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HIDOE Buyer and Staff IFB Construction Award Protest Module

The HIDOE IFB Construction Award Protest Module provides a protest communication mechanism for Vendors/Suppliers/Contractors to electronically submit a protest for a Construction IFB Award directly to the HIDOE Buyer and Staff. Protest submittal must occur within 5-business days following the issuance of an award notice. Protest submittals outside of the 5-business day criteria are not accepted.

Protests shall be adjudicated in accordance with §103D-701, HRS and as amended.

No protest based upon the contents of the solicitation shall be considered unless submitted using the electronic submission function on the State of Hawaii Department of Education (DOE) Hawaii electronic Procurement System (HePS) website prior to the date set for the receipt of offers.

A protest of an award or proposed award pursuant to §103D-302, HRS, shall be submitted using the electronic submission function on the HePS website to the DOE within five (5) working days after the posting of the award or after the protestor knows or should have known of the facts giving rise to the protest.

Only responses submitted through HePS shall be considered for protest. A protest submitted without attachments is not acceptable.

The Protest module is an electronic protest notification system based on retrieval storage of responding Vendors/Suppliers/Contractors protest submittals containing uploaded file attachment(s). This is solely an online protest delivery mechanism and all formal aspects of protest management and resolution outcomes are conducted outside of HePS.

Protesters are provided a pre-populated protest form based on the company and user information found within their respective company's HePS eProcurement account. All company and user contact information posted on the protest form is editable. Additionally, the protest submittal process requires a minimum of one file to be uploaded for successful submittal. Multiple files may be uploaded. Standard file types such as docx, pdf, xlsx, jpeg, png, etc. are acceptable. Audio, video and executable files are disallowed for security purposes.

Mandatory uploaded file integrity verification is based on the protester browsing and validating each file as readable and containing the correct protest information, prior to submission.

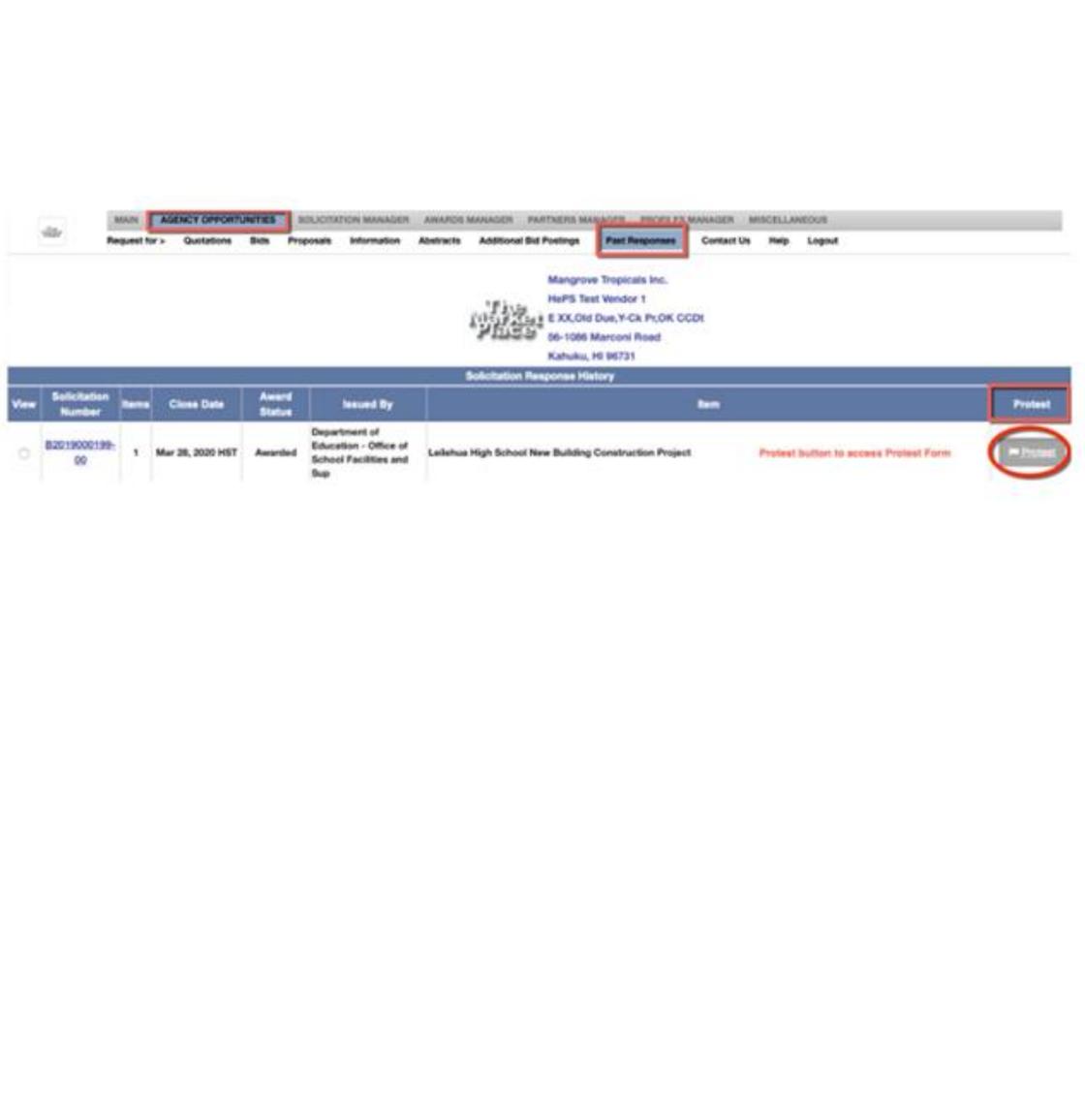
Within the 5-business day window, Vendors/Suppliers/Contractors are able to submit a protest, update and resubmit a protest, and withdraw or cancel their protest submittal.

All protest actions are documented with email and date/time stamp screenshots on the intercommunication between the protesting Vendors/Suppliers/Contractors and HIDEO Buyers and designated staff for the following:

- When a Vendor/Supplier/Contractor protest is submitted
- When a Vendor/Supplier/Contractor protest is updated and resubmitted
- When a Vendor/Supplier/Contractor protest is withdrawn or cancelled
- When a buyer acknowledges a submitted or resubmitted protest*
- When a buyer closes a protest

* **Note:** A buyer acknowledgement is to let the protesting Vendor/Supplier/Contractor know that their protest with a minimum of one (1) uploaded file has been received. This is an acknowledgement and not an acceptance. Formal acceptance, resolution, or non-acceptable of protest are conducted between HIDEO and the protesting Vendor/Supplier/Contractor outside of HePS.

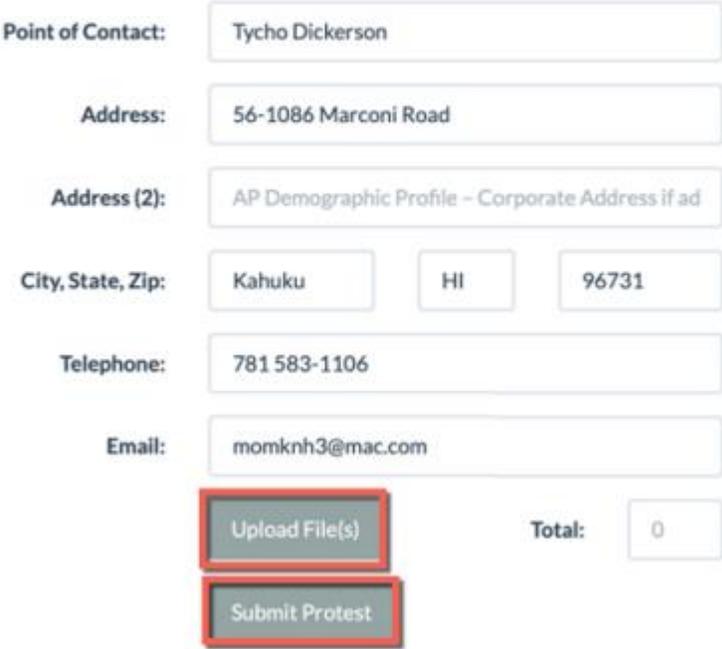
HIDOE Buyer & Staff Protest Module

Action	Illustration
<p>Background: Vendor/Supplier/Contractor Protest Submittal Process</p> <p>Protests for HIDOE Construction Awards must be electronically submitted via HePS within 5 - business days following the award date. Protest submittals must include at least one (1) file attachment containing the protester's rationale.</p> <p>When an award is completed, all responding Vendors, Suppliers, and Contractors will have a gray Protest button adjacent to their solicitation response found in their account under Agency Opportunities tab and Past Responses submenu</p>	 <p>The screenshot displays the HePS user interface. At the top, a navigation menu includes 'AGENCY OPPORTUNITIES' (highlighted with a red box), 'SOLICITATION MANAGER', 'AWARDS MANAGER', 'PARTNERS MANAGER', 'PROTEST MANAGER', and 'MISCELLANEOUS'. Below this, a secondary menu shows 'Request for >', 'Quotations', 'Bids', 'Proposals', 'Information', 'Abstracts', 'Additional Bid Postings', 'Past Responses' (highlighted with a red box), 'Contact Us', 'Help', and 'Logout'. The main content area shows the user profile for 'Mangrove Tropicals Inc.', identified as a 'HePS Test Vendor 1'. Below the profile is a 'Solicitation Response History' table with columns: 'View', 'Solicitation Number', 'Items', 'Close Date', 'Award Status', 'Issued By', 'Item', and 'Protest' (highlighted with a red box). A single row is visible with the following data: Solicitation Number 'S201900199-00', 1 item, Close Date 'Mar 28, 2020 HST', Award Status 'Awarded', Issued By 'Department of Education - Office of School Facilities and Sup', and Item 'Lalehua High School New Building Construction Project'. A red text note below the row reads 'Protest button to access Protest Form'. A red circle highlights the 'Protest' button in the table row.</p>

Vendor/Supplier/Contractor Protest Submittal Process

Action	Illustration
<p>Using the Protest button, a protest submittal form displays with pre-populated with solicitation, award, and Vendor/Supplier/Contractor HePS account company and user point of contact information.</p> <ul style="list-style-type: none"> • Solicitation number • Award number • HIDEO Job Number • Job Title • Company Name • Company HePS account number 	 <p style="text-align: center;">Top of Protest Form</p> <p>Protest Module Home Back to BASEC</p> <p style="text-align: center;">Hawaii State Department of Education</p> <p style="text-align: center;">HePS HIDEO OSFSS Protest Form</p> <p>Protests shall be adjudicated in accordance with §103D-701, HRS and as amended.</p> <p>No protest based upon the contents of the solicitation shall be considered unless submitted using the electronic submission function on the State of Hawaii Department of Education (DOE) Hawaii electronic Procurement System (HePS) website prior to the date set for the receipt of offers.</p> <p>A protest of an award or proposed award pursuant to §103D-302, HRS, shall be submitted using the electronic submission function on the HePS website to the DOE within five (5) working days after the posting of the award or after the protestor knows or should have known of the facts giving rise to the protest. Only responses submitted through HePS shall be considered for protest. A protest submitted without attachments is not acceptable.</p> <p>Date/Time Stamp: 03/19/2020 13:06:34</p> <p>Solicitation Number: B2019000199</p> <p>Award Number: D02019000110</p> <p>HIDEO Job Number: P202011-17</p> <p>HIDEO Job Name: Leliehua High School New Building Construction P</p> <p>Vendor Name: Mangrove Tropicals Inc.</p> <p>HePS Vendor Account: P00000063111</p>

Vendor/Supplier/Contractor Protest Submittal Process continued

Action	Illustration
<p>All company and user information fields are editable by clicking within a field and editing/updating information.</p> <ul style="list-style-type: none"> • Single or multiple files must be uploaded to successfully submit a protest • To upload file(s) click on the Upload File(s) button • Either a single file or multiple files may be uploaded. <ul style="list-style-type: none"> ○ Note: Audio, video, and executable files are disallowed ○ Missing Note: Note: Audio, video, and executable files are disallowed 	<div style="text-align: center;"> <h3>Bottom of Protest Form</h3> </div>  <p>The illustration shows the bottom portion of a web form. It includes the following fields and elements:</p> <ul style="list-style-type: none"> Point of Contact: Text input field containing "Tycho Dickerson". Address: Text input field containing "56-1086 Marconi Road". Address (2): Text input field containing "AP Demographic Profile - Corporate Address if ad". City, State, Zip: Three separate input fields containing "Kahuku", "HI", and "96731". Telephone: Text input field containing "781 583-1106". Email: Text input field containing "momknh3@mac.com". Upload File(s): A button with a red border, highlighted in the illustration. Submit Protest: A button with a red border, highlighted in the illustration. Total: A small input field containing the number "0".

Vendor/Supplier/Contractor Protest Submittal Process continued...

Action

Once a file or files are uploaded, protesters use the **Browse and Validate** file button for each uploaded file

- This is to validate that each uploaded protest file attachment is readable and contains correct information

If an incorrect file is uploaded, the **Delete File** button is used to remove it

Illustration

Only responses submitted through HePS shall be considered for protest.

Upload File(s) ×

Upload File: no file selected

File Attachments

2.6 MB.pdf **Browse and Validate file button**

Delete File Button ← →

HePS Vendor Account: P00000063111

Point of Contact: Tycho Dickerson

Address: 56-1086 Marconi Road

Address (2): AP Demographic Profile – Corporate Address If ad

City, State, Zip: Kahuku HI 96731

Telephone: 781 583-1106

Email: momknh3@mac.com

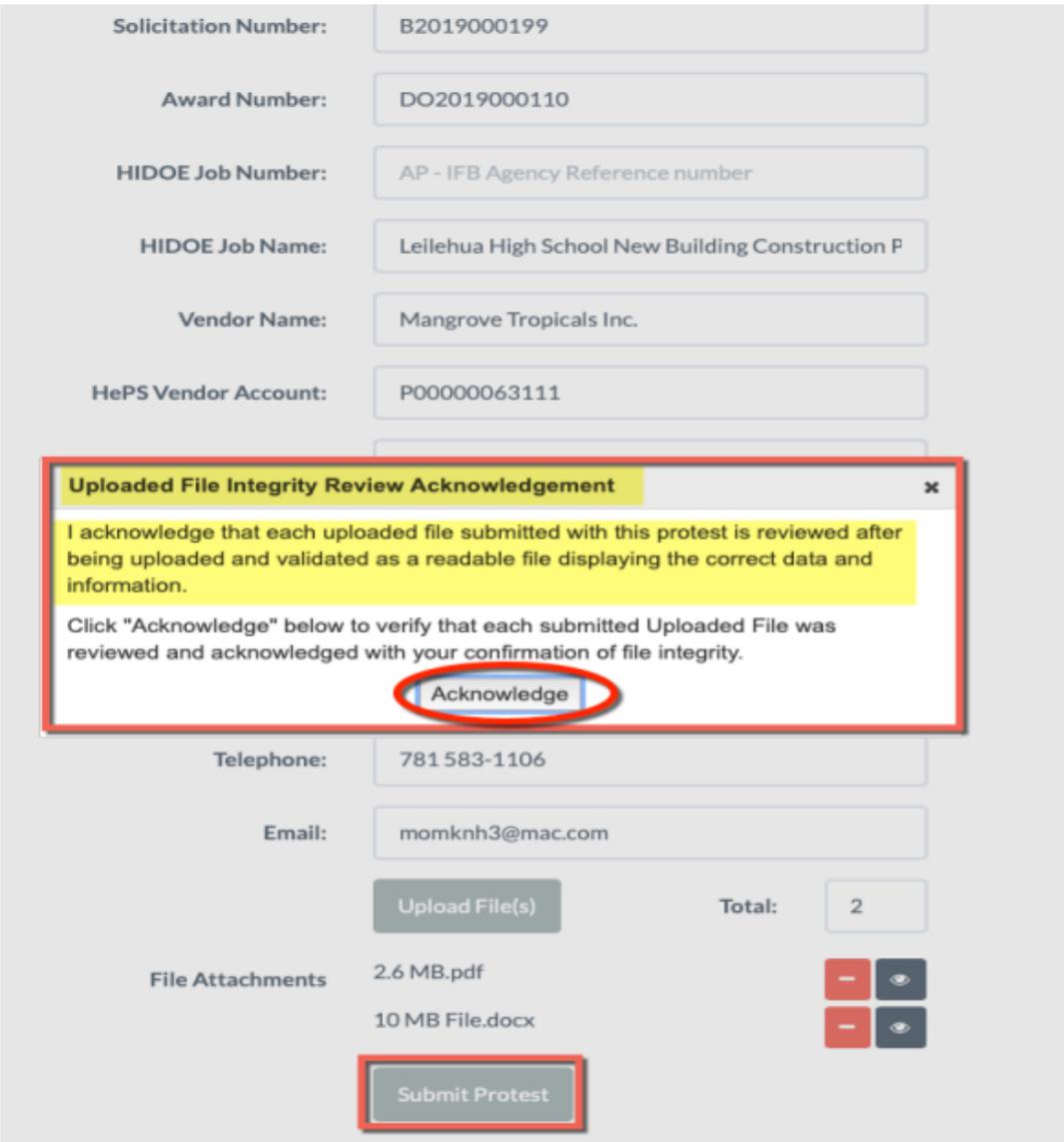
Total: 1

File Attachments 2.6 MB.pdf

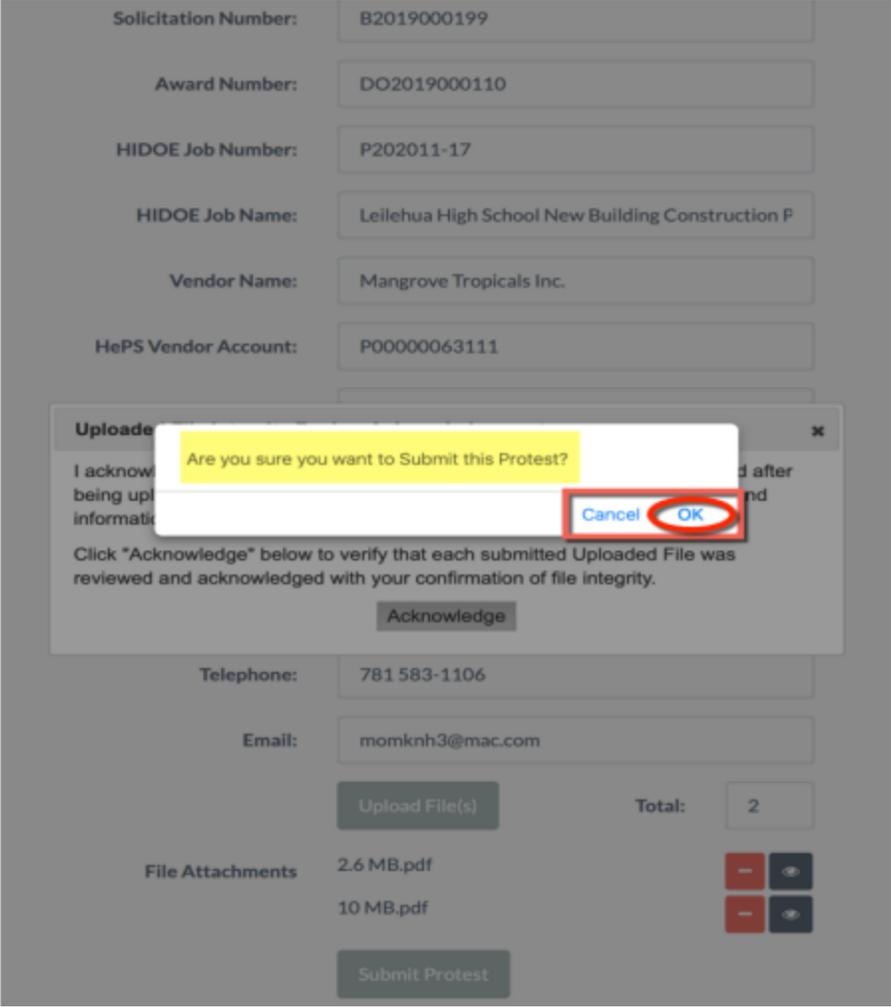
Vendor/Supplier/Contractor Protest Submittal Process continued...

Action	Illustration												
<p>For multiple file attachments entries, the names of each uploaded file and total number of uploaded files will display</p>	<p>Only responses submitted through HePS shall be considered for protest. A protest submitted without attachments is not acceptable.</p> <p>Date/Time Stamp: 03/10/2020 20:39:28</p> <p>Solicitation Number: B2019000199</p> <p>Award Number: DO2019000110</p> <p>HIDOE Job Number: AP - IFB Agency Reference number</p> <p>HIDOE Job Name: Leilehua High School New Building Construction P</p> <p>Vendor Name: Mangrove Tropicals Inc.</p> <p>HePS Vendor Account: P00000063111</p> <p>Point of Contact: Tycho Dickerson</p> <p>Address: 56-1086 Marconi Road</p> <p>Address (2): AP Demographic Profile - Corporate Address if ad</p> <p>City, State, Zip: Kahuku HI 96731</p> <p>Telephone: 781 583-1106</p> <p>Email: momknh3@mac.com</p> <p>Upload File(s) Total: 2</p> <table border="1"> <thead> <tr> <th>File Attachments</th> <th>Size</th> <th>Remove</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>2.6 MB.pdf</td> <td></td> <td>-</td> <td>👁</td> </tr> <tr> <td>10 MB File.docx</td> <td></td> <td>-</td> <td>👁</td> </tr> </tbody> </table>	File Attachments	Size	Remove	View	2.6 MB.pdf		-	👁	10 MB File.docx		-	👁
File Attachments	Size	Remove	View										
2.6 MB.pdf		-	👁										
10 MB File.docx		-	👁										

Vendor/Supplier/Contractor Protest Submittal Process continued...

Action	Illustration
<ul style="list-style-type: none"> • After uploading their protest files, they use the Submit Protest button • Prior to submittal they formally acknowledge that a file integrity review was conducted for each uploaded file and confirm that each file is readable and displaying the correct data and information • A snapshot of the file acknowledgement is recorded 	 <p>The illustration shows a web form for protest submittal. The form includes the following fields:</p> <ul style="list-style-type: none"> Solicitation Number: B2019000199 Award Number: DO2019000110 HIDEO Job Number: AP - IFB Agency Reference number HIDEO Job Name: Leilehua High School New Building Construction P Vendor Name: Mangrove Tropicals Inc. HePS Vendor Account: P00000063111 Telephone: 781 583-1106 Email: momknh3@mac.com <p>A modal window titled "Uploaded File Integrity Review Acknowledgement" is overlaid on the form. It contains the following text:</p> <p>I acknowledge that each uploaded file submitted with this protest is reviewed after being uploaded and validated as a readable file displaying the correct data and information.</p> <p>Click "Acknowledge" below to verify that each submitted Uploaded File was reviewed and acknowledged with your confirmation of file integrity.</p> <p>The "Acknowledge" button is highlighted with a red circle. Below the modal, there is an "Upload File(s)" button, a "Total: 2" indicator, and a list of file attachments: 2.6 MB.pdf and 10 MB File.docx. The "Submit Protest" button is also highlighted with a red box.</p>

Vendor/Supplier/Contractor Protest Submittal Process continued...

Action	Illustration
<ul style="list-style-type: none"> • At their final submission step a pop-up window occurs asking – ‘Are you sure you want to Submit the protest?’ • By clicking OK the protest form and attached file(s) are formally submitted • Protesters also have an option to cancel their formal submission 	 <p>The illustration shows a web-based protest submittal form. The form fields include:</p> <ul style="list-style-type: none"> Solicitation Number: B2019000199 Award Number: DO2019000110 HIDOE Job Number: P202011-17 HIDOE Job Name: Leilehua High School New Building Construction P Vendor Name: Mangrove Tropicals Inc. HePS Vendor Account: P00000063111 Telephone: 781 583-1106 Email: momknh3@mac.com <p>At the bottom of the form, there is an "Upload File(s)" button, a "Total: 2" indicator, and a list of file attachments: "2.6 MB.pdf" and "10 MB.pdf". A "Submit Protest" button is located at the very bottom.</p> <p>A confirmation pop-up window is overlaid on the form, titled "Upload" and containing the text: "Are you sure you want to Submit this Protest?". The pop-up has "Cancel" and "OK" buttons. The "OK" button is circled in red in the image.</p>

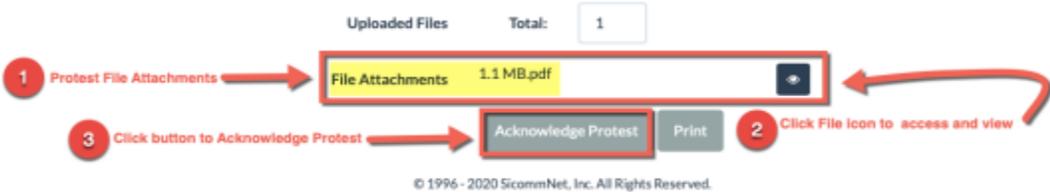
HIDOE Buyer & Staff Protest Submittal Processes

Action	Illustration
<ul style="list-style-type: none"> • Upon a protest submission, the buyer and designated HIDOE Staff automatically receive a Protest email notification • The protest email contains protesting company user's Name, company name, and HePS company account number • The Buyer and HIDOE Staff click on the here link to access the submitted protest form 	 <p>Protest Submittal for DO2019000110 - MICHAEL MATSUMOTO Example email with Protest Company's User Name</p> <p>administrator@sicomm.net <administrator@sicomm.net> To: HIDOE Buyer Cc: HIDOE Staff Email To and Cc recipients - HIDOE Award Buyer & Assigned Staff Wednesday, March 11, 2020 at 2:33 PM Show Details</p> <p>We Make Buying and Selling Easier.</p> <p>A protest has been submitted to HIDOE for DO2019000110. Click here to acknowledge</p> <p> • Company: Mangrove Tropicals Inc. • BASEC#: P0000063111 </p> <p>"We Make Buying and Selling Easier" 6120 Paseo del Norte, A1 Carlsbad, CA 92011 Tel: 888-414-0540 SicommNet</p> <p>HIDOE Buyer & Assigned Staff click here to access the submitted</p>

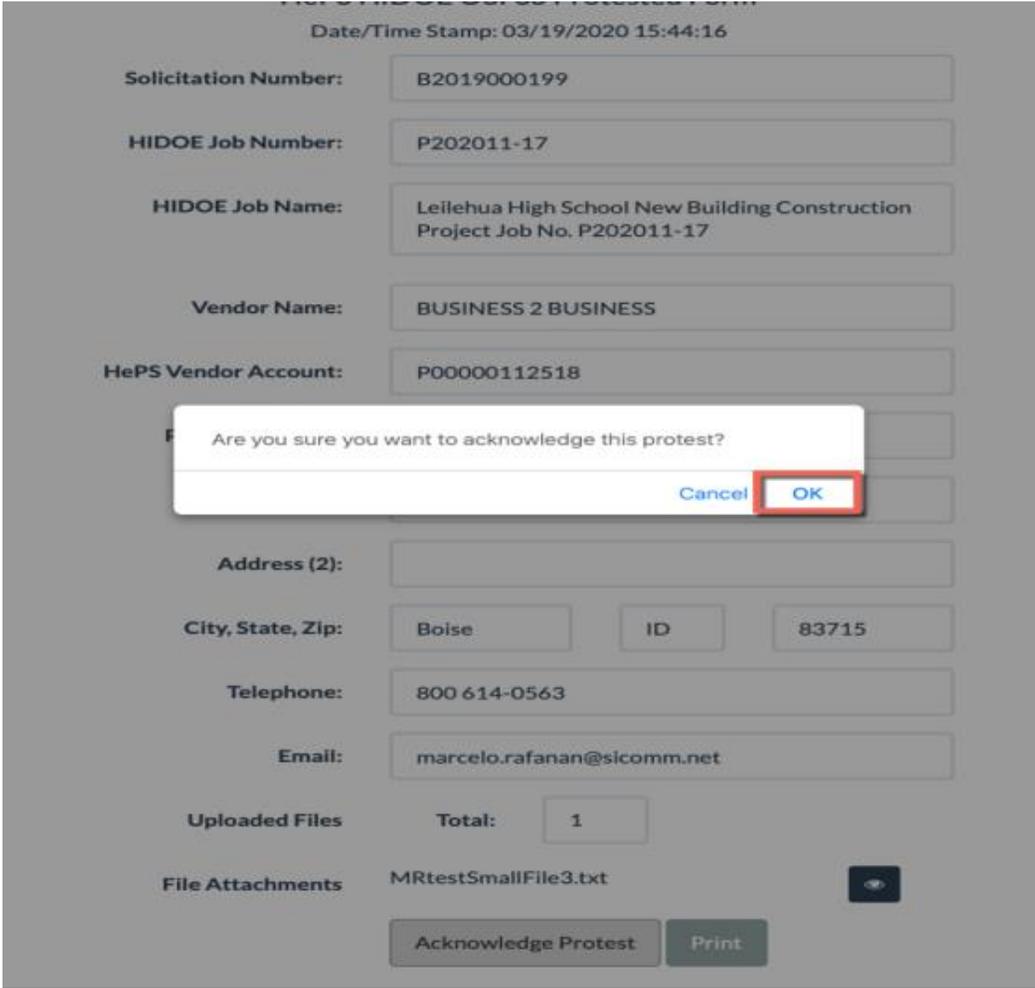
Submitted Protest Form Information

Action	Illustration
<ul style="list-style-type: none"> The top of the submitted protest form contains company and user contact information This information is used for follow-up formal protest actions needed to be taken by HIDOE Buyer and Staff, outside of HePS 	<div style="text-align: center;"> <h3>Submitted Protest Form Information</h3> </div> <p>Solicitation Number: B2019000199</p> <p>Award Number: DO2019000110</p> <p>HIDOE Job Number: P202011-17</p> <p>HIDOE Job Name: Leilehua High School New Building Construction P</p> <div style="border: 2px solid red; padding: 5px;"> <p>Vendor Name: Mangrove Tropicals Inc.</p> <p>HePS Vendor Account: P00000063111</p> <p>Point of Contact: Tycho Dickerson</p> <p>Address: 56-1086 Marconi Road</p> <p>Address (2): AP Demographic Profile – Corporate Address if ad</p> <p>City, State, Zip: Kahuku HI 96731</p> <p>Telephone: 781 583-1106</p> <p>Email: momknh3@mac.com</p> </div>

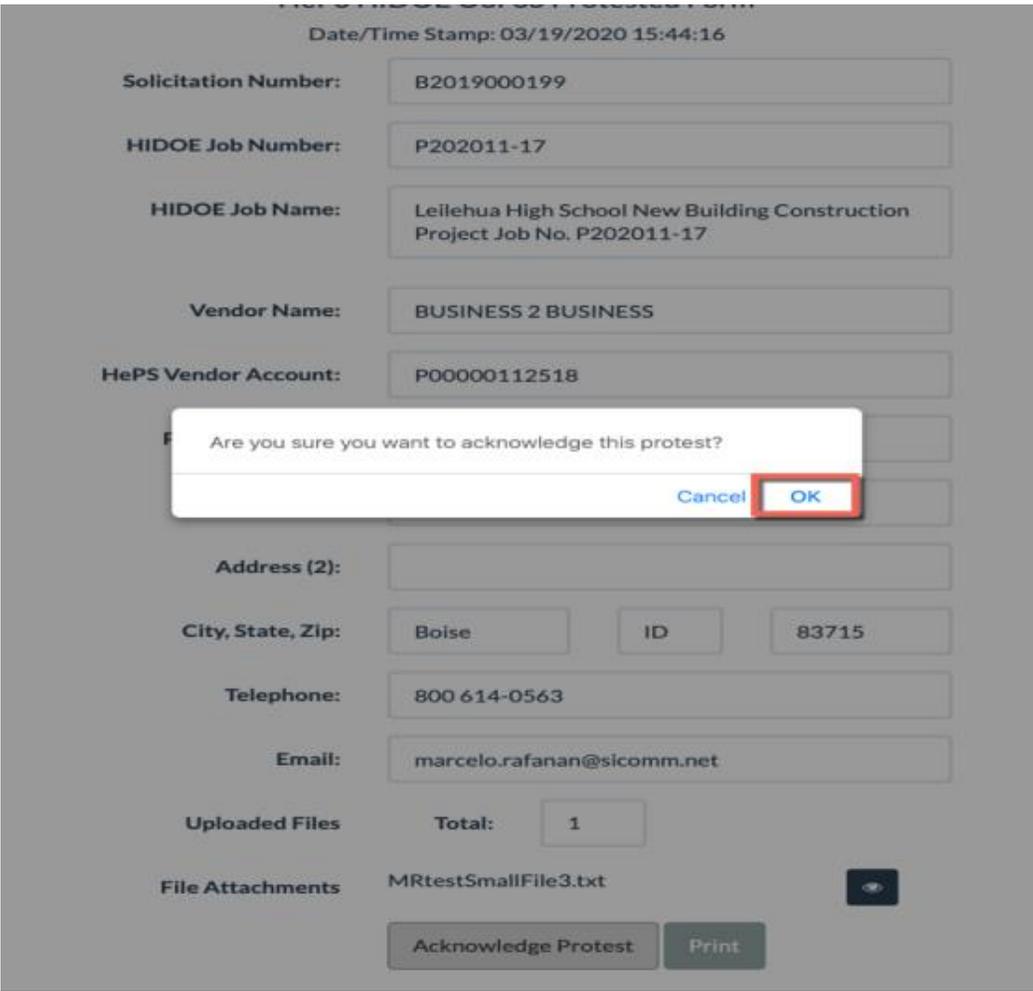
Protest Form Management continued

Action	Illustration
<ul style="list-style-type: none"> The protest form with file attachment listing may be printed The protest form contains attached file names and format Use the file icon to access and view Accessed file(s) may be printed or saved outside of HePS The HIDOE Buyer uses the Acknowledge Protest button after viewing and validating submitted file attachments 	<p style="text-align: center;">Bottom of Submitted Protest Form</p>  <p>The illustration shows the bottom section of a submitted protest form. At the top, it displays 'Uploaded Files' and 'Total: 1'. Below this is a list of file attachments, with one entry highlighted in yellow: 'File Attachments 1.1 MB.pdf'. To the right of this entry is a small icon with a downward arrow. Below the file list are two buttons: 'Acknowledge Protest' and 'Print'. Three numbered red circles with arrows indicate the following steps: 1. 'Protest File Attachments' points to the file list. 2. 'Click File icon to access and view' points to the downward arrow icon. 3. 'Click button to Acknowledge Protest' points to the 'Acknowledge Protest' button. At the bottom of the screenshot, there is a copyright notice: '© 1996 - 2020 SicomNet, Inc. All Rights Reserved.'</p>

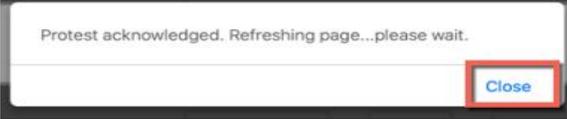
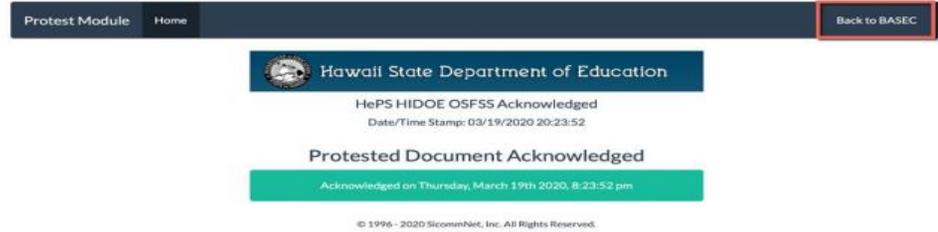
Protest Acknowledgement

Action	Illustration
<ul style="list-style-type: none"> The HIDEO Buyer gets a pop-up message – Are you sure you want to acknowledge this protest? Click on OK to proceed Note: This action generates an acknowledgement email to the protester. Acknowledgement of a submitted protest is not a formal acceptance of a protest – it simply acknowledges to the protester that their protest form with file attachment(s) was received and under review 	 <p>The illustration shows a web form for submitting a protest. The form includes the following fields:</p> <ul style="list-style-type: none"> Date/Time Stamp: 03/19/2020 15:44:16 Solicitation Number: B2019000199 HIDEO Job Number: P202011-17 HIDEO Job Name: Leilehua High School New Building Construction Project Job No. P202011-17 Vendor Name: BUSINESS 2 BUSINESS HePS Vendor Account: P00000112518 Address (2): [Empty] City, State, Zip: Boise ID 83715 Telephone: 800 614-0563 Email: marcelo.rafanan@sicomm.net Uploaded Files: Total: 1 File Attachments: MRtestSmallFile3.txt <p>A confirmation dialog box is overlaid on the form, asking: "Are you sure you want to acknowledge this protest?". The dialog has two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.</p> <p>At the bottom of the form, there are two buttons: "Acknowledge Protest" and "Print".</p>

Protest Acknowledgement continued...

Action	Illustration
<ul style="list-style-type: none"> • A protest acknowledged confirmation pop-up occurs • Click the Close button • An acknowledgement Date/Time Stamp window displays • The Date/Time Stamp screenshot is recorded in HePS • Buyer uses Back to BASEC button to return to Buyer Main Menu • An acknowledgement email is sent to the protester indicating their protest is received and under review. • The acknowledgement email screenshot is recorded with HePS and associated to the protester's eProcurement account 	 <p>The illustration shows a screenshot of a web application interface for protest acknowledgement. At the top, it displays a Date/Time Stamp: 03/19/2020 15:44:16. Below this, several fields are populated with the following information:</p> <ul style="list-style-type: none"> Solicitation Number: B2019000199 HIDOE Job Number: P202011-17 HIDOE Job Name: Leilehua High School New Building Construction Project Job No. P202011-17 Vendor Name: BUSINESS 2 BUSINESS HePS Vendor Account: P00000112518 <p>A white dialog box is overlaid on the form, asking: "Are you sure you want to acknowledge this protest?". The dialog box has two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border. Below the dialog box, the form continues with the following fields:</p> <ul style="list-style-type: none"> Address (2): [Empty] City, State, Zip: Boise ID 83715 Telephone: 800 614-0563 Email: marcelo.rafanan@sicomm.net Uploaded Files: Total: 1 File Attachments: MRtestSmallFile3.txt <p>At the bottom of the form, there are two buttons: "Acknowledge Protest" and "Print".</p>

Protest Updates/Resubmittals

Action	Illustration
<ul style="list-style-type: none"> • Within the allotted award protest period, protesters may update and resubmit their protest form with revised or additional uploaded files • The Buyer and Assigned HIDEO Staff will receive the resubmittal email • Access and review of resubmittals protest are the same steps for the Buyer and HIDEO Staff as receiving an initial protest • The Buyer and HIDEO Staff click on the here link to access the resubmitted protest form and review file attachment(s) 	 <p>Protest acknowledged. Refreshing page...please wait.</p> <p>Close</p>  <p>Protest Module Home Back to BASEC</p> <p>Hawaii State Department of Education</p> <p>HePS HIDEO OSFSS Acknowledged Date/Time Stamp: 03/19/2020 20:23:52</p> <p>Protested Document Acknowledged</p> <p>Acknowledged on Thursday, March 19th 2020, 8:23:52 pm</p> <p>© 1996 - 2020 SicommNet, Inc. All Rights Reserved.</p> <p>Protest Submittal for B2019000199 - Tycho Dickerson</p> <p> administrator@sicomm.net momkh3@mac.com Saturday, March 14, 2020 at 11:15 AM Show Details</p> <p></p> <p>Your protest is acknowledged by HIDEO and is under review.</p> <p>Contact me if you have any questions.</p> <p>MICHAEL MATSUMOTO michael.matsumoto@sicomm.net</p> <p>"We Make Buying and Selling Easier" 6120 Paseo del Norte, A1 Carlsbad, CA 92011 Tel: 800-614-0563 </p>

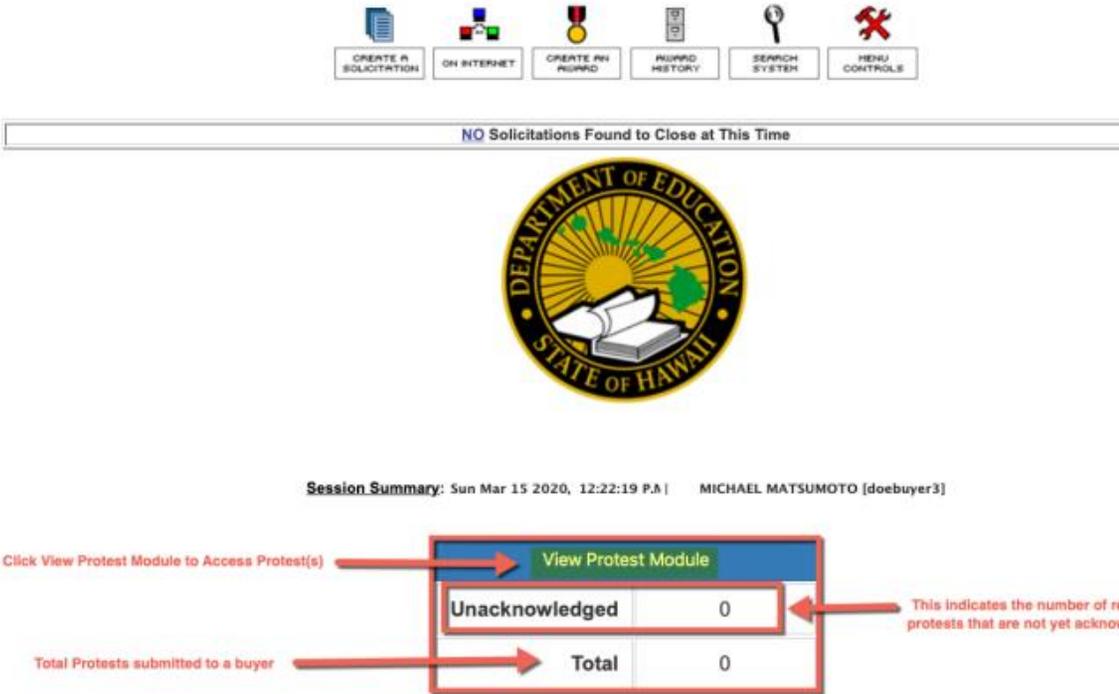
Protest Closure

Action	Illustration
<ul style="list-style-type: none"> • After a protest is reviewed and formally processed outside of HePS, the Buyer has the ability to formally close the protest • The buyer uses the Close button to formally close a protest 	<p style="text-align: center;">HePS HIDEO OSFSS Protested Form Date/Time Stamp: 03/19/2020 20:16:15</p> <p>Solicitation Number: <input type="text" value="B2019000199"/></p> <p>HIDEO Job Number: <input type="text" value="P202011-17"/></p> <p>HIDEO Job Name: <input type="text" value="Leilehua High School New Building Construction Project Job No. P202011-17"/></p> <p>Vendor Name: <input type="text" value="Mangrove Tropicals Inc."/></p> <p>HePS Vendor Account: <input type="text" value="P00000063111"/></p> <p>Point of Contact: <input type="text" value="Tycho Dickerson"/></p> <p>Address: <input type="text" value="56-1086 Marconi Road"/></p> <p>Address (2): <input type="text"/></p> <p>City, State, Zip: <input type="text" value="Kahuku"/> <input type="text" value="HI"/> <input type="text" value="96731"/></p> <p>Telephone: <input type="text" value="781 583-1106"/></p> <p>Email: <input type="text" value="momknh3@mac.com"/></p> <p>Uploaded Files Total: <input type="text" value="1"/></p> <p>File Attachments 1.1 MB.pdf </p> <p style="text-align: right;"> <input type="button" value="Acknowledged"/> <input type="button" value="Print"/> <input style="border: 2px solid red;" type="button" value="Close Protest"/> </p>

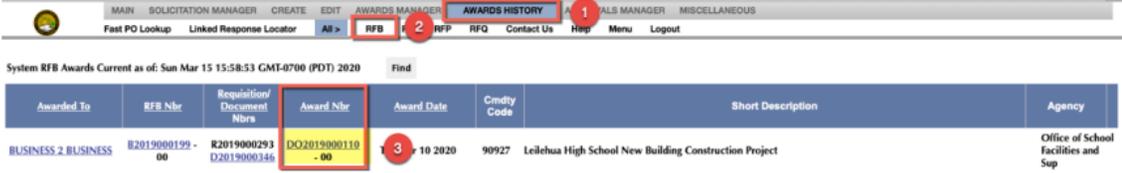
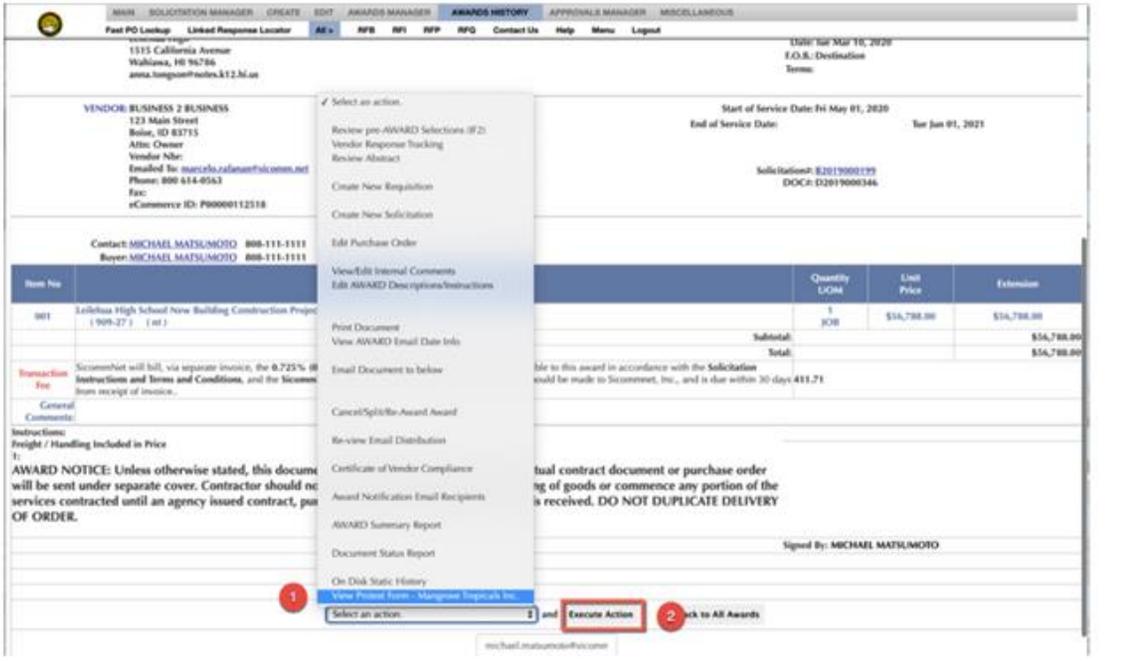
Protest Closure continued...

Action	Illustration
<ul style="list-style-type: none"> A protest closure email is sent to the protester annotating the protest has been formally closed A screenshot of the closure email is recorded in HePS and associated to the protester's eProcurement account 	 <p>The screenshot shows an email from administrator@sicomm.net to a protester. The subject line is "Protest Closed for B2019000199 - Tycho Dickerson". The email body includes a banner with the text "We Make Buying and Selling Easier." and a yellow highlighted section stating "Your protest has been formally closed by HIDEO." Below this, it says "Contact me if you have any questions." and provides the name and email address of Michael Matsumoto: "MICHAEL MATSUMOTO michael.matsumoto@sicomm.net". The footer contains the slogan "We Make Buying and Selling Easier" and the company name "SicommNet" with its logo.</p>

Three Buyer Optional Accesses to Protest Module and Submitted Protests

Action	Illustration						
<p>Protest Access Option #1</p> <p>In addition to the Protest email notifications, Buyers may access submitted protest form and file attachments via:</p> <p>In addition to the Protest email notifications, Buyers may access submitted protest form and file attachments via:</p> <p>#1. The Buyer Protest Module found on the buyer's Main menu when logging into their HePS account</p> <ul style="list-style-type: none"> • Click View Protest Module to access protest(s) • Click View Protest Module to access protest(s) 	 <p>The screenshot shows the HePS user interface. At the top, there is a navigation bar with icons and labels for 'CREATE A SOLICITATION', 'ON INTERNET', 'CREATE AN RFP/RFPD', 'RFP/RFPD HISTORY', 'SEARCH SYSTEM', and 'MENU CONTROLS'. Below this, a message states 'NO Solicitations Found to Close at This Time'. The central part of the page features the Department of Education, State of Hawaii logo. A session summary is displayed: 'Session Summary: Sun Mar 15 2020, 12:22:19 P.A. MICHAEL MATSUMOTO [doebuyer3]'. A table is shown with the following data:</p> <table border="1" data-bbox="1234 873 1627 1031"> <tr> <td colspan="2">View Protest Module</td> </tr> <tr> <td>Unacknowledged</td> <td>0</td> </tr> <tr> <td>Total</td> <td>0</td> </tr> </table> <p>Annotations in the illustration include:</p> <ul style="list-style-type: none"> 'Click View Protest Module to Access Protest(s)' with an arrow pointing to the 'View Protest Module' button. 'Total Protests submitted to a buyer' with an arrow pointing to the 'Total' row in the table. 'This indicates the number of re protests that are not yet acknow' with an arrow pointing to the '0' value in the 'Unacknowledged' row. 	View Protest Module		Unacknowledged	0	Total	0
View Protest Module							
Unacknowledged	0						
Total	0						

Protest Access Option #2

Action	Illustration
<p>#2. Protest form access via the award certificate drop down menu</p> <ul style="list-style-type: none"> Go to the Awards History tab and the RFB submenu Click on the award number to access the award certificate 	
<p>Protest Access Option #2 continued</p> <p>#2. Via Award Certificate Drop Down Menu</p> <ul style="list-style-type: none"> At the bottom of the dropdown menu, select View Protest Form Click on Execute Action The protest form and attached file(s) will display for access 	
<p>Note: All protest submittals will be found at the bottom of the award certificate drop-down menu. If multiple protests are submitted, they will be available for an individual selection and execute action</p>	

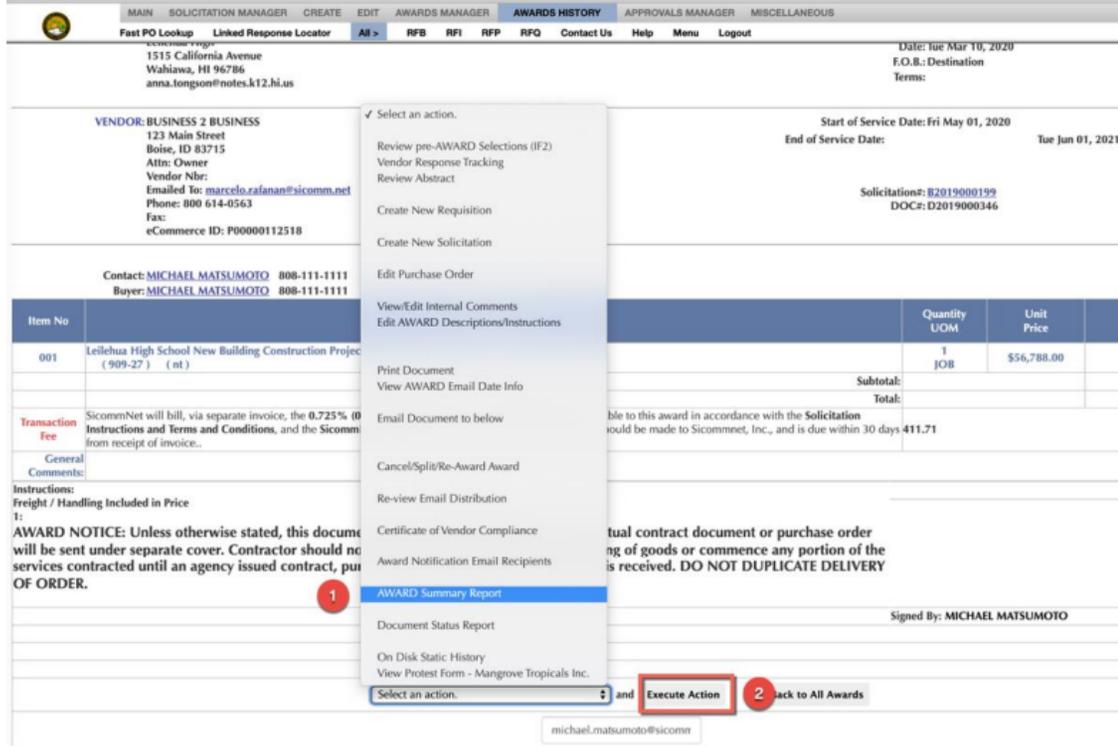
Protest Access Option #3

Action	Illustration
<p>#3. Protest form access via the Award Summary Report</p> <ul style="list-style-type: none"> At the bottom of the award certificate drop-down menu, select Award Summary Report Click on Execute Action 	<p>The screenshot displays a procurement system interface. At the top, there are navigation tabs: MAIN, SOLICITATION MANAGER, CREATE, EDIT, AWARDS MANAGER, AWARDS HISTORY, APPROVALS MANAGER, and MISCELLANEOUS. Below these are various tool links like 'Fast PO Lookup' and 'Linked Response Locator'. The main content area shows vendor details for 'BUSINESS 2 BUSINESS' and a table of items. A dropdown menu is open over the 'Award Summary Report' option, which is highlighted in blue and marked with a red circle '1'. Below the menu, the 'Execute Action' button is highlighted with a red box and a red circle '2'. The background text includes 'WARD NOTICE: Unless otherwise stated, this document will be sent under separate cover. Contractor should not commence any portion of the work until an agency issued contract, purchase order or purchase order is received. DO NOT DUPLICATE DELIVERY'.</p>

Protest Access Option #3 continued

Action	Illustration																																																																																																																																																																	
<p>#3. Via Award Summary Report</p> <ul style="list-style-type: none"> At the bottom of the Award Summary Report click on View Protest Form The protest form and attached file(s) will display for access 	<table border="1"> <tr> <td rowspan="10">Solicitation</td> <td>Number</td> <td colspan="2">Buyer</td> <td colspan="2">Notifications Sent</td> </tr> <tr> <td>B2019000199</td> <td colspan="2">MICHAEL MATSUMOTO Dept: DOETEST</td> <td colspan="2">0</td> </tr> <tr> <td colspan="2">Date Issued</td> <td colspan="4">Close Date</td> </tr> <tr> <td colspan="2">Mar 10, 2020</td> <td colspan="4">Mar 28, 2020 4:30:00 PM</td> </tr> <tr> <td colspan="6">HePS PNS Counties: Honolulu Commodity Category: Construction</td> </tr> <tr> <td colspan="6" style="text-align: center;">Solicitation Approvals</td> </tr> <tr> <td colspan="6" style="text-align: center;">Addendums</td> </tr> <tr> <td colspan="3">Number</td> <td colspan="3">Date</td> </tr> <tr> <td colspan="6" style="text-align: center;">No Addendums Issued</td> </tr> <tr> <td colspan="6" style="text-align: center;">Addendum Reasons</td> </tr> <tr> <td colspan="6" style="text-align: center;">No Addendums</td> </tr> <tr> <td rowspan="4">Responses</td> <td>Name</td> <td>Address</td> <td>City</td> <td>State</td> <td>Total Price (Disc Price)</td> </tr> <tr> <td>3Ms INCORPORATED</td> <td>10776-A Milky Way Dr.</td> <td>Albuquerque</td> <td>NM</td> <td>\$123,456.00 (123,456.00)</td> </tr> <tr> <td>Mangrove Tropicals Inc.</td> <td>56-1086 Marconi Road</td> <td>Kahuku</td> <td>HI</td> <td>\$12,345.00 (12,345.00)</td> </tr> <tr> <td>BUSINESS 2 BUSINESS</td> <td>123 Main Street</td> <td>Boise</td> <td>ID</td> <td>\$56,788.00 (56,788.00)</td> </tr> <tr> <td>Optional Title</td> <td colspan="5">Leilehua High School New Building Construction Project Job No. P202011-17</td> </tr> <tr> <td rowspan="2">Line Items</td> <td>Item</td> <td>Qty</td> <td>UOM</td> <td>Cmdty</td> <td>Partial Description</td> </tr> <tr> <td>001</td> <td>1</td> <td>JOB</td> <td>90927</td> <td>Leilehua High School New Building Construction Project</td> </tr> <tr> <td rowspan="10">Award</td> <td colspan="5">Signed By: MICHAEL MATSUMOTO</td> </tr> <tr> <td>Number</td> <td colspan="2">Release Date</td> <td colspan="2">Total Price</td> </tr> <tr> <td>DO2019000110</td> <td colspan="2">Mar 10, 2020</td> <td colspan="2">\$56,788.00</td> </tr> <tr> <td colspan="2">Name</td> <td colspan="4">Address</td> </tr> <tr> <td colspan="2">BUSINESS 2 BUSINESS</td> <td colspan="4">123 Main Street Boise, ID 83715</td> </tr> <tr> <td colspan="6">Contract Award: Contract Start: May 01, 2020 Contract End: Jun 01, 2021</td> </tr> <tr> <td colspan="6">Award Basis: Adequate Price Competition</td> </tr> <tr> <td colspan="6">Competition Type: Open Competition</td> </tr> <tr> <td colspan="6">Competition Comments: The low bid was not selected because: I like Marcelo more</td> </tr> <tr> <td colspan="6" style="text-align: center;">View Protest Form - Mangrove Tropicals Inc.</td> </tr> </table>	Solicitation	Number	Buyer		Notifications Sent		B2019000199	MICHAEL MATSUMOTO Dept: DOETEST		0		Date Issued		Close Date				Mar 10, 2020		Mar 28, 2020 4:30:00 PM				HePS PNS Counties: Honolulu Commodity Category: Construction						Solicitation Approvals						Addendums						Number			Date			No Addendums Issued						Addendum Reasons						No Addendums						Responses	Name	Address	City	State	Total Price (Disc Price)	3Ms INCORPORATED	10776-A Milky Way Dr.	Albuquerque	NM	\$123,456.00 (123,456.00)	Mangrove Tropicals Inc.	56-1086 Marconi Road	Kahuku	HI	\$12,345.00 (12,345.00)	BUSINESS 2 BUSINESS	123 Main Street	Boise	ID	\$56,788.00 (56,788.00)	Optional Title	Leilehua High School New Building Construction Project Job No. P202011-17					Line Items	Item	Qty	UOM	Cmdty	Partial Description	001	1	JOB	90927	Leilehua High School New Building Construction Project	Award	Signed By: MICHAEL MATSUMOTO					Number	Release Date		Total Price		DO2019000110	Mar 10, 2020		\$56,788.00		Name		Address				BUSINESS 2 BUSINESS		123 Main Street Boise, ID 83715				Contract Award: Contract Start: May 01, 2020 Contract End: Jun 01, 2021						Award Basis: Adequate Price Competition						Competition Type: Open Competition						Competition Comments: The low bid was not selected because: I like Marcelo more						View Protest Form - Mangrove Tropicals Inc.					
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Document Status Report Notes and Protest Recordkeeping

Action	Illustration
<p data-bbox="163 332 724 487">Document Status Report (DSR) Notes contain Date/Time Stamp information regarding:</p> <ul data-bbox="163 519 640 698" style="list-style-type: none"> • Protest submittals • Protest resubmittals • Protest withdrawals or cancellation • Buyer protest acknowledgement • Buyer protest closure information <p data-bbox="163 738 472 771">To Access the DSR Notes:</p> <ul data-bbox="163 803 745 901" style="list-style-type: none"> • At the bottom of the award certificate drop-down menu, select Award Summary Report • Click on Execute Action 	 <p>The screenshot shows the SicomNet Awards History interface. At the top, there are navigation tabs: MAIN, SOLICITATION MANAGER, CREATE, EDIT, AWARDS MANAGER, AWARDS HISTORY, APPROVALS MANAGER, and MISCELLANEOUS. Below the tabs, there are links for Fast PO Lookup, Linked Response Locator, and a dropdown menu currently set to 'All >'. Other links include RFB, RF1, RFP, RFQ, Contact Us, Help, Menu, and Logout. The main content area displays vendor information for 'BUSINESS 2 BUSINESS' and buyer information for 'MICHAEL MATSUMOTO'. A table lists items, with item 001 being 'Leilehua High School New Building Construction Project'. A 'Transaction Fee' section is visible. A dropdown menu is open over the 'Execute Action' button, listing various actions. The 'AWARD Summary Report' option is highlighted in blue. A red circle with the number '1' points to this option. Another red circle with the number '2' points to the 'Execute Action' button. The user's email address, michael.matsumoto@sicomn, is visible at the bottom.</p>

Document Status Report Notes and Protest Recordkeeping continued...

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<p>At the top of the Award Summary Report click on Document Notes</p>	<div style="background-color: #f08080; padding: 5px; text-align: center;"> Award Summary Report for Document: D2019000346 Requisition: R2019000293 Solicitation: B2019000199 </div> <div style="background-color: #f0f0f0; padding: 5px; text-align: center;"> Award Summary for Definite Quantity Contract DO2019000110 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Document/ Requisition</th> <th style="width: 20%;">Number</th> <th style="width: 35%;">Requisitioner</th> <th style="width: 30%;">Date of Requisition</th> </tr> <tr> <td></td> <td>D2019000346 R2019000293</td> <td>MICHAEL MATSUMOTO Dept: DOETEST</td> <td>Mar 10, 2020</td> </tr> <tr> <td colspan="4" style="text-align: center;">Requisition Approvals</td> </tr> <tr> <td colspan="4" style="text-align: center;">Document Notes</td> </tr> <tr> <th>Solicitation</th> <th>Number</th> <th>Buyer</th> <th>Notifications Sent</th> </tr> <tr> <td></td> <td>B2019000199</td> <td>MICHAEL MATSUMOTO Dept: DOETEST</td> <td>0</td> </tr> <tr> <td colspan="2" style="text-align: center;">Date Issued</td> <td colspan="2" style="text-align: center;">Close Date</td> </tr> <tr> <td colspan="2" style="text-align: center;">Mar 10, 2020</td> <td colspan="2" style="text-align: center;">Mar 28, 2020 4:30:00 PM</td> </tr> <tr> <td colspan="4" style="text-align: center;">HePS PNS Counties: Honolulu Commodity Category: Construction</td> </tr> <tr> <td colspan="4" style="text-align: center;">Solicitation Approvals</td> </tr> <tr> <td colspan="4" style="text-align: center;">Addendums</td> </tr> <tr> <td colspan="2" style="text-align: center;">Number</td> <td colspan="2" style="text-align: center;">Date</td> </tr> <tr> <td colspan="4" style="text-align: center;">No Addendums Issued</td> </tr> <tr> <td colspan="4" style="text-align: center;">Addendum Reasons</td> </tr> <tr> <td colspan="4" style="text-align: center;">No Addendums</td> </tr> <tr> <th>Responses</th> <th>Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>Total Price (Disc Price)</th> </tr> <tr> <td></td> <td>3Ms INCORPORATED</td> <td>10776-A Milky Way Dr.</td> <td>Albuquerque</td> <td>NM</td> <td>\$123,456.00 (123,456.00)</td> </tr> <tr> <td></td> <td>Mangrove Tropicals Inc.</td> <td>56-1086 Marconi Road</td> <td>Kahuku</td> <td>HI</td> <td>\$12,345.00 (12,345.00)</td> </tr> <tr> <td></td> <td>BUSINESS 2 BUSINESS</td> <td>123 Main Street</td> <td>Boise</td> <td>ID</td> <td>\$56,788.00 (56,788.00)</td> </tr> <tr> <td>Optional Title</td> <td colspan="5">Leilehua High School New Building Construction Project Job No. P202011-17</td> </tr> <tr> <th>Line Items</th> <th>Item</th> <th>Qty</th> <th>UOM</th> <th>Cmdty</th> <th>Partial Description</th> </tr> <tr> <td></td> <td>001</td> <td>1</td> <td>JOB</td> <td>90927</td> <td>Leilehua High School New Building Construction Project</td> </tr> <tr> <td>Award</td> <td colspan="5">Signed By: MICHAEL MATSUMOTO</td> </tr> <tr> <td colspan="2" style="text-align: center;">Number</td> <td colspan="2" style="text-align: center;">Release Date</td> <td colspan="2" style="text-align: center;">Total Price</td> </tr> <tr> <td colspan="2" style="text-align: center;">DO2019000110</td> <td colspan="2" style="text-align: center;">Mar 10, 2020</td> <td colspan="2" style="text-align: center;">\$56,788.00</td> </tr> <tr> <td colspan="3" style="text-align: center;">Name</td> <td colspan="3" style="text-align: center;">Address</td> </tr> <tr> <td colspan="3" style="text-align: center;">BUSINESS 2 BUSINESS</td> <td colspan="3" style="text-align: center;">123 Main Street Boise, ID 83715</td> </tr> </table>	Document/ Requisition	Number	Requisitioner	Date of Requisition		D2019000346 R2019000293	MICHAEL MATSUMOTO Dept: DOETEST	Mar 10, 2020	Requisition Approvals				Document Notes				Solicitation	Number	Buyer	Notifications Sent		B2019000199	MICHAEL MATSUMOTO Dept: DOETEST	0	Date Issued		Close Date		Mar 10, 2020		Mar 28, 2020 4:30:00 PM		HePS PNS Counties: Honolulu Commodity Category: Construction				Solicitation Approvals				Addendums				Number		Date		No Addendums Issued				Addendum Reasons				No Addendums				Responses	Name	Address	City	State	Total Price (Disc Price)		3Ms INCORPORATED	10776-A Milky Way Dr.	Albuquerque	NM	\$123,456.00 (123,456.00)		Mangrove Tropicals Inc.	56-1086 Marconi Road	Kahuku	HI	\$12,345.00 (12,345.00)		BUSINESS 2 BUSINESS	123 Main Street	Boise	ID	\$56,788.00 (56,788.00)	Optional Title	Leilehua High School New Building Construction Project Job No. P202011-17					Line Items	Item	Qty	UOM	Cmdty	Partial Description		001	1	JOB	90927	Leilehua High School New Building Construction Project	Award	Signed By: MICHAEL MATSUMOTO					Number		Release Date		Total Price		DO2019000110		Mar 10, 2020		\$56,788.00		Name			Address			BUSINESS 2 BUSINESS			123 Main Street Boise, ID 83715		
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Test Buyer example of Document Status Report Notes

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<p>This is Test Buyer example of Document Status Report Notes containing the Date/Time Stamp information for the following:</p> <ul style="list-style-type: none"> • Protest submittals • Protest resubmittals • Protest withdrawals or cancellation • Buyer protest acknowledgement • Buyer closure information <p>Note: In the DSR Notes, protest submittals and protest updates or resubmittals are Date/Time Stamped with the same verbiage – Protest Submitted. The protest email notifications delineate the difference using the verbiage – Protest Submitted and Protest Resubmitted</p>	<table border="1"> <thead> <tr> <th colspan="4" style="background-color: #f28b82;">Award Summary Report for Document: D2019000346 Requisition: R2019000293 Solicitation: B2019000199</th> </tr> <tr> <th colspan="4" style="background-color: #f28b82;">Award Summary for Definite Quantity Contract DO2019000110</th> </tr> <tr> <th style="background-color: #4a7ebb; color: white;">Document/ Requisition</th> <th style="background-color: #4a7ebb; color: white;">Number</th> <th style="background-color: #4a7ebb; color: white;">Requisitioner</th> <th style="background-color: #4a7ebb; color: white;">Date of Requisition</th> </tr> </thead> <tbody> <tr> <td></td> <td>D2019000346 R2019000293</td> <td>MICHAEL MATSUMOTO Dept: DOETEST</td> <td>Mar 10, 2020</td> </tr> <tr> <td colspan="4" style="background-color: #d9e1f2; text-align: center;">Requisition Approvals</td> </tr> <tr> <td colspan="4" style="background-color: #f28b82; text-align: center;">DSR Notes Protest Date/Time Stamp (D/TS) Examples</td> </tr> <tr> <td colspan="4" style="background-color: #d9e1f2; text-align: center;">Document Notes</td> </tr> <tr> <td></td> <td>Sun Mar 15 15:36:22 GMT-0700 (PDT) 2020 Protest Withdrawn by alamode (P00000033002).</td> <td></td> <td style="background-color: #fff2cc;">Protest Withdrawn D/TS Information</td> </tr> <tr> <td></td> <td>Sun Mar 15 12:32:13 GMT-0700 (PDT) 2020 Protest Acknowledged by doebuyer3.</td> <td></td> <td style="background-color: #fff2cc;">Buyer Acknowledgement D/TS Information</td> </tr> <tr> <td></td> <td>Sat Mar 14 19:09:20 GMT-0700 (PDT) 2020 Protest Submitted by alamode (P00000033002).</td> <td></td> <td style="background-color: #fff2cc;">Protest Submission D/TS Information Same verbiage for protest update or resubmittal</td> </tr> <tr> <td></td> <td>Sat Mar 14 19:07:02 GMT-0700 (PDT) 2020 Protest Submitted by alamode (P00000033002).</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Sat Mar 14 14:15:15 GMT-0700 (PDT) 2020 Protest Acknowledged by doebuyer3.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Fri Mar 13 19:34:20 GMT-0700 (PDT) 2020 Protest Submitted by MTi43 (P00000063111).</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Wed Mar 11 17:49:04 GMT-0700 (PDT) 2020 Protest Closed by doebuyer3.</td> <td></td> <td style="background-color: #fff2cc;">Protest Closure by Buyer</td> </tr> <tr> <td></td> <td>Wed Mar 11 17:35:49 GMT-0700 (PDT) 2020 Protest Acknowledged by doebuyer3.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Wed Mar 11 17:33:22 GMT-0700 (PDT) 2020 Protest Submitted by MTi43 (P00000063111).</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Tue Mar 10 23:54:21 GMT-0700 (PDT) 2020 Protest Withdrawn by MTi43 (P00000063111).</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Tue Mar 10 23:52:28 GMT-0700 (PDT) 2020 Protest Submitted by MTi43 (P00000063111).</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Tue Mar 10 23:45:54 GMT-0700 (PDT) 2020 Protest Submitted by MTi43 (P00000063111).</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Tue Mar 10 23:33:14 GMT-0700 (PDT) 2020 Award DO2019000110 has been created. 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