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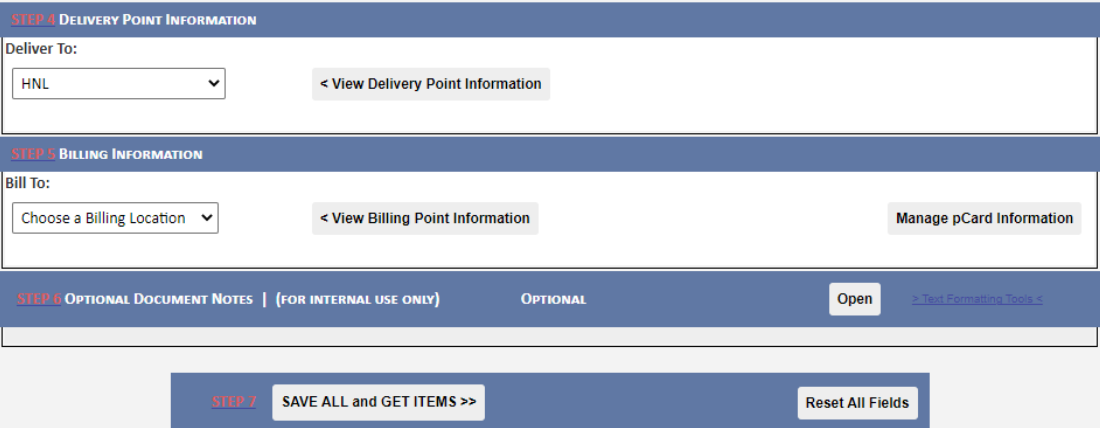
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Part 1 - Creating and Forwarding an IFB

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>Honolulu BWS Test Department 630 S. Beretania St. Honolulu, HI 96843</p> <p>eIFB Solicitation Header</p> <p>STEP 1 DOCUMENT INFORMATION</p> <p>Document Date: MON MAY 22, 2023 04:10:55 AM HST</p> <p>Document No.: D2023000090</p> <p>Optional Reference No.</p> <p>STEP 2 CONTACT INFORMATION</p> <p>Requested By: Honolulu BWS Test Department</p> <p>Search For Agency Users: Enter a Last Name To Search By: <input type="text"/> <input type="button" value="Search"/></p> <p>Agent: TEST BUYER <input type="text" value="TEST BUYER"/></p> <p>Telephone No.: 808 538 1234 <input type="text" value="808 538 1234"/></p> <p>Fax No.: <input type="text" value="Contact Fax No."/></p> <p>Email Address: test9@sicomm.net <input type="text" value="test9@sicomm.net"/></p> <p>STEP 3 PRODUCT OR SERVICE - DATES AND FREIGHT INFORMATION</p> <p><input checked="" type="radio"/> STEP 3-1 REQUIRED DELIVERY DATE *</p> <p><input type="text" value="05/31/2023"/> <input type="button" value="Y"/></p> <p>-Priority- Normal <input type="button" value="v"/></p> <p><input type="radio"/> STEP 3-1 LENGTH OF CONTRACT *</p> <p>Start of Service Date: MM/DD/YYYY <input type="button" value="Y"/></p> <p>End of Service Date: MM/DD/YYYY <input type="button" value="Y"/></p> <p>OR</p> <p><input type="radio"/> STEP 3-1 CCD ARO *</p> <p><input type="text"/> Calendar Days After Receipt of Order</p> <p>STEP 3-2 FREIGHT *</p> <p>Freight / Handling Included in Price <input type="button" value="v"/></p> <p>Destination <input type="button" value="v"/></p> <p>FOB Location: <input type="text"/></p>

Action	Illustration
<p>Steps 1-7 continued: Delivery & Billing Points</p> <p>Step 4 – Choose a Delivery Point or Create a New One from the drop down – Click on button to view info</p> <p>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>Step 6 - Optional Internal Notes</p> <p>Step 7 – Save and Get Items</p>	 <p>The illustration shows a multi-step web form. The first section, 'STEP 4 DELIVERY POINT INFORMATION', contains a 'Deliver To:' dropdown menu with 'HNL' selected and a '< View Delivery Point Information' button. The second section, 'STEP 5 BILLING INFORMATION', contains a 'Bill To:' dropdown menu with 'Choose a Billing Location' selected, a '< View Billing Point Information' button, and a 'Manage pCard Information' button. The third section, 'STEP 6 OPTIONAL DOCUMENT NOTES (FOR INTERNAL USE ONLY)', contains an 'OPTIONAL' label, an 'Open' button, and a '> Text Formatting Tools <' link. At the bottom of the form, there is a 'STEP 7 SAVE ALL and GET ITEMS >>' button and a 'Reset All Fields' button.</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 illustration shows two screenshots of a web application interface for commodity search.

Top Screenshot (Step 1): The page has a navigation bar with links: MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, MISCELLANEOUS, and a sub-menu with Contact Us, Help, and Logout. Below the navigation is a header "CHOOSE COMMODITY ITEM(S)". A search form contains a "Requisition Item:" field, a "Go" button, and a "Drill Down search:" dropdown. Below the form is a large empty area for results.

Bottom Screenshot (Step 2): The search form is filled with "Refine Item to Requisition:" and "Find: CMLF". Below the form, there is a table of results. The table has columns: Select, Class, Item, and Description. The first row is selected.

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

Below the table is another table with columns: Select, Class, Item, and Description. The first row is selected.

Select	Class	Item	Description
<input checked="" 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 Information

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

STEP 9 **MANDATORY:**

Quantity : *
 Select Unit of Measure *

Estimated Price: **MANDATORY** **Approvals**
 \$
 Total Estimated Price All Items:

 Allowable Variation in Quantity:
 %
 eg. .0875 = 8.75

Document Information :
 Document Nbr.: D2023000090
 Item No.: 001

STEP 10 **COMMODITY INFORMATION**

Commodity Code: 962-03--

Description > *

MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)
 Actor/Thespian Services

6,800 characters maximum Resize Description Area: (±) (±)

STEP 11 **FILE ATTACHMENTS(0)**

Click [here](#) to attach files. [Manage Solicitation Attachments](#) below. On Req: 1 Click [here](#) to download the [Catalog Spreadsheet Template](#)

Filename	Description	On Req	Add to Solicitation
Add a line item to a Solicitation.docx	Specifications	On Save	<input checked="" type="checkbox"/>

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

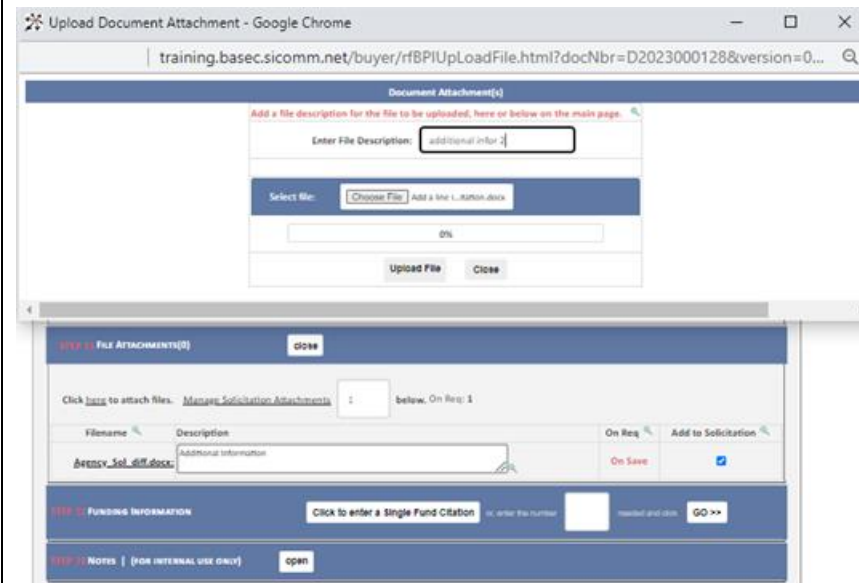
Any type of file may be uploaded except executable files (exe)

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

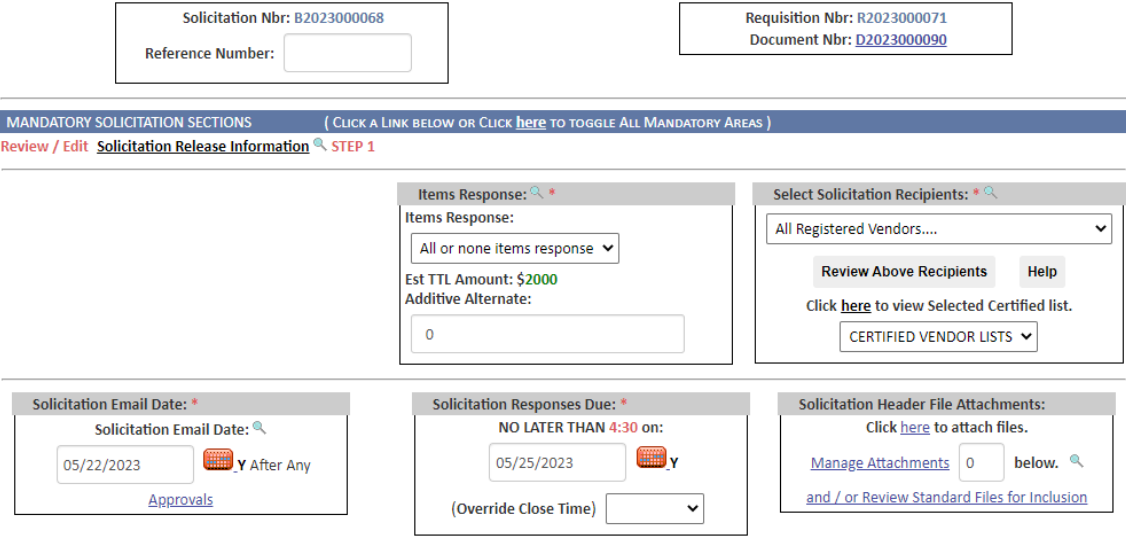
Create eIFB/Save eIFB Item – continues the solicitation creation process

Click **Execute** to continue

Illustration

The screenshot displays the 'STEP 12 FUNDING INFORMATION' section of a web application. At the top right, there is a 'Close Single Fund Citation View' button and a 'GO >>' button. Below this is a form titled 'Single Fund Citation Information' with a header 'Click each header to view available values.' The form contains several input fields: 'FUND APPID' (2023), 'Object' (5650), 'CC (Cost Center)' (012), 'Project Number' (PR12345), 'PH (Project Phase)' (02), and 'Activity' (022). There is also a text area containing 'Misc Professional Services - actor' and a 'Save Above Account' dropdown menu. Below the form is a 'STEP 13 NOTES | (FOR INTERNAL USE ONLY)' section with an 'open' button. At the bottom, a 'STEP 14' section has a dropdown menu with options: 'Select an ACTION below.', 'Save Item 001 / Select Item 002', and 'Create eIFB / Save eIFB Item'. The dropdown is currently open, showing the first two options. The page footer includes version information and a copyright notice.

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>	<p>The screenshot shows the 'Invitation for Bid' interface. At the top, it displays the date and time: 'Mon May 22 2023 10:33:50 GMT-0400 (Eastern Daylight Time)'. There are three buttons: 'Open All Areas', 'Assign/Manage pCard', and 'Scroll Down'. Below this, there are two status messages: 'No approval route found. Requisition R2023000071 Created for Document D2023000090. Assigned for eIFB Solicitation creation.' and 'Detail Item Updated. Document: D2023000090 Item: 001 Qty: 1 UOM: EA NIGP: 96203 Total Est Amnt: \$2000 Item Est Amnt: \$2000 Created by: bwslevel1'. Two boxes show 'Solicitation Nbr: B2023000068' and 'Requisition Nbr: R2023000071 Document Nbr: D2023000090'. A section titled 'MANDATORY SOLICITATION SECTIONS' lists five steps: 1. Solicitation Release Information, 2. Billing And Shipping Locations, 3. Solicitation Vendor Instructions, 4. Custom Solicitation Title and Description, and 5. Solicitation Geographic Location/Category. At the bottom, a table shows 'Requisition R2023000071 Items Approved' with columns for View, Edit, Delete, Dept, Name, Item, Est Amnt, Commodity, Short Description, and Create Date. One item is listed: BUYER (Item 001, Est Amnt 2,000, Commodity 96203, Short Description MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service, Create Date Mon May 22 2023).</p>

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 screenshot shows a web interface for managing a solicitation. At the top, there are two boxes: 'Solicitation Nbr: B2023000068' with a 'Reference Number' input field, and 'Requisition Nbr: R2023000071' with 'Document Nbr: D2023000090'. 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.</p> <p>Configuration panels include:</p> <ul style="list-style-type: none"> Items Response: A dropdown menu set to 'All or none items response', 'Est TTL Amount: \$2000', and an 'Additive Alternate' input field with '0'. Select Solicitation Recipients: A dropdown menu set to 'All Registered Vendors...', 'Review Above Recipients' and 'Help' buttons, and a 'CERTIFIED VENDOR LISTS' dropdown. Solicitation Email Date: A date input field with '05/22/2023', a calendar icon, and a checkbox for 'After Any' with an 'Approvals' link below. Solicitation Responses Due: A date and time input field with '05/25/2023' and '4:30 on:', a calendar icon, and an '(Override Close Time)' dropdown. Solicitation Header File Attachments: A link to 'Click here to attach files.', a 'Manage Attachments' link, an input field with '0', and a 'below.' label with a search icon. A link for 'and / or Review Standard Files for Inclusion' is also present. <p>At the bottom, a table titled 'Standard File Attachments' lists files:</p> <table border="1"> <thead> <tr> <th>On RFQ</th> <th>File Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>Final Payment Certification Form.pdf</td> <td>FINAL PAYMENT CERTIFICATION FORM</td> </tr> <tr> <td>No</td> <td>GTC Goods and Services Sept 2020 FINAL.pdf</td> <td>GENERAL TERMS</td> </tr> <tr> <td>No</td> <td>GTC Construction Aug 2020 FINAL.pdf</td> <td>GTC CONSTRUCTION AUGUST 2020 VERSION</td> </tr> <tr> <td>No</td> <td>Acknowledgement of Third Party Liability.pdf</td> <td>DF-P-65 Acknowledgement of Third Party Liability 8_26_22</td> </tr> <tr> <td>No</td> <td>ITB Construction rev Oct 2022.pdf</td> <td>ITB Construction rev Oct 2022 FINALv3.pdf</td> </tr> <tr> <td>No</td> <td>Bidders Goods and Services Instruct Dec 2022.pdf</td> <td>INSTRUCTION TO BIDDERS GOODS & SERVICES REVISED DECEMBER 2022</td> </tr> <tr> <td>No</td> <td>HIDLIR Wage Rate Schedule 2.20.2023.pdf</td> <td>HIDLIR Wage Rate Schedule 2.20.2023.pdf</td> </tr> </tbody> </table>	On RFQ	File Name	Description	No	Final Payment Certification Form.pdf	FINAL PAYMENT CERTIFICATION FORM	No	GTC Goods and Services Sept 2020 FINAL.pdf	GENERAL TERMS	No	GTC Construction Aug 2020 FINAL.pdf	GTC CONSTRUCTION AUGUST 2020 VERSION	No	Acknowledgement of Third Party Liability.pdf	DF-P-65 Acknowledgement of Third Party Liability 8_26_22	No	ITB Construction rev Oct 2022.pdf	ITB Construction rev Oct 2022 FINALv3.pdf	No	Bidders Goods and Services Instruct Dec 2022.pdf	INSTRUCTION TO BIDDERS GOODS & SERVICES REVISED DECEMBER 2022	No	HIDLIR Wage Rate Schedule 2.20.2023.pdf	HIDLIR Wage Rate Schedule 2.20.2023.pdf
On RFQ	File Name	Description																							
No	Final Payment Certification Form.pdf	FINAL PAYMENT CERTIFICATION FORM																							
No	GTC Goods and Services Sept 2020 FINAL.pdf	GENERAL TERMS																							
No	GTC Construction Aug 2020 FINAL.pdf	GTC CONSTRUCTION AUGUST 2020 VERSION																							
No	Acknowledgement of Third Party Liability.pdf	DF-P-65 Acknowledgement of Third Party Liability 8_26_22																							
No	ITB Construction rev Oct 2022.pdf	ITB Construction rev Oct 2022 FINALv3.pdf																							
No	Bidders Goods and Services Instruct Dec 2022.pdf	INSTRUCTION TO BIDDERS GOODS & SERVICES REVISED DECEMBER 2022																							
No	HIDLIR Wage Rate Schedule 2.20.2023.pdf	HIDLIR Wage Rate Schedule 2.20.2023.pdf																							

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>Required Delivery Date: *</p> <p>Delivery Date: 05/31/2023 </p> <p>-Priority- Normal </p> <p>Length Of Contract: *</p> <p>Start of Contract: MM/DD/YYYY </p> <p>End of Contract: MM/DD/YYYY </p> <p>Calendar Days: <input type="text"/></p> <p>CCD ARO *</p> <p><input type="text"/> Calendar Days After Receipt of Order</p> <p>Freight: *</p> <p>Freight / Handling Included in Price </p> <p>Destination </p> <p>FOB Location: <input type="text"/></p> <p>Close Solicitation Release Information</p>

Action

Mandatory Step 2

Review and edit if necessary, the Bill To and Deliver To information that was selected earlier

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.)

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

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

Mandatory Step 4

Enter a title for the solicitation – only the title is mandatory, the title description is optional

Mandatory Step 5

Check the counties(s) where the goods or services are to be delivered. Chose a category from the dropdown selection.

Illustration

[Review / Edit Billing And Shipping Locations](#) 🔍 STEP 2

Bill To: <--- Selected (Delivery Point), Click to view. Deliver to: <--- Selected (HNL), Click to reset.

[Review / Edit Solicitation Vendor Instructions](#) 🔍 STEP 3

Solicitation Instructions	
Mandatory Instructions are automatically included on the Solicitation	
Mandatory Instruction(s)	Optional Instruction(s)
<input type="checkbox"/> (0-112)	<p>QUESTIONS: Vendors having questions regarding the project must submit them in writing to the Contact Person. Questions must be received no later than 10 calendar days prior to the bid closing date.</p> <p>The only official position of the Board of Water Supply is that which is stated in writing and issued in the solicitation as addenda thereto.</p> <p>All other means of communication, whether oral or written, shall not be formal or official responses/statements and may not be relied upon.</p> <p>Upon providing addenda, all bidders shall be deemed to be on notice of the information therein whether or not the addendum or bid clarifications is actually received.</p> <p>All addenda and bid clarifications so issued shall become part of the Contract Documents.</p>
<input type="checkbox"/> (0-126)	<p>CONSTRUCTION BID DOCUMENTS, INCLUDING DRAWINGS AND SPECIFICATIONS, AVAILABILITY: The bid document, including drawings and specifications, will be available on compact disk and can be obtained from Arc Document Solutions, LLC, 680 Queen Street, Honolulu, Hawaii 96813, telephone (808) 536-6148, at the expense of the contractor/vendor.</p>
<input type="checkbox"/> (0-127)	<p>STANDARD DOCUMENTS FOR IFB PROJECTS (CONSTRUCTION): The following standard documents for IFB projects are incorporated by reference and hereto made a part of this Solicitation:</p>

[Establish / Review / Edit Custom Solicitation Title and Description](#) 🔍 STEP 4

Custom Title:

Custom Description:

[Review / Edit Solicitation Geographic Location/Category](#) 🔍 STEP 5

Counties: Statewide: Honolulu: Maui: Hawaii: Kauai: →

Category:

- Choose A Category
- Goods & Services
- Construction
- Health & Human Services

OPTIONAL SOLICITATION SECTIONS

[Review / Edit Contact and Buyer Information](#)

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>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>OPTIONAL SOLICITATION SECTIONS</p> <p>Review / Edit Contact and Buyer Information</p> <p>Contact Person: TEST BUYER Email Address: test9@sicomm.net</p> <p>Phone Nbr: 808-538-1234 Fax Nbr: <input type="text"/></p> <p><input type="text"/> Enter a Last Nar search</p> <hr/> <p>Buyer: TEST BUYER Email Address: test9@sicomm.net</p> <p>Phone Nbr: 808 538 1234 Fax Nbr: <input type="text"/></p> <hr/> <p>Review / Edit Header Notes</p> <p>NOTES ARE FOR INTERNAL USE ONLY Mon May 22 07:33:49 GMT-0700 (PDT) 2023 No approval route found. Requisition R2023000071 Created for Document D2023000090. Assigned for eIFB Solicitation creation.</p> <hr/> <p>Review / Edit Line Item(s) Quick Edit</p> <p>Items Quick Edit Select Item from below frame for editing of: Fund Citations, Delivery Points, File Attachments, Descriptions, Notes Enter fields to change. Fields not being changed do not need to be re-entered, they will retain the values shown in red.</p> <table border="1"> <thead> <tr> <th>Save Chges</th> <th>Item</th> <th>Reference Number</th> <th>Quantity</th> <th>UOM</th> <th>Est Total Amnt \$</th> <th>Orig: 2000</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>001</td> <td><input type="text"/> ()</td> <td><input type="text"/> (1)</td> <td><input type="text"/> (EA)</td> <td><input type="text"/> (2000)</td> <td><input type="text"/> Edit Desc: <input type="text"/></td> </tr> </tbody> </table> <hr/> <p>Establish / Review / Edit Solicit Responses From Other Commodity Suppliers</p> <p>Commodity Codes: <input type="text"/> 96200 <... Clear Commodities 1 of 20 Alternate Commodities</p> <p>Entered Computing Approximate Batch Emails Use the Search Button and select up to 20 Commodity Suppliers(other than the Line Item Commodities) from whom to solicit responses</p> <hr/> <p>Establish / Review / Edit Pre-Bid Conference</p> <p>Date: <input type="text"/> 05/24/2023 Conference Time: <input type="text"/> 8:45 AM Responses Due: 05/25/2023 Vendor Presentation Example</p> <p>Location: <input type="text"/> Honolulu BWS Test Department 630 S. Beretania St. Honolulu, HI 96843</p> <p>Copy Agency Address: <input checked="" type="radio"/> Notes: <input type="text"/></p> <p>Library: <input type="radio"/> Save: <input type="radio"/></p> <p>Click here to review Pre-Bid Conference Registered Attendees</p>	Save Chges	Item	Reference Number	Quantity	UOM	Est Total Amnt \$	Orig: 2000	<input type="checkbox"/>	001	<input type="text"/> ()	<input type="text"/> (1)	<input type="text"/> (EA)	<input type="text"/> (2000)	<input type="text"/> Edit Desc: <input type="text"/>
Save Chges	Item	Reference Number	Quantity	UOM	Est Total Amnt \$	Orig: 2000									
<input type="checkbox"/>	001	<input type="text"/> ()	<input type="text"/> (1)	<input type="text"/> (EA)	<input type="text"/> (2000)	<input type="text"/> Edit Desc: <input type="text"/>									

Action

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

Sub Contractor Section

1. Vendors will be able to see the "Public Construction Interested Vendors List".
2. 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".
3. 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:

Preview Solicitation – Rough Draft Version

File Solicitation for later action –will save and place it in Solicitation Manager/On Hold for future edits

Close Solicitation No Action – This deletes all previous work

Illustration

Establish / Review / Edit **Questions / Answer Section**

Include Solicitation Questions Area on Solicitation: Yes: No: Responses Due: 05/25/2023 Today: Mon May 22, 2023

Vendor's name will be displayed with answers: Yes: No: Questions Deadline: MM/DD/YYYY Answers Published: MM/DD/YYYY

Notes
Displayed to Vendors:
Library:
Save:

Establish / Review / Edit **Sub Contractor Section** **Sub Contractor Requirements Exist**

While the Solicitation is on the Internet bidders will be able to see, and add/or remove themselves from a "Public Construction Interested Vendors List"
At Solicitation Close Time, while the Solicitation is in "Awaiting Award" and after
1)Vendors will be able to see the "Public Construction Interested Vendors List".
2)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".
3)You will be able to set any Bidders Attachment(s) to be available for all vendors to open and review in their view of the Abstract.

Use Sub-Contractor Section:

Preview Vendor Solicitation B2023000068

File Solicitation B2023000068 for later action

Close Solicitation B2023000068 - no action

basec.sicomm.net says

Are you ready to Save changes to this Solicitation?

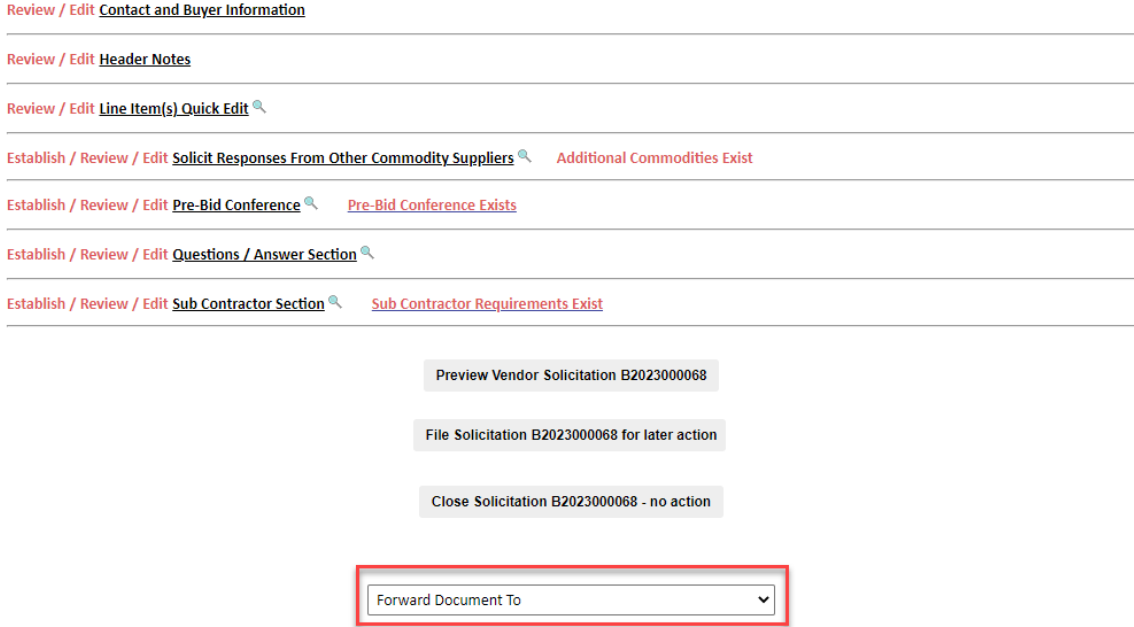


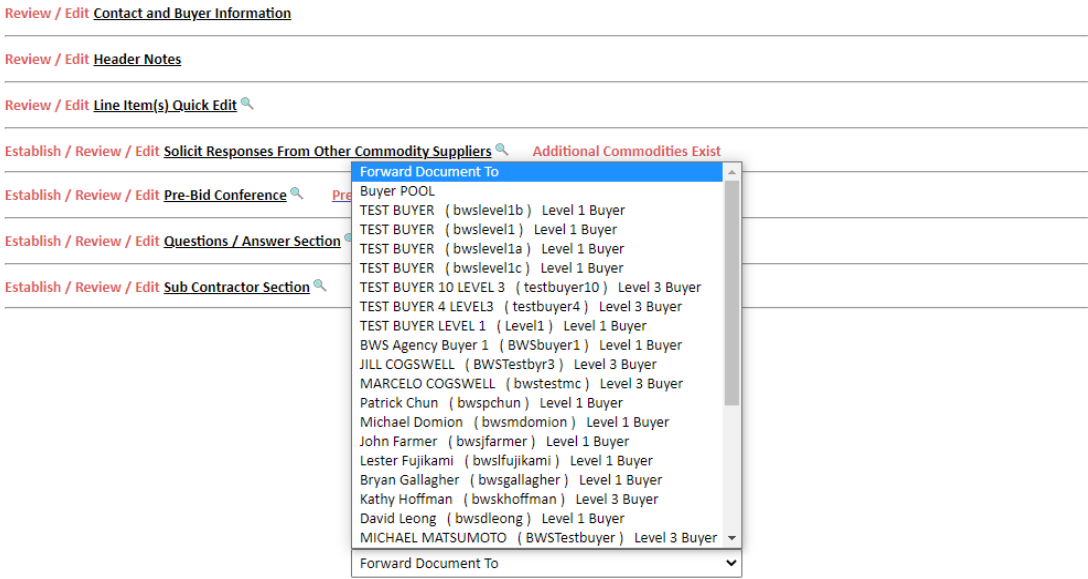
Preview Vendor Solicitation B2023000068

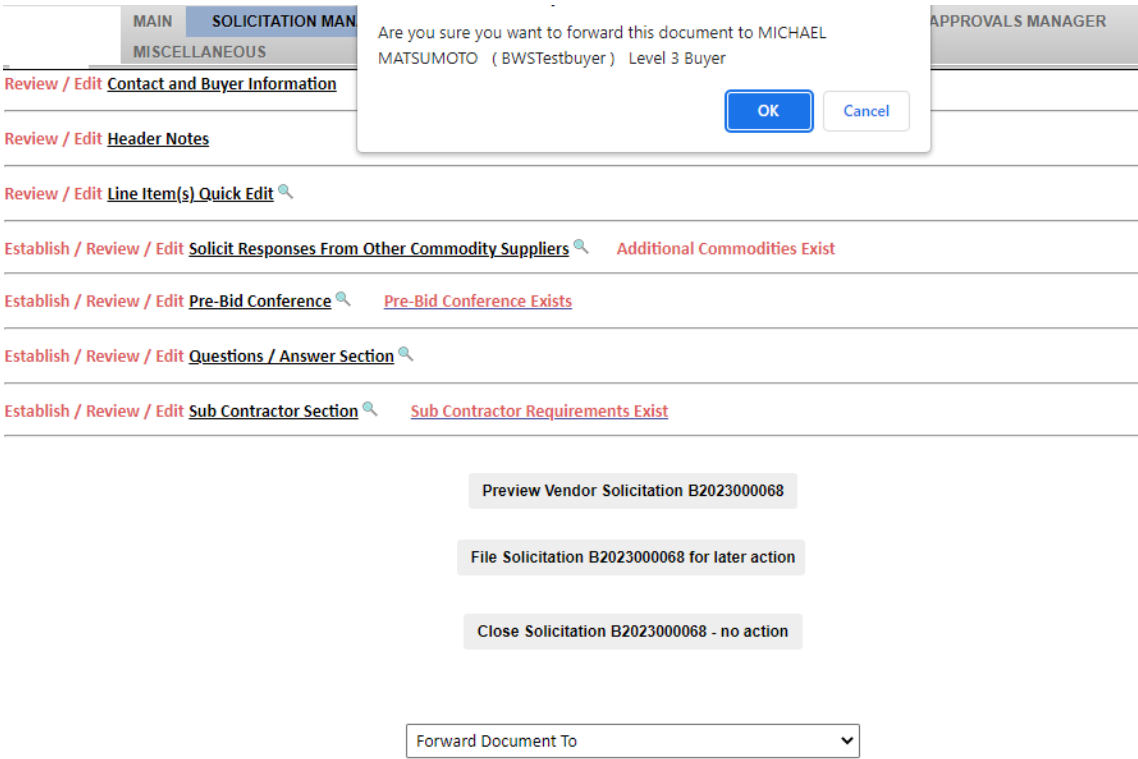
File Solicitation B2023000068 for later action

Close Solicitation B2023000068 - no action

Action	Illustration																				
<p>Solicitation Manager/On Hold</p> <p>The saved solicitation is now in the Solicitation Manager tab and On Hold sub menu. To access the solicitation for viewing, continued work, or forwarding, click on the Manage radio button.</p>	<p>The screenshot shows the 'Solicitation Manager' interface with the 'On Hold' sub-menu selected. A table lists 'On Hold Solicitations' with columns: Manage, Reject, Dept, Originator, RFX Type, RFX Nbr, Requisition Nbr, Document Nbr, Items, and NIGP. The first row is selected, showing details for a solicitation with NIGP 96203. Below the table, there is a description, delivery date, and other solicitation details.</p> <table border="1"> <thead> <tr> <th>Manage</th> <th>Reject</th> <th>Dept</th> <th>Originator</th> <th>RFX Type</th> <th>RFX Nbr</th> <th>Requisition Nbr</th> <th>Document Nbr</th> <th>Items</th> <th>NIGP</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> (M)</td> <td><input type="radio"/> (R)</td> <td>BWSTEST</td> <td>BUYER ETA: \$2,000</td> <td>RFB</td> <td>B2023000068</td> <td>R2023000071</td> <td>D2023000090</td> <td>1</td> <td>96203</td> </tr> </tbody> </table> <p>NIGP / Description: 96203: Miscellaneous Professional Services HePS PNS: Statewide</p> <p>Delivery/Contract Date(s): Wed May 31 2023 Solicitation Closes: Thu May 25 2023 4:30 PM</p> <p>Pre-Bid Conference: A Pre-Bid Conference is scheduled for 05/24/2023 at 8:45 AM Review 0 Registered Attendees: <input type="checkbox"/></p> <p>Solicitation Files Attached: Header:</p> <p>Item 001: Add a line item to a Solicitation.docx Specifications</p> <p>Other Solicited Commodities: In Addition to the Line Item Commodities: Vendors providing Commodities 96200 are solicited for response.</p> <p>Solicitation Specifics: Is a Construction Bid</p> <p>On Hold Solicitations: Jump to a Specific Document B I P Q</p> <p>1 - 1 of 1 Top Of Page</p>	Manage	Reject	Dept	Originator	RFX Type	RFX Nbr	Requisition Nbr	Document Nbr	Items	NIGP	<input checked="" type="radio"/> (M)	<input type="radio"/> (R)	BWSTEST	BUYER ETA: \$2,000	RFB	B2023000068	R2023000071	D2023000090	1	96203
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Action	Illustration
<p>Forward Document to Buyer</p> <p>After first saving a solicitation, BWS Level 1 Branch Heads and Engineers now can forward the solicitation to BWS Level 3 Buyers by using the Forward Document To drop down menu.</p> <p>Scrolling down to the bottom of the solicitation header sections, there are now four selection choices with the Forward Document To selection moving the complete solicitation to a BWS Level 3 Buyer.</p> <p>Note: Whenever creating a solicitation, to immediately forward it to a BWS Level 3 Buyer, the solicitation must first be saved, using the File for Later Action button.</p>	 <p>The screenshot displays a series of horizontal menu items, each with a 'Review / Edit' link and a magnifying glass icon:</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 Pre-Bid Conference Exists Establish / Review / Edit Questions / Answer Section Establish / Review / Edit Sub Contractor Section Sub Contractor Requirements Exist <p>Below these menus are three buttons:</p> <ul style="list-style-type: none"> Preview Vendor Solicitation B2023000068 File Solicitation B2023000068 for later action Close Solicitation B2023000068 - no action <p>At the bottom, a dropdown menu labeled 'Forward Document To' is highlighted with a red border.</p>

Action	Illustration																														
<p>Forward Document continued..</p> <p>Using the Forward Document To drop down menu, the BWS Branch Head/Engineer selects the appropriate BWS Level 3 Buyer</p>	 <p>The screenshot shows a software interface with several menu items: 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 (with a search icon), Establish / Review / Edit Pre-Bid Conference (with a search icon and 'Pre' label), Establish / Review / Edit Questions / Answer Section (with a search icon), and Establish / Review / Edit Sub Contractor Section (with a search icon). A dropdown menu is open for 'Forward Document To', listing various buyers such as 'Buyer POOL', 'TEST BUYER (bwslevel1b) Level 1 Buyer', 'TEST BUYER (bwslevel1) Level 1 Buyer', 'TEST BUYER (bwslevel1a) Level 1 Buyer', 'TEST BUYER (bwslevel1c) Level 1 Buyer', 'TEST BUYER 10 LEVEL 3 (testbuyer10) Level 3 Buyer', 'TEST BUYER 4 LEVEL3 (testbuyer4) Level 3 Buyer', 'TEST BUYER LEVEL 1 (Level1) Level 1 Buyer', 'BWS Agency Buyer 1 (BWSbuyer1) Level 1 Buyer', 'JILL COGSWELL (BWSTestbyr3) Level 3 Buyer', 'MARCELO COGSWELL (bwstestmc) Level 3 Buyer', 'Patrick Chun (bwspchun) Level 1 Buyer', 'Michael Domion (bwsmdomion) Level 1 Buyer', 'John Farmer (bwsjfarmer) Level 1 Buyer', 'Lester Fujikami (bwslfujikami) Level 1 Buyer', 'Bryan Gallagher (bwsgallagher) Level 1 Buyer', 'Kathy Hoffman (bwskhoffman) Level 3 Buyer', 'David Leong (bwsdleong) Level 1 Buyer', and 'MICHAEL MATSUMOTO (BWSTestbuyer) Level 3 Buyer'. Below the dropdown is a table with the following data:</p> <table border="1" data-bbox="793 954 1873 1112"> <thead> <tr> <th colspan="10">Solicitation B2023000068 Items On Hold: Select by clicking the button adjacent the required item. Enable Auto Toggle: <input type="checkbox"/> Add Item 2</th> </tr> <tr> <th>View</th> <th>Edit</th> <th>Delete</th> <th>Dept</th> <th>Name</th> <th>Item</th> <th>Est Amnt</th> <th>Commodity</th> <th>Short Description</th> <th>Create Date</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>BWSTEST</td> <td>BUYER</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 May 22 2023</td> </tr> </tbody> </table>	Solicitation B2023000068 Items On Hold: Select by clicking the button adjacent the required item. Enable Auto Toggle: <input type="checkbox"/> Add Item 2										View	Edit	Delete	Dept	Name	Item	Est Amnt	Commodity	Short Description	Create Date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	BWSTEST	BUYER	001	2,000	96203	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service	Mon May 22 2023
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Action	Illustration
<p>Forward Document continued...</p> <p>Upon selection of a BWS Level 3 Buyer, a confirmation pop-up window displays.</p> <p>Click OK to forward the solicitation to the selected buyer.</p> <p>Note: The selected BWS Level 3 Buyer receives an automatic email notification that a solicitation has been forward for action.</p> <p>OR</p> <p>Click Cancel to return to the solicitation for continued editing and saving it back to On Hold sub menu.</p>	 <p>The illustration shows a software interface with a confirmation dialog box. The dialog box contains the text: "Are you sure you want to forward this document to MICHAEL MATSUMOTO (BWSTestbuyer) Level 3 Buyer". Below the text are two buttons: "OK" and "Cancel".</p> <p>The background interface shows a navigation menu with options: "MAIN", "SOLICITATION MAN", and "MISCELLANEOUS". Below the menu, there are several menu items with search icons:</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 Pre-Bid Conference Exists Establish / Review / Edit Questions / Answer Section Establish / Review / Edit Sub Contractor Section Sub Contractor Requirements Exist <p>At the bottom of the interface, there are three buttons:</p> <ul style="list-style-type: none"> Preview Vendor Solicitation B2023000068 File Solicitation B2023000068 for later action Close Solicitation B2023000068 - no action <p>Below the buttons is a dropdown menu labeled "Forward Document To".</p>

Part 2 – 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 this, a secondary navigation bar contains 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 logo for HePS (a stylized building and monitor) and a horizontal menu with five icons: CREATE A SOLICITATION, ON INTERNET, CREATE AN AWARD, AWARD HISTORY, and SEARCH SYSTEM. A tooltip is visible over the SEARCH SYSTEM icon, listing the following options: Review Documents, Search Awards, Review, Commodities, and Search Vendors. Below the logo, a session summary indicates the date as Tue May 02 2023 and the time as 12:29:04 P.M. At the bottom, there is a table titled 'View Protest Module' showing the status of protests.

View Protest Module	
Unacknowledged	0
Total	0

Action

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.

Review Documents

Document Type - Pick a document type from the drop down

From and To - Select search dates

Click on **Review Documents**

The bottom frame will show all documents found in your search criteria for the time specified

The fourth column will show the current status of the document

Illustration

SYSTEM SEARCH Enter Required Search Parameters

Review Document

Number:

OR

Document Type:

Award Create Date: From To Date:

OR

Review Awards

Search on **Description:** or Search on **Commodity:**

All Department **Buyers:** All **Departments:**

All Purchase Instruments						
View	Status	Department	PO Number	NIGP	Date Created	Total PO Amount
<input type="radio"/>	Awarded	AGENCY	DO2023000007	98888	Thu Jan 05, 2023	\$338,880.00
Short Description: MONTHLY SERVICES TO MAINTAIN VEGETATIVE WEED OVERGROWTH AT N						
<input type="radio"/>	Awarded	AGENCY	DO2023000008	98888	Wed Jan 25, 2023	\$84,000.00
Short Description: FURNISHING OF SERVICES TO MAINTAIN VEGETATIVE WEED OVERGROWT						
<input type="radio"/>	Awarded	AGENCY	DO2023000009	34060	Thu Feb 02, 2023	\$406,980.91
Short Description: WET-BARREL FIRE HYDRANT AND APPURTENANCES						
<input type="radio"/>	Awarded	AGENCY	DO2023000010	67075	Mon Feb 13, 2023	\$42,076.74
Short Description: RESILIENT-WEDGE GATE VALVES with Working Pressure up to 250						
<input type="radio"/>	Awarded	AGENCY	DO2023000011	91360	Tue Feb 14, 2023	\$908,957.00

Action**Review Commodities**

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

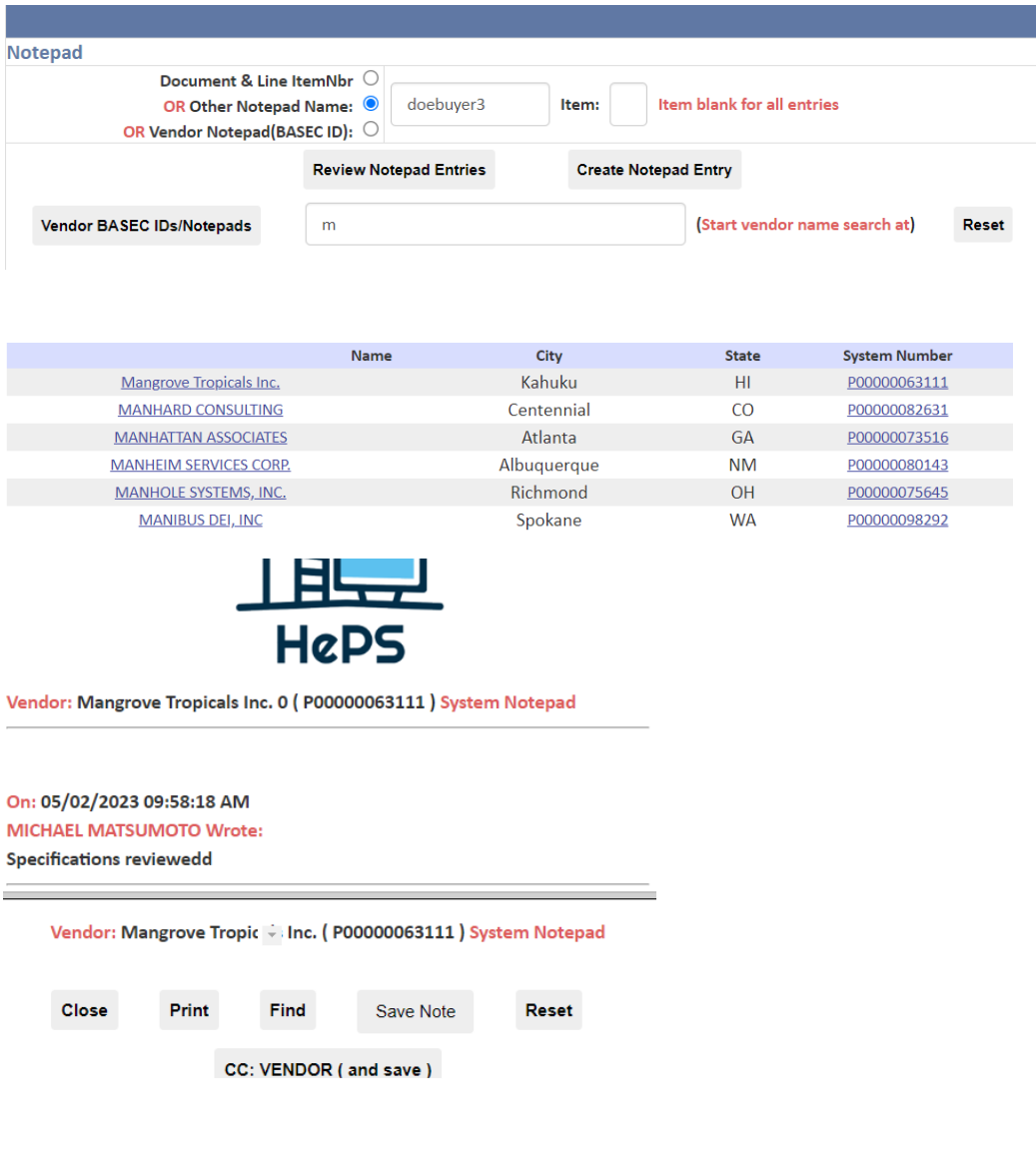
Show Classes From – click on the button below Show Classes from to see a complete list of all the top level 3-digit class codes (approximately 260). Click on **Review Commodities** button


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

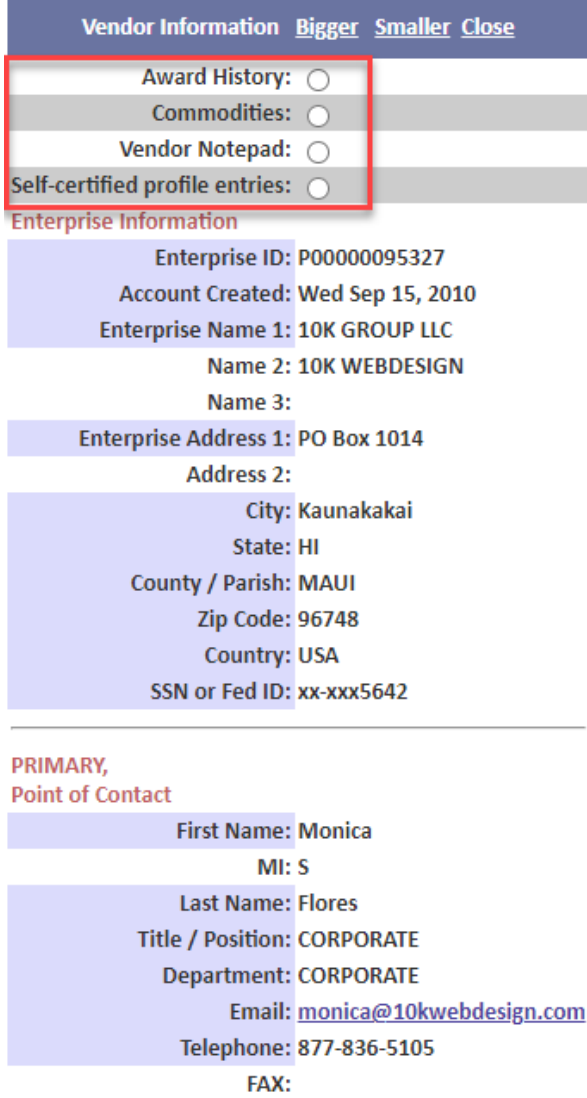
Illustration

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 options: 'Document & Line ItemNbr', 'Other Notepad Name' (selected), and 'Vendor Notepad(BASEC ID)'. The 'Other Notepad Name' field contains 'doebuyer3'. Below the search options 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 with columns for Name, City, State, and System Number. The table lists several vendors, including Mangrove Tropicals Inc., MANHARD CONSULTING, MANHATTAN ASSOCIATES, MANHEIM SERVICES CORP, MANHOLE SYSTEMS, INC., and MANIBUS DEJ, INC. Below the table is the HePS logo. Underneath the logo, there is a note entry for 'Vendor: Mangrove Tropicals Inc. 0 (P00000063111) System Notepad'. The note text reads: 'On: 05/02/2023 09:58:18 AM MICHAEL MATSUMOTO Wrote: Specifications reviewedd'. At the bottom of the note entry, there are buttons for 'Close', 'Print', 'Find', 'Save Note', and 'Reset'. Below these buttons is a 'CC: VENDOR (and save)' button.</p> <table border="1" data-bbox="787 576 1795 771"> <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 DEJ, INC</td> <td>Spokane</td> <td>WA</td> <td>P00000098292</td> </tr> </tbody> </table>	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 DEJ, 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 filters for 'Responses to Current Solicitations', 'By Vendor ID', 'By Name', 'By Commodity', 'By City', '& / or County', 'AND State', and 'OR Zip'. The 'By City' field is set to 'Honolulu'. Below the filters 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' and has columns for View, Vendor Name, Contact Name, Email, Phone, and Fax. The table lists 10 vendors, with the first one highlighted in light blue.</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 checked="" 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 checked="" 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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Action	Illustration
<p>Review Vendors continued</p> <p>To access Vendor Profile details, click on the radio button adjacent to the Vendor's name. The buyer's view of a vendor's profile will display. Note: In this example, within the vendor profile, in addition to vendor contact information there are four categories with radio buttons taking you to their information fields:</p> <ul style="list-style-type: none"> • Award History – History of vendor's awards within HePS • Commodities – A listing of all the NIGP Commodity Codes for their provided goods and services • Vendor Notepad – Historical internal notes associated to a vendor • Self-certified profile entries - Licenses, Bonding, and Certifications uploaded by the vendor 	 <p>Vendor Information Bigger Smaller Close</p> <p>Award History: <input type="radio"/></p> <p>Commodities: <input type="radio"/></p> <p>Vendor Notepad: <input type="radio"/></p> <p>Self-certified profile entries: <input type="radio"/></p> <p>Enterprise Information</p> <p>Enterprise ID: P00000095327 Account Created: Wed Sep 15, 2010 Enterprise Name 1: 10K GROUP LLC Name 2: 10K WEBDESIGN Name 3:</p> <p>Enterprise Address 1: PO Box 1014 Address 2:</p> <p>City: Kaunakakai State: HI County / Parish: MAUI Zip Code: 96748 Country: USA SSN or Fed ID: xx-xxx5642</p> <hr/> <p>PRIMARY, Point of Contact</p> <p>First Name: Monica MI: S</p> <p>Last Name: Flores Title / Position: CORPORATE Department: CORPORATE Email: monica@10kwebdesign.com Telephone: 877-836-5105 FAX:</p>

Action

Agency and Vendor File Attachments

Both types of files attachments may be searched for in a similar manner. In each case, you enter information within a search field and click on Get File. Clear Fields is used to vacant previous information and start a new search.

Agency File Attachments:

- Solicitation Number
- Award Number
- Attachment Name

Vendor File Attachments:

- Vendor Account Number (needed for each search)
- Solicitation Number
- Addenda Number
- Line-Item Number (not commonly used)
- Vendor Attachment Name

Illustration

Find/Review Agency File Attachments

Access Attachments: Solicitation Nbr: Award Nbr:

Attachment Name: Get File: Clear Fields Help Find Found: 0 Files...

Solicitation	Attachment Specifics	Attachment Filename	Attachment Description
B2023000002	Header: Version: 00	Final Payment Certification Form.pdf	FINAL PAYMENT CERTIFICATION FORM
		GTC Goods and Services Sept 2020 FINAL.pdf	GENERAL TERMS
		InstructionstoBiddersGoodsandServicesSept2020.pdf	INSTRUCTION TO BIDDERS GOODS & SERVICES REVISED SEPTEMBER 2020 Final.2
	Req Detail Attachment: Version: 00 Item: 001	1662772411-JOB 23-WSO03 MINIMUM SPECIFICATIONS.pdf	
		1662772435-JOB 23-WSO03 SPECIAL PROVISIONS.pdf	

11 Attachments Found

Find/Review Vendor File Attachments

Display Vendor Attachments: Vendor Account Nbr: Solicitation Nbr: Addenda Nbr: Line Item Nbr:

Question File: Vendor Attachment Name: Get File: Clear Fields Help

Vendor Nbr	Solicitation	Addenda	Line Item	Filename
P00000121570	B2023000002	00	001	P00000121570_B2023000002_00_001_SKM_C364e22092611420.pdf

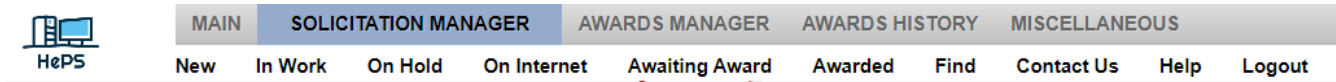
1 Vendor Attachments Found

Part 3 – 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.

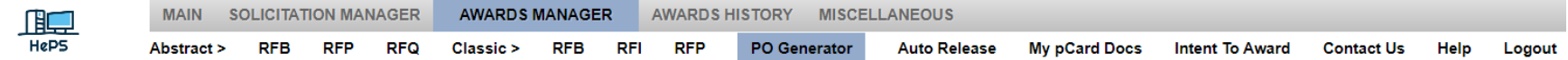
Action	Illustration
<p>My Profile</p> <p>Profile and Password information is found under Miscellaneous/My Profiles on the Menu bar.</p> <p>Passwords must be at least 7 digits long, contain a minimum of 2 capital letters and 2 numbers.</p> <p>Click on the Update User Info button to apply changes.</p>	<p>The screenshot shows the 'My Profile' page for a user named 'Level 1 Buyer' (User ID: bwslevel1) in the 'Department: BWSTEST'. The page includes a navigation menu with options like 'MAIN', 'SOLICITATION MANAGER', 'CREATE', 'EDIT', 'AWARDS MANAGER', 'AWARDS HISTORY', and 'APPROVALS MANAGER'. The 'My Profile' section contains fields for 'User Type', 'Buyer Code', 'First Name' (TEST), 'MI', 'Last Name' (BUYER), and 'Title / Position' (Test Buyer Level 1). There are also fields for 'User ID', 'Password', 'Verify Password', 'Email Address' (test9@sicomm.net), 'Telephone' (808 538 1234), and 'FAX'. Below these fields, there are several system messages and configuration options:</p> <ul style="list-style-type: none"> My Alternate User Status: A Workflow Alternate has not been assigned by the System Administrator. Click here to request assignment of a Workflow Alternate to me. My Alternate User Status: An Approval Responsibilities Alternate has not been assigned by the System Administrator. Click here to request assignment of an Approvals Responsibilities Alternate to me. Auto Frames Default: <input type="checkbox"/> Currently Auto Frames by default are in-active (rolling over the frame DOES NOT open/close the frame) Default: File Attachments: Select if Default File Attachments Are Visible: Visible (Currently Default File Attachments by default are Visible) Default: 25 (Currently the Max Number of Line Items of the Quick Line Item Edit Function is 25) Approval Routes/Responsibilities Display: Do not Show Routes or Responsibilities on Pages where available. Use Miscellaneous>Session Info Approval Route Display For Multiple Documents: <ul style="list-style-type: none"> For Requisition Approvals: As A Pop-UpWindow For Solicitation Approvals: In-Line For Award Approvals: In-Line <p>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.