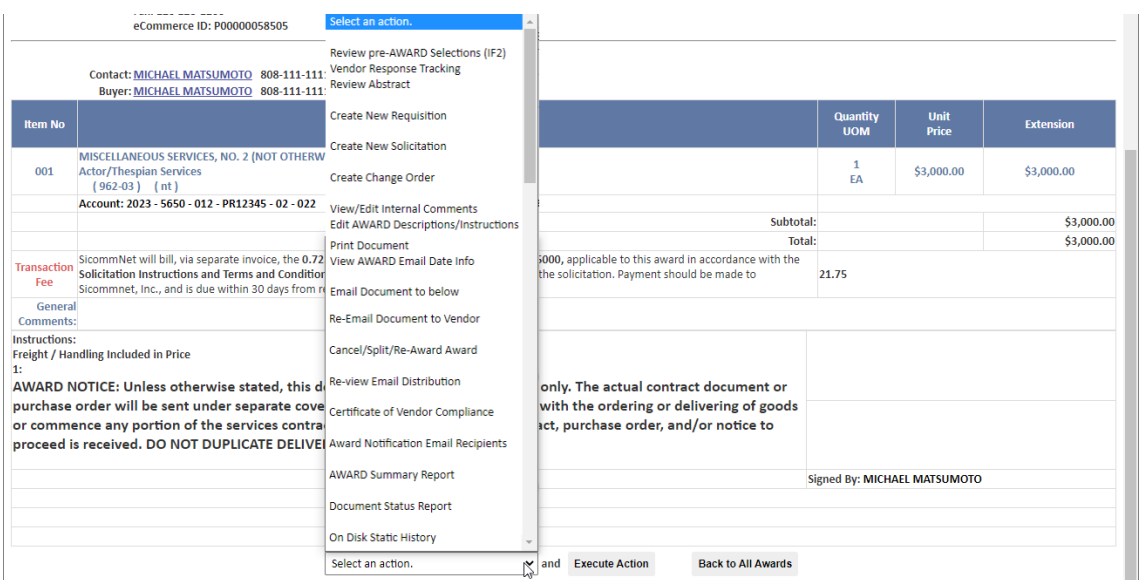
Your award or the award of others if you had chosen to show awards from others will be displayed.

Scroll to the bottom to access other functionalities.

Illustration

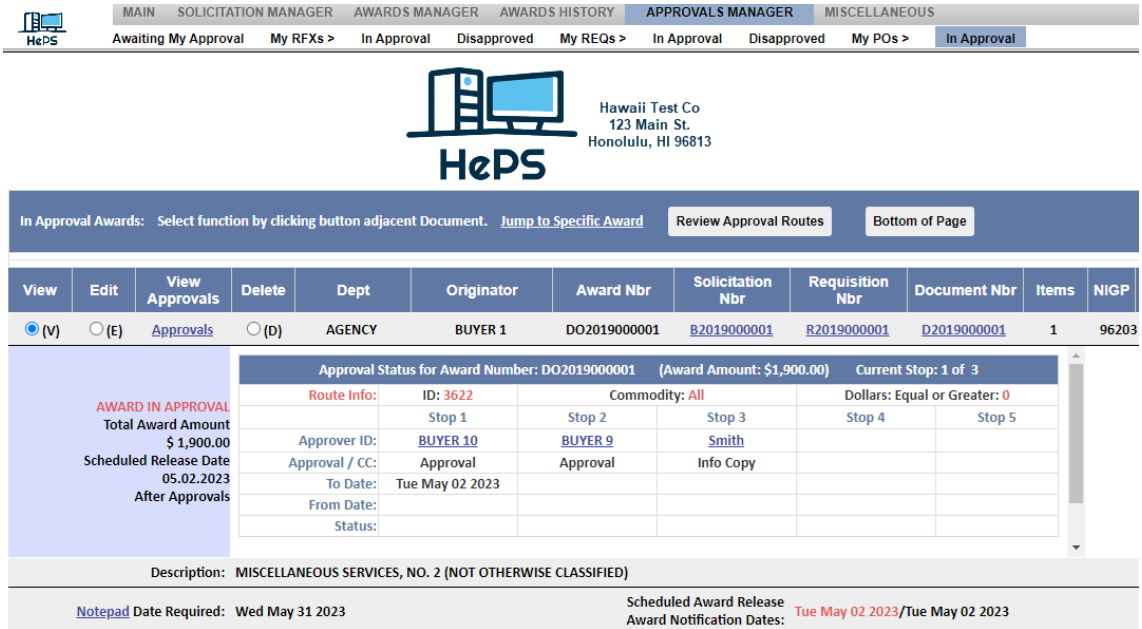
The screenshot displays the HePS Awards History page. At the top, there is a navigation menu with options: MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY (selected), and MISCELLANEOUS. Below the menu are links for Search Awards, Linked Response Locator, All >, RFB (selected), RFI, RFP, RFQ, Contact Us, Help, and Logout. The HePS logo is prominently displayed in the center. To the right, a note states: 'THIS NUMBER MUST APPEAR ON ALL DOCUMENTS'. Below the logo, the text reads: 'Notice of Award for Definite Quantity Contract' with the contract number 'DO2023000024' in red. The contract is for 'Miscellaneous Professional Services'. The 'DELIVER TO' information is for the Department of Education, State of Hawaii, School Facilities and Support Svcs, 1037 S. Beretania Street, Honolulu, HI 96813, with email 'osfss@hawaii.gov'. The 'VENDOR' information is for Kauwe And Sons, KAUWE AND SONS EMAIL TEST, 2500 Dole Street, Honolulu, HI 96801. Contact details include Attn: Owner, Vendor Nbr, Emailed To: marcelo.rafanan@sicomm.net, Phone: 123 123-1234, Fax: 123 123-1233, and eCommerce ID: P00000058505. Quoted By: John Kauwe, Date: Mon May 01, 2023, F.O.B.: Destination, Terms: Required, Delivery Date: Wed May 31, 2023. Solicitation #: B2023000069, DOC#: D2023000128. Contact: MICHAEL MATSUMOTO 808-111-1111, Buyer: MICHAEL MATSUMOTO 808-111-1111. A table at the bottom lists the contract items.

Item No	Description	Quantity UOM	Unit Price	Extension
001	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Services (962-03) (nt)	1 EA	\$3,000.00	\$3,000.00
Subtotal:				\$3,000.00
Total:				\$3,000.00

Action	Illustration
<p>Scroll to the bottom and use the Select an Action drop down to view all available functions</p> <p>The primary areas you will access are:</p> <p>Create a New Solicitation – will copy the original IFB so you can use it again</p> <p>Create Change Order – Change Order, Contract Modification, Amendment, or Extension</p> <p>Print Document</p> <p>Email Document to Below – enter in any valid email address in the space provided</p> <p>Re-email Document to Vendor</p> <p>Modify Document Description – cancel the award, create a multiple award, re-stage for award to another vendor</p> <p>Certificate of Vendor Compliance – view and print a copy of HCE compliance certificates</p> <p>AWARD Summary Report – a full history of the procurement from first creation to final award, has all the details needed for approvers and auditors</p> <p>Click from the drop down and click on Execute Action to open that functionality</p>	 <p>The screenshot shows a software interface for a procurement system. At the top, it displays 'eCommerce ID: P0000058505'. Below this, contact information for 'MICHAEL MATSUMOTO' is shown. A table lists items for purchase, including 'MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE ACTOR/THESPIAN SERVICES)'. A dropdown menu is open, listing various actions such as 'Create New Solicitation', 'Print Document', and 'Email Document to Below'. At the bottom of the interface, there are buttons for 'Execute Action' and 'Back to All Awards'.</p>

Part 5 – Approvals Manager

This section will describe how to find and view your approval routes and how to check on the status of a solicitation or award that is in approval routing. To begin click the **Approvals Manager** tab.

Action	Illustration
<p>Awaiting My Approval – are documents that you are the approver for. Click on the sub-tab to display a list for your approval.</p> <p>My RFX's – are your IFBs that need approved by someone else. Click In Approval to see those still waiting for approval. Click Dis-Approved to work on those that have returned to you as rejected by your approver.</p> <p>MY POs – are your awards that need approved by someone else. Click In Approval to see those still waiting for approval. Click Dis-Approved to work on those that have returned to you as rejected by your approver.</p> <p>This is a sample that shows an award that is still waiting for approval. To see this type of info click on the View Approvals button in the blue area on the left of the popup. This is the info for this one particular award,</p> <p>Additionally, you can review all the routes assigned to you by clicking on the white Show Approval Routes in the center, this shows all routes assigned to you.</p>	 <p>The screenshot shows the HePS web application interface. At the top, there is a navigation menu with tabs: MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, APPROVALS MANAGER, and MISCELLANEOUS. Below the navigation, there are sub-tabs: Awaiting My Approval, My RFXs >, In Approval, Disapproved, My REQs >, In Approval, Disapproved, My POs >, and In Approval. The main content area displays the HePS logo and contact information for Hawaii Test Co (123 Main St, Honolulu, HI 96813). Below this, there are buttons for 'Review Approval Routes' and 'Bottom of Page'. A table lists awards with columns: View, Edit, View Approvals, Delete, Dept, Originator, Award Nbr, Solicitation Nbr, Requisition Nbr, Document Nbr, Items, and NIGP. One award is highlighted in blue, showing details for 'AWARD IN APPROVAL' with a total amount of \$1,900.00 and a scheduled release date of 05.02.2023. A detailed view of this award is shown, including 'Approval Status for Award Number: DO2019000001' (Award Amount: \$1,900.00, Current Stop: 1 of 3). The 'Route Info' table shows 5 stops, with the first stop (ID: 3622) selected. Other details include 'Commodity: All', 'Dollars: Equal or Greater: 0', 'Approver ID: BUYER 10', 'Approval / CC: Approval', 'To Date: Tue May 02 2023', and 'From Date:'. A description of the award is provided: 'MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)'. At the bottom, it shows 'Notepad Date Required: Wed May 31 2023' and 'Scheduled Award Release Award Notification Dates: Tue May 02 2023/Tue May 02 2023'.</p>

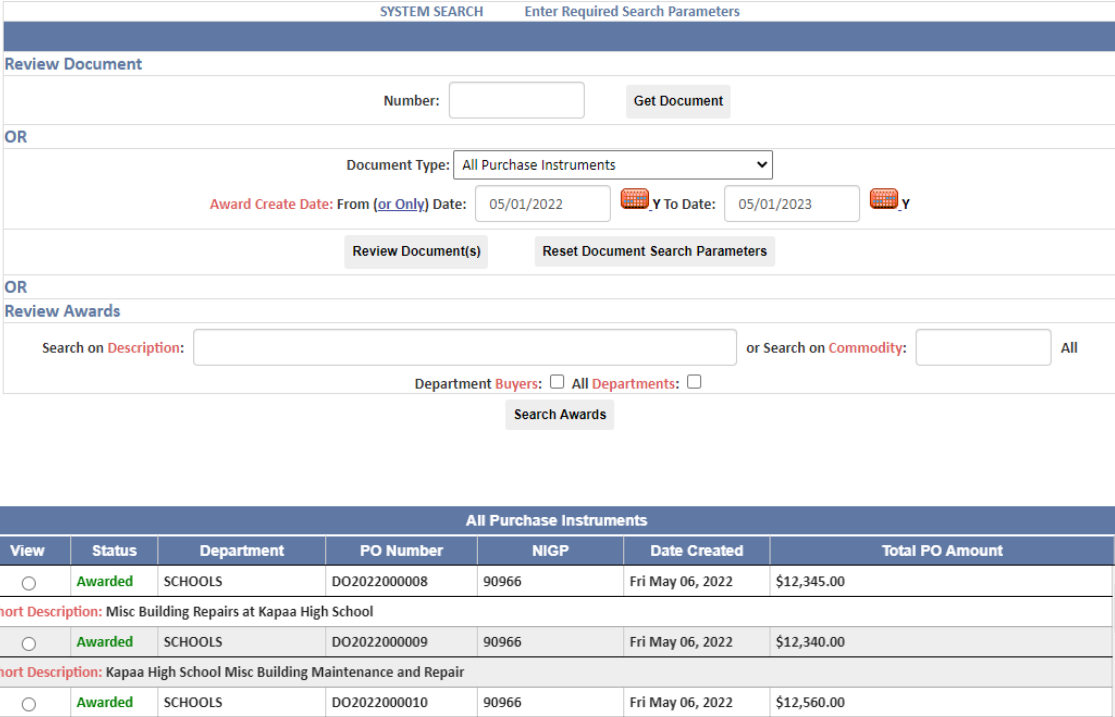
Part 6 – Search System

This section will describe how to use the search functions in the system. It includes Review Documents, Review Commodities, Review Notepad, and Review Vendors.

To begin click the **Search System** Icon and choose anything on the popup display.

The screenshot displays the HePS web application interface. At the top, there is a navigation bar with tabs for MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, and MISCELLANEOUS. Below the tabs are links for New, In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Contact Us, Help, and Logout. The main content area features a central HePS logo and a row of five icons: CREATE A SOLICITATION, ON INTERNET, CREATE AN AWARD, AWARD HISTORY, and SEARCH SYSTEM. The SEARCH SYSTEM icon is highlighted, and a dropdown menu is open, listing the following options: Review Documents, Search Awards, Review, Commodities, and Search Vendors. Below the logo, there is a session summary: **Session Summary:** Tue May 02 2023, 12:29:04 P.M. At the bottom, there is a table titled "View Protest Module" with the following data:

View Protest Module	
Unacknowledged	0
Total	0

Action	Illustration																																										
<p>There are 4 searches all on this same page – scroll down to see each one. Search criteria is entered in the top frame and results appear in the bottom.</p> <p>Review Documents</p> <p>Document Type - Pick a document type from the drop down</p> <p>From and To - Select search dates</p> <p>Click on Review Documents</p> <p>The bottom frame will show all documents found in your search criteria for the time specified</p> <p>The fourth column will show the current status of the document</p>	 <p>The screenshot shows a 'SYSTEM SEARCH' interface with the following components:</p> <ul style="list-style-type: none"> Review Document section: A 'Number' input field and a 'Get Document' button. OR section: A 'Document Type' dropdown menu set to 'All Purchase Instruments'. Award Create Date section: 'From (or Only) Date' set to '05/01/2022' and 'To Date' set to '05/01/2023'. Buttons: 'Review Document(s)' and 'Reset Document Search Parameters'. OR section: 'Review Awards' section with 'Search on Description' and 'or Search on Commodity' input fields. Checkboxes: 'Department Buyers' and 'All Departments'. Button: 'Search Awards'. All Purchase Instruments table: <table border="1" data-bbox="793 719 1915 928"> <thead> <tr> <th>View</th> <th>Status</th> <th>Department</th> <th>PO Number</th> <th>NIGP</th> <th>Date Created</th> <th>Total PO Amount</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Awarded</td> <td>SCHOOLS</td> <td>DO2022000008</td> <td>90966</td> <td>Fri May 06, 2022</td> <td>\$12,345.00</td> </tr> <tr> <td colspan="7">Short Description: Misc Building Repairs at Kapaa High School</td> </tr> <tr> <td><input type="radio"/></td> <td>Awarded</td> <td>SCHOOLS</td> <td>DO2022000009</td> <td>90966</td> <td>Fri May 06, 2022</td> <td>\$12,340.00</td> </tr> <tr> <td colspan="7">Short Description: Kapaa High School Misc Building Maintenance and Repair</td> </tr> <tr> <td><input type="radio"/></td> <td>Awarded</td> <td>SCHOOLS</td> <td>DO2022000010</td> <td>90966</td> <td>Fri May 06, 2022</td> <td>\$12,560.00</td> </tr> </tbody> </table>	View	Status	Department	PO Number	NIGP	Date Created	Total PO Amount	<input type="radio"/>	Awarded	SCHOOLS	DO2022000008	90966	Fri May 06, 2022	\$12,345.00	Short Description: Misc Building Repairs at Kapaa High School							<input type="radio"/>	Awarded	SCHOOLS	DO2022000009	90966	Fri May 06, 2022	\$12,340.00	Short Description: Kapaa High School Misc Building Maintenance and Repair							<input type="radio"/>	Awarded	SCHOOLS	DO2022000010	90966	Fri May 06, 2022	\$12,560.00
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Action

Review Commodities

Text/Number – enter either a word or the commodity code number and select **Review Commodities** button

Show Classes From – click on the button below Show Classes from to see a complete list of all the top level 3-digit class codes (approximately 260). Click on **Review Commodities** button

This example shows a search all commodities that contain the word “water”

Illustration

Review Commodities

Text / Nbr:

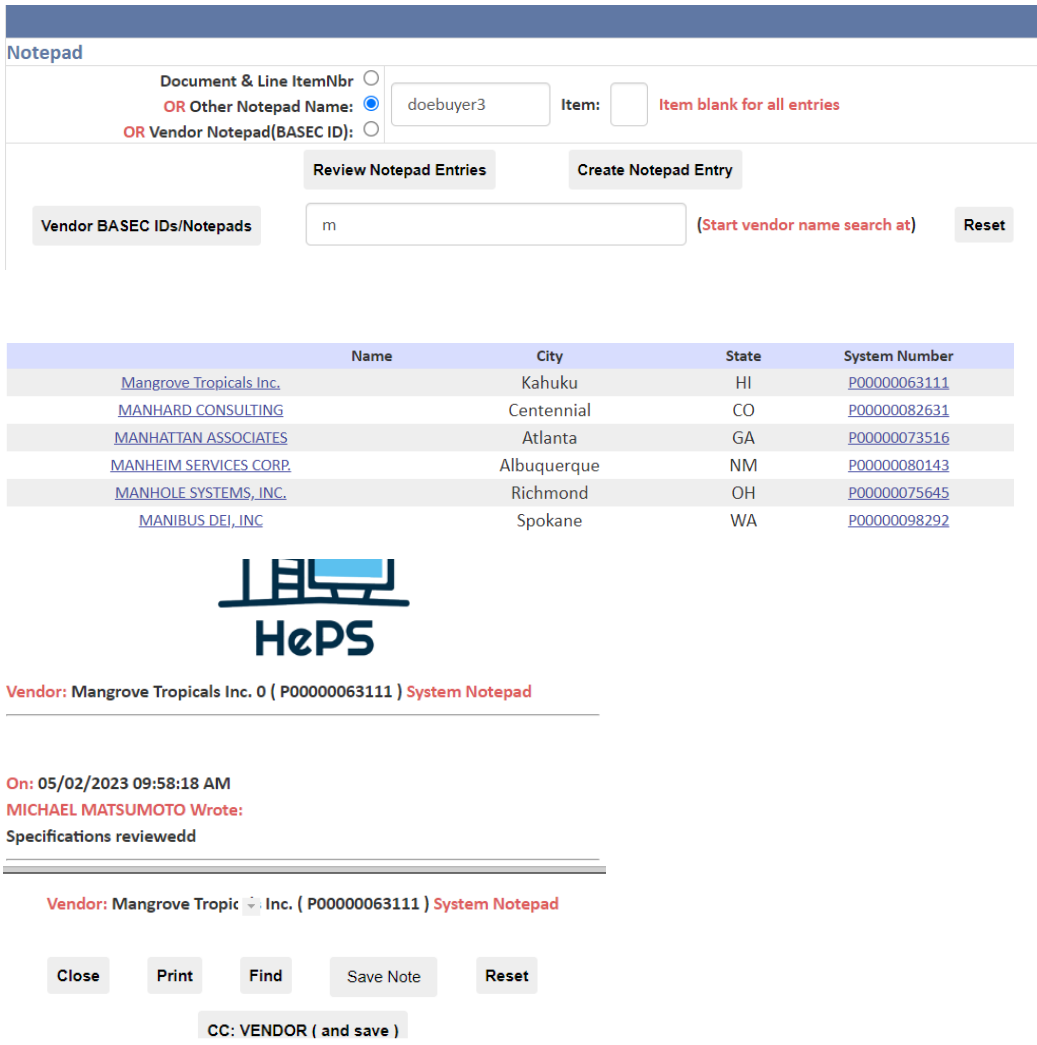
AND / OR

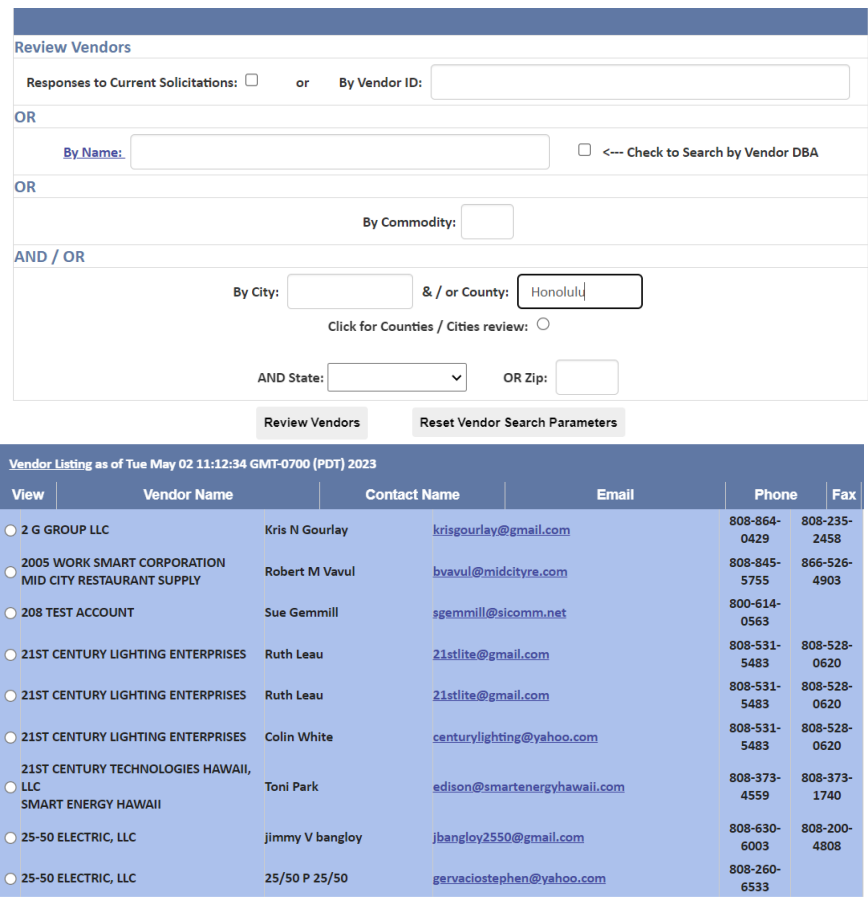
Index lookup:
Scan Index:
Show Classes (from):
Scan Classes (for):
Drill Down:

Select by Text or Nbr: (press Enter to proceed)

To review all items within a Class click the **LIST** button

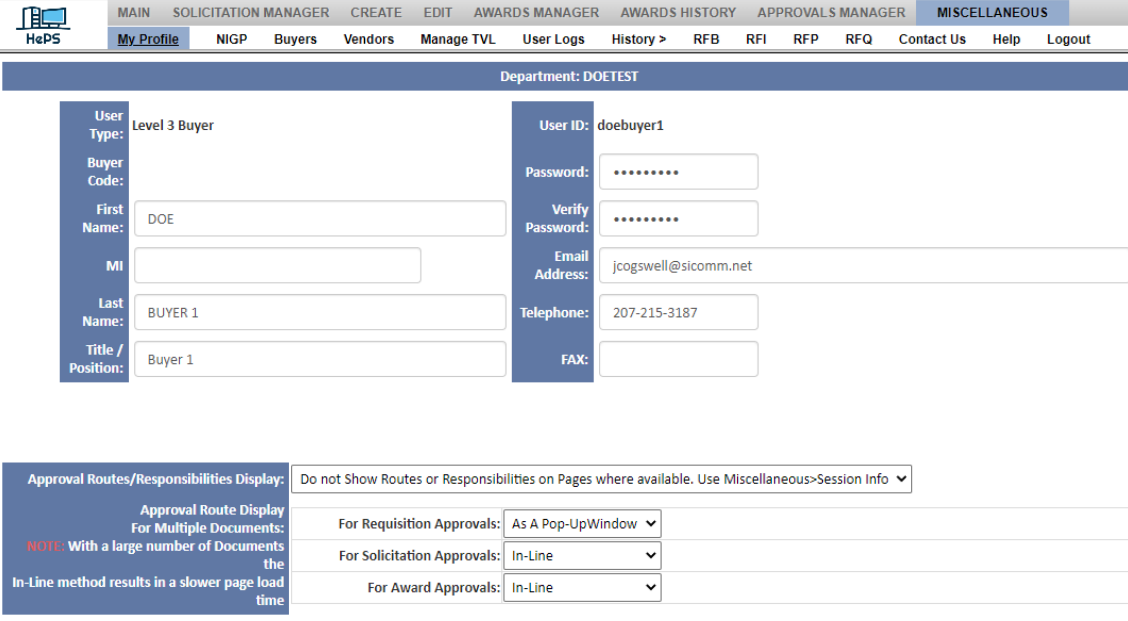
LIST	Class	Item	Description
<input type="radio"/>	031	*	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)
	031	14	WATER SYSTEMS, CHILLED (PORTABLE)
	031	24	WATER TREATMENT CONTROLS, COOLING TOWER
	031	27	WATER TREATMENT, COOLING TOWER
<input type="radio"/>	045	*	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
	045	95	WATER SOFTENERS
<input type="radio"/>	050	*	ART EQUIPMENT AND SUPPLIES
	050	40	WATERCOLORS
<input type="radio"/>	052	*	ART OBJECTS
	052	56	WATER COLOR PAINTINGS, ORIGINAL
<input type="radio"/>	060	*	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS
	060	35	WATER PUMPS, AUTOMOTIVE
	060	42	WATER FILTERS, AUTOMOTIVE
<input type="radio"/>	065	*	AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS
	065	92	WATER TANK BODIES FOR TRUCKS
<input type="radio"/>	075	*	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES

Action	Illustration																												
<p>Notepad</p> <p>Saved notes can be retrieved by entering in information in the search area</p> <p>Search by Document and Line-Item Notes, other notepad entries, or by Vendor Notepad</p> <p>This example shows notes on Hawaii Vendor 1 that have been entered by buyers</p> <p>You may enter a new notepad entry and click on Save Note in the bottom of the popup window.</p>	 <p>The screenshot shows the 'Notepad' application interface. At the top, there are search filters: 'Document & Line ItemNbr' (radio button), 'OR Other Notepad Name:' (radio button, selected), and 'OR Vendor Notepad(BASEC ID):' (radio button). The 'Other Notepad Name' field contains 'doebuyer3' and 'Item:' is blank. Below the filters are buttons for 'Review Notepad Entries' and 'Create Notepad Entry'. A search bar for 'Vendor BASEC IDs/Notepads' contains the letter 'm', with a '(Start vendor name search at)' label and a 'Reset' button. Below the search bar is a table of vendors:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>City</th> <th>State</th> <th>System Number</th> </tr> </thead> <tbody> <tr> <td>Mangrove Tropicals Inc.</td> <td>Kahuku</td> <td>HI</td> <td>P00000063111</td> </tr> <tr> <td>MANHARD CONSULTING</td> <td>Centennial</td> <td>CO</td> <td>P00000082631</td> </tr> <tr> <td>MANHATTAN ASSOCIATES</td> <td>Atlanta</td> <td>GA</td> <td>P00000073516</td> </tr> <tr> <td>MANHEIM SERVICES CORP.</td> <td>Albuquerque</td> <td>NM</td> <td>P00000080143</td> </tr> <tr> <td>MANHOLE SYSTEMS, INC.</td> <td>Richmond</td> <td>OH</td> <td>P00000075645</td> </tr> <tr> <td>MANIBUS DEI, INC</td> <td>Spokane</td> <td>WA</td> <td>P00000098292</td> </tr> </tbody> </table> <p>Below the table is the HePS logo. A note entry is shown for 'Vendor: Mangrove Tropicals Inc. 0 (P00000063111) System Notepad'. The note text is: 'On: 05/02/2023 09:58:18 AM MICHAEL MATSUMOTO Wrote: Specifications reviewedd'. At the bottom, there are buttons for 'Close', 'Print', 'Find', 'Save Note', and 'Reset', along with a 'CC: VENDOR (and save)' field.</p>	Name	City	State	System Number	Mangrove Tropicals Inc.	Kahuku	HI	P00000063111	MANHARD CONSULTING	Centennial	CO	P00000082631	MANHATTAN ASSOCIATES	Atlanta	GA	P00000073516	MANHEIM SERVICES CORP.	Albuquerque	NM	P00000080143	MANHOLE SYSTEMS, INC.	Richmond	OH	P00000075645	MANIBUS DEI, INC	Spokane	WA	P00000098292
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<p>Review Vendors</p> <p>The vendor database may be searched by:</p> <ul style="list-style-type: none"> • Name • Commodity Code (a number from the search above) • City • County • State • Zip <p>Click on Review Vendors to see the results alphabetically in the bottom frame</p> <p>This example shows vendors for Honolulu County.</p> <p>Click on View to see more information on the specific vendor, including name, address, email, awards, commodity codes, notepad, and profile.</p>	 <p>The screenshot shows a search interface for 'Review Vendors'. It includes search criteria for 'Responses to Current Solicitations', 'By Vendor ID', 'By Name', 'By Commodity', 'By City', '& / or County', 'AND State', and 'OR Zip'. Below the search form are buttons for 'Review Vendors' and 'Reset Vendor Search Parameters'.</p> <p>The results table is titled 'Vendor Listing as of Tue May 02 11:12:34 GMT-0700 (PDT) 2023'. It has columns for 'View', 'Vendor Name', 'Contact Name', 'Email', 'Phone', and 'Fax'. The table lists several vendors, including 2 G GROUP LLC, 2005 WORK SMART CORPORATION, 208 TEST ACCOUNT, 21ST CENTURY LIGHTING ENTERPRISES, and 25-50 ELECTRIC, LLC.</p> <table border="1"> <thead> <tr> <th>View</th> <th>Vendor Name</th> <th>Contact Name</th> <th>Email</th> <th>Phone</th> <th>Fax</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>2 G GROUP LLC</td> <td>Kris N Gourlay</td> <td>krisgourlay@gmail.com</td> <td>808-864-0429</td> <td>808-235-2458</td> </tr> <tr> <td><input type="radio"/></td> <td>2005 WORK SMART CORPORATION MID CITY RESTAURANT SUPPLY</td> <td>Robert M Vavul</td> <td>bvavul@midcityre.com</td> <td>808-845-5755</td> <td>866-526-4903</td> </tr> <tr> <td><input type="radio"/></td> <td>208 TEST ACCOUNT</td> <td>Sue Gemmill</td> <td>sgemmill@sicomm.net</td> <td>800-614-0563</td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td>21ST CENTURY LIGHTING ENTERPRISES</td> <td>Ruth Leau</td> <td>21stlite@gmail.com</td> <td>808-531-5483</td> <td>808-528-0620</td> </tr> <tr> <td><input type="radio"/></td> <td>21ST CENTURY LIGHTING ENTERPRISES</td> <td>Ruth Leau</td> <td>21stlite@gmail.com</td> <td>808-531-5483</td> <td>808-528-0620</td> </tr> <tr> <td><input type="radio"/></td> <td>21ST CENTURY LIGHTING ENTERPRISES</td> <td>Colin White</td> <td>centurylighting@yahoo.com</td> <td>808-531-5483</td> <td>808-528-0620</td> </tr> <tr> <td><input type="radio"/></td> <td>21ST CENTURY TECHNOLOGIES HAWAII, LLC SMART ENERGY HAWAII</td> <td>Toni Park</td> <td>edison@smartenergyhawaii.com</td> <td>808-373-4559</td> <td>808-373-1740</td> </tr> <tr> <td><input type="radio"/></td> <td>25-50 ELECTRIC, LLC</td> <td>jimmy V bangloy</td> <td>jbangloy2550@gmail.com</td> <td>808-630-6003</td> <td>808-200-4808</td> </tr> <tr> <td><input type="radio"/></td> <td>25-50 ELECTRIC, LLC</td> <td>25/50 P 25/50</td> <td>gervaciostephen@yahoo.com</td> <td>808-260-6533</td> <td></td> </tr> </tbody> </table> <p>5856 records returned. 5856 In-State Vendors In-State Vendors shown in this Light Blue Search Criteria: County: HONOLULU</p>	View	Vendor Name	Contact Name	Email	Phone	Fax	<input type="radio"/>	2 G GROUP LLC	Kris N Gourlay	krisgourlay@gmail.com	808-864-0429	808-235-2458	<input type="radio"/>	2005 WORK SMART CORPORATION MID CITY RESTAURANT SUPPLY	Robert M Vavul	bvavul@midcityre.com	808-845-5755	866-526-4903	<input type="radio"/>	208 TEST ACCOUNT	Sue Gemmill	sgemmill@sicomm.net	800-614-0563		<input type="radio"/>	21ST CENTURY LIGHTING ENTERPRISES	Ruth Leau	21stlite@gmail.com	808-531-5483	808-528-0620	<input type="radio"/>	21ST CENTURY LIGHTING ENTERPRISES	Ruth Leau	21stlite@gmail.com	808-531-5483	808-528-0620	<input type="radio"/>	21ST CENTURY LIGHTING ENTERPRISES	Colin White	centurylighting@yahoo.com	808-531-5483	808-528-0620	<input type="radio"/>	21ST CENTURY TECHNOLOGIES HAWAII, LLC SMART ENERGY HAWAII	Toni Park	edison@smartenergyhawaii.com	808-373-4559	808-373-1740	<input type="radio"/>	25-50 ELECTRIC, LLC	jimmy V bangloy	jbangloy2550@gmail.com	808-630-6003	808-200-4808	<input type="radio"/>	25-50 ELECTRIC, LLC	25/50 P 25/50	gervaciostephen@yahoo.com	808-260-6533	
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Part 7 – Miscellaneous

This section will describe how to use change your User Profile and Password and find documents you have saved and need to open and work on again.

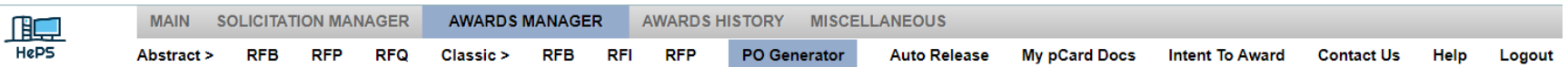
Action	Illustration
<p>My Profile</p> <p>Profile and Password information is found under Miscellaneous/My Profiles on the Menu bar.</p> <p>Passwords must be at least 7 digits long, contain a minimum of 2 capital letters and 2 numbers.</p> <p>Click on the Update User Info button to apply changes.</p>	 <p>The screenshot shows the 'My Profile' page in the HePS system. The navigation bar includes 'MAIN', 'SOLICITATION MANAGER', 'CREATE', 'EDIT', 'AWARDS MANAGER', 'AWARDS HISTORY', 'APPROVALS MANAGER', and 'MISCELLANEOUS'. The 'MISCELLANEOUS' menu is expanded to show 'My Profile', 'NIGP', 'Buyers', 'Vendors', 'Manage TVL', 'User Logs', 'History >', 'RFB', 'RFI', 'RFP', 'RFQ', 'Contact Us', 'Help', and 'Logout'. The page title is 'Department: DOETEST'. The user information is displayed in two columns:</p> <ul style="list-style-type: none"> User Type: Level 3 Buyer User ID: doebuyer1 Buyer Code: (empty) Password: (masked with 7 dots) First Name: DOE Verify Password: (masked with 7 dots) MI: (empty) Email Address: jcogswell@sicomm.net Last Name: BUYER 1 Telephone: 207-215-3187 Title / Position: Buyer 1 FAX: (empty) <p>Below the user information, there are settings for 'Approval Routes/Responsibilities Display' and 'Approval Route Display For Multiple Documents'. The 'Approval Routes/Responsibilities Display' is set to 'Do not Show Routes or Responsibilities on Pages where available. Use Miscellaneous>Session Info'. The 'Approval Route Display For Multiple Documents' has three dropdown menus:</p> <ul style="list-style-type: none"> For Requisition Approvals: As A Pop-UpWindow For Solicitation Approvals: In-Line For Award Approvals: In-Line <p>A note states: 'NOTE: With a large number of Documents the In-Line method results in a slower page load time'. At the bottom of the page, there are two buttons: 'Update User Info' and 'My Reports'.</p>

Finding Documents



When creating a solicitation, you may have inadvertently left the process or lost internet connectivity at some point. When that happens, the system will save as much of the document as it can, and it will be found again as a partial requisition under **Solicitation Manager/New**. It is not a IFB yet, only a requisition. Click on **Manage** to open and continue working on this document and turn it into an IFB.

After a solicitation has been created there is an option to File IFB for Later Action. Your solicitation can be found again under **Solicitation Manager/On Hold**. Click **Manage** to open and continue working on this document.



If you leave the **Award Input** page while creating a Notice of Award, your vendor selection is saved under **Awards Manager/PO Generator**. Options are to continue to **Create** the award or **Un-Create** the vendor selection and return it to the Abstracts page.