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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 HIDEOE 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 HIDEOE and the protesting Vendor/Supplier/Contractor outside of HePS.

## HIDOE Buyer & Staff Protest Module

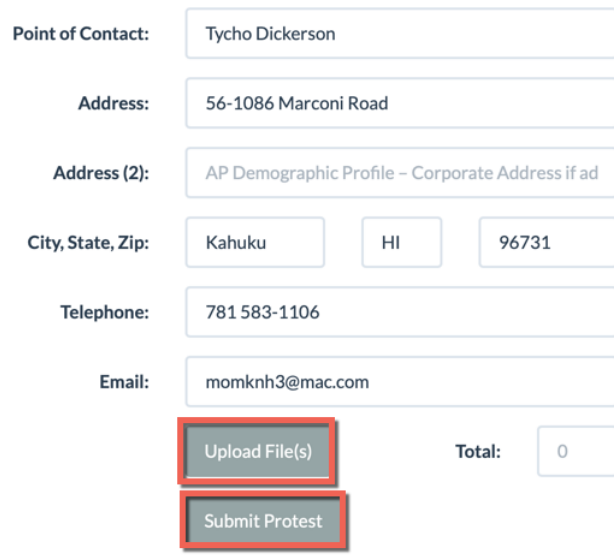
### Background: Vendor/Supplier/Contractor Protest Submittal Process

Action	Illustration																								
<p>Protests for HIDOE Construction Awards must be electronically submitted via HePS within 5 - business days following the award date. Protest submittals <b>must include</b> at least one (1) file attachment containing the protester’s rationale.</p> <ul style="list-style-type: none"><li>When an award is completed, all responding Vendors, Suppliers, and Contractors will have a <b>gray Protest button</b> adjacent to their solicitation response found in their account under <b>Agency Opportunities tab</b> and <b>Past Responses submenu</b></li></ul>	<p>The screenshot displays the HePS (Hawaii Electronic Procurement System) interface. At the top, a navigation bar includes tabs for MAIN, AGENCY OPPORTUNITIES (highlighted), SOLICITATION MANAGER, AWARDS MANAGER, PARTNERS MANAGER, PROFILES MANAGER, and MISCELLANEOUS. Below this, a sub-menu for 'Request for &gt;' lists Quotations, Bids, Proposals, Information, Abstracts, Additional Bid Postings, Past Responses (highlighted), Contact Us, Help, and Logout. The main content area shows the profile of 'Mangrove Tropicals Inc.' with details: HePS Test Vendor 1, E XX, Old Due, Y-Ck Pr, OK CCDt, 56-1086 Marconi Road, Kahuku, HI 96731. Below the profile is a table titled 'Solicitation Response History'. The table has columns: View, Solicitation Number, Items, Close Date, Award Status, Issued By, Item, and a 'Protest' button (highlighted). The first row shows a solicitation for 'Leilehua High School New Building Construction Project' with a status of 'Awarded'. A red text label 'Protest button to access Protest Form' points to the 'Protest' button in the table row.</p> <table><tr><th colspan="8">Solicitation Response History</th></tr><tr><th>View</th><th>Solicitation Number</th><th>Items</th><th>Close Date</th><th>Award Status</th><th>Issued By</th><th>Item</th><th>Protest</th></tr><tr><td><input type="radio"/></td><td>B2019000199-00</td><td>1</td><td>Mar 28, 2020 HST</td><td>Awarded</td><td>Department of Education - Office of School Facilities and Sup</td><td>Leilehua High School New Building Construction Project</td><td>Protest button to access Protest Form</td></tr></table>	Solicitation Response History								View	Solicitation Number	Items	Close Date	Award Status	Issued By	Item	Protest	<input type="radio"/>	B2019000199-00	1	Mar 28, 2020 HST	Awarded	Department of Education - Office of School Facilities and Sup	Leilehua High School New Building Construction Project	Protest button to access Protest Form
Solicitation Response History																									
View	Solicitation Number	Items	Close Date	Award Status	Issued By	Item	Protest																		
<input type="radio"/>	B2019000199-00	1	Mar 28, 2020 HST	Awarded	Department of Education - Office of School Facilities and Sup	Leilehua High School New Building Construction Project	Protest button to access Protest Form																		

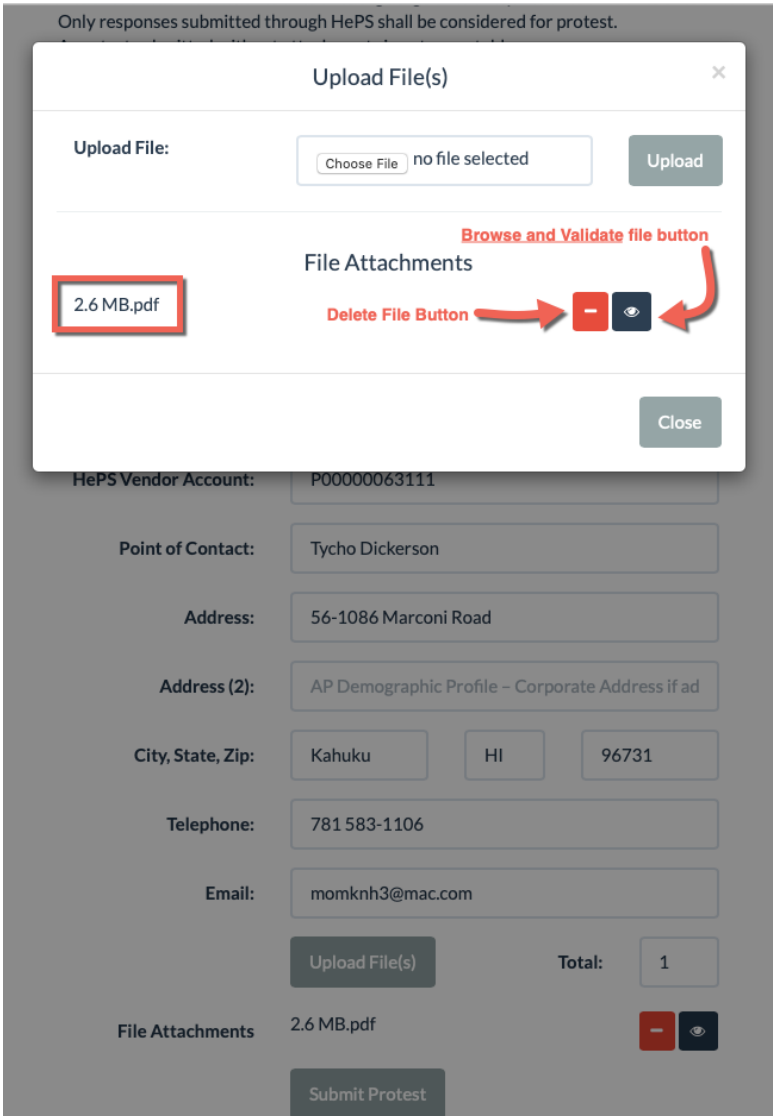
## Vendor/Supplier/Contractor Protest Submittal Process continued

Action	Illustration
<ul style="list-style-type: none"><li>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</li><li>Solicitation number</li><li>Award number</li><li>HIDOE Job Number</li><li>Job Title</li><li>Company Name</li><li>Company HePS account number</li></ul>	<div><h3>Top of Protest Form</h3><div><a href="#">Protest Module</a> <a href="#">Home</a> <a href="#">Back to BASEC</a></div><div> <b>Hawaii State Department of Education</b></div><p>HePS HIDOE 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><div><div>Solicitation Number:</div><div>B2019000199</div></div><div><div>Award Number:</div><div>DO2019000110</div></div><div><div>HIDOE Job Number:</div><div>P202011-17</div></div><div><div>HIDOE Job Name:</div><div>Leilehua High School New Building Construction P</div></div><div><div>Vendor Name:</div><div>Mangrove Tropicals Inc.</div></div><div><div>HePS Vendor Account:</div><div>P00000063111</div></div></div>

## Vendor/Supplier/Contractor Protest Submittal Process continued

Action	Illustration
<ul style="list-style-type: none"><li>• All company and user information fields are editable by clicking within a field and editing/updating information</li><li>• Single or multiple files <b>must be uploaded</b> in order to successfully submit a protest</li><li>• To upload file(s) click on the <b>Upload File(s)</b> button</li><li>• Either a single file or multiple files may be uploaded.</li><li>• <b>Note:</b> Audio, video, and executable files are disallowed</li></ul>	<p style="text-align: center;"><b>Bottom of Protest Form</b></p>  <p>The screenshot displays the bottom section of a protest form. It includes several input fields: '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), and 'Email' (momknh3@mac.com). Below these fields are two buttons: 'Upload File(s)' and 'Submit Protest', both highlighted with red boxes. To the right of these buttons is a 'Total:' field showing the number '0'. At the bottom of the form, there is a copyright notice: '© 1996 - 2020 SicommNet, Inc. All Rights Reserved.'</p>

## Vendor/Supplier/Contractor Protest Submittal Process continued

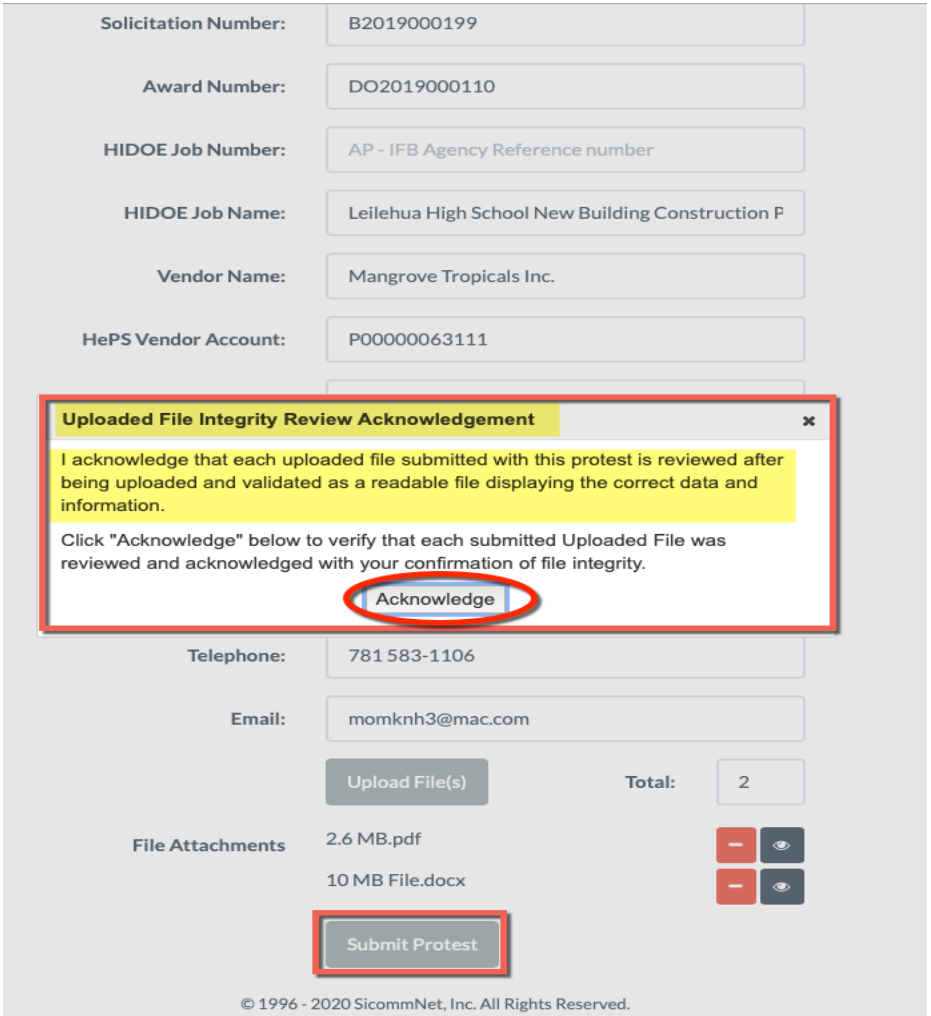
Action	Illustration
<ul style="list-style-type: none"><li>Once a file or files are uploaded, protesters use the <b>Browse and Validate</b> file button for each uploaded file</li><li>This is to validate that each uploaded protest file attachment is readable and contains correct information</li><li>If an incorrect file is uploaded, the <b>Delete File</b> button is used to remove it</li></ul>	

## Vendor/Supplier/Contractor Protest Submittal Process continued

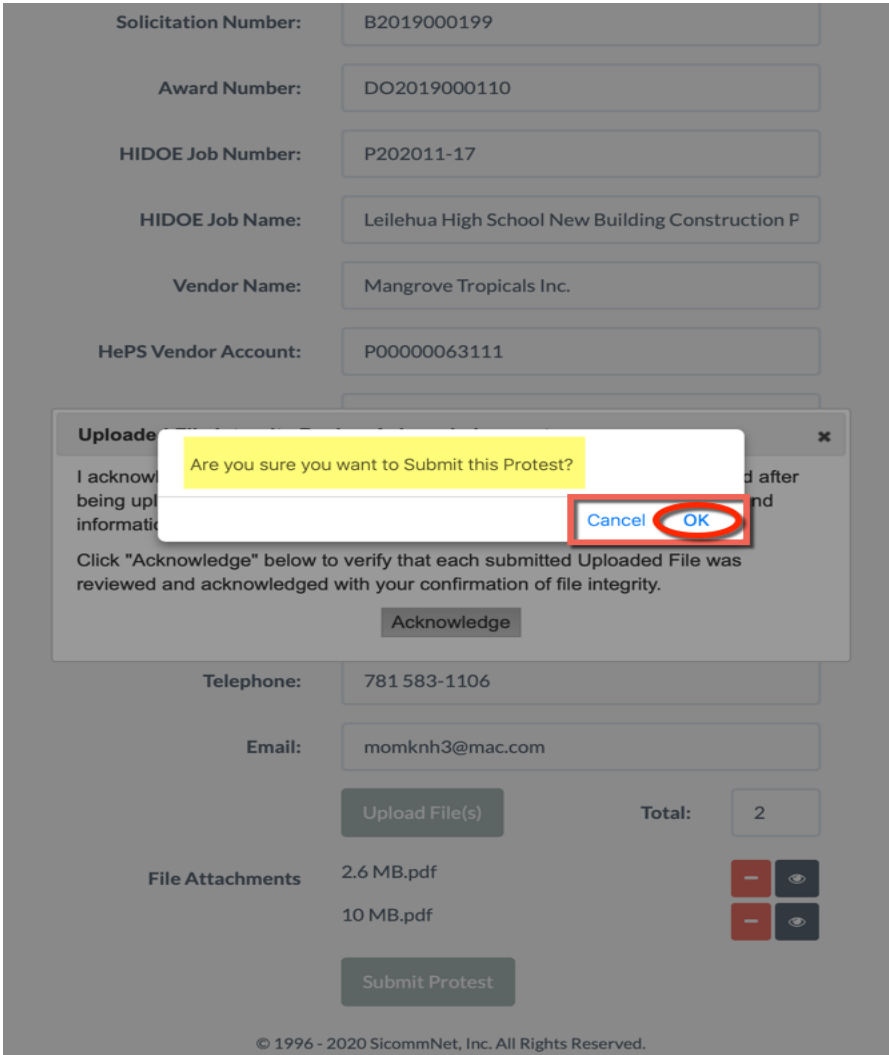
Action	Illustration
<ul style="list-style-type: none"><li>For multiple file attachments entries, the names of each uploaded file and total number of uploaded files will display</li></ul>	<div>Only responses submitted through HePS shall be considered for protest. A protest submitted without attachments is not acceptable.</div> <div>Date/Time Stamp: 03/10/2020 20:39:28</div> <div><div>Solicitation Number:</div><div>B2019000199</div></div> <div><div>Award Number:</div><div>DO2019000110</div></div> <div><div>HIDOE Job Number:</div><div>AP - IFB Agency Reference number</div></div> <div><div>HIDOE Job Name:</div><div>Leilehua High School New Building Construction P</div></div> <div><div>Vendor Name:</div><div>Mangrove Tropicals Inc.</div></div> <div><div>HePS Vendor Account:</div><div>P00000063111</div></div> <div><div>Point of Contact:</div><div>Tycho Dickerson</div></div> <div><div>Address:</div><div>56-1086 Marconi Road</div></div> <div><div>Address (2):</div><div>AP Demographic Profile – Corporate Address if ad</div></div> <div><div>City, State, Zip:</div><div>Kahuku</div><div>HI</div><div>96731</div></div> <div><div>Telephone:</div><div>781 583-1106</div></div> <div><div>Email:</div><div>momknh3@mac.com</div></div> <div><div>Upload File(s)</div><div><div>Total:</div><div>2</div></div></div> <div><div>File Attachments</div><div>2.6 MB.pdf</div><div><div>-</div><div>👁</div></div></div> <div><div></div><div>10 MB File.docx</div><div><div>-</div><div>👁</div></div></div>



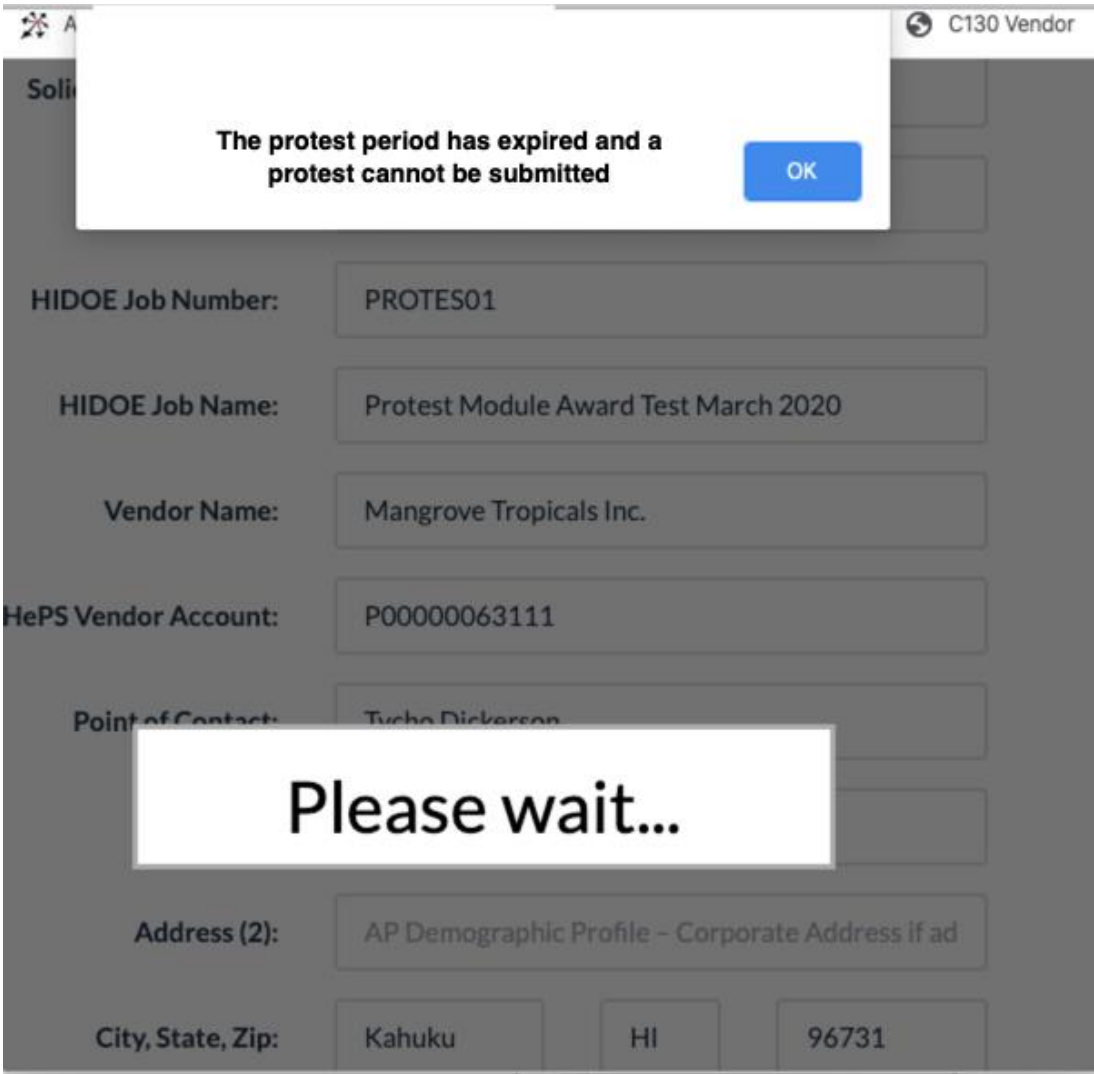
## Vendor/Supplier/Contractor Protest Submittal Process continued

Action	Illustration
<ul style="list-style-type: none"><li>After uploading their protest files, they use the <b>Submit Protest</b> button</li><li>Prior to submittal they formally acknowledge that a file integrity review was conducted for each uploaded file and <b>confirm that each file is readable and displaying the correct data and information</b></li><li>A snapshot of the file acknowledgement is recorded</li></ul>	 <p>The screenshot displays a web form for protest submittal. The form includes fields for Solicitation Number (B2019000199), Award Number (DO2019000110), HIDEOE Job Number (AP - IFB Agency Reference number), HIDEOE Job Name (Leilehua High School New Building Construction P), Vendor Name (Mangrove Tropicals Inc.), and HePS Vendor Account (P00000063111). Below these fields is a red-bordered dialog box titled 'Uploaded File Integrity Review Acknowledgement'. The dialog contains the text: '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. Click "Acknowledge" below to verify that each submitted Uploaded File was reviewed and acknowledged with your confirmation of file integrity.' The 'Acknowledge' button is circled in red. Below the dialog, there are fields for Telephone (781 583-1106) and Email (momknh3@mac.com). A 'Submit Protest' button is highlighted with a red box. The form also shows an 'Upload File(s)' button, a 'Total: 2' indicator, and a list of file attachments: '2.6 MB.pdf' and '10 MB File.docx'. At the bottom, there is a copyright notice: '© 1996 - 2020 SicomNet, Inc. All Rights Reserved.'</p>

## Vendor/Supplier/Contractor Protest Submittal Process continued

Action	Illustration
<ul style="list-style-type: none"><li>At their final submission step a pop-up window occurs asking - <b>Are you sure you want to Submit the protest?</b></li><li>By clicking <b>OK</b> the protest form and attached file(s) are formally submitted</li><li>Protesters also have an option to cancel their formal submission</li></ul>	 <p>The illustration shows a web form for submitting a protest. The form includes fields for Solicitation Number (B2019000199), Award Number (DO2019000110), HIDEO Job Number (P202011-17), HIDEO Job Name (Leilehua High School New Building Construction P), Vendor Name (Mangrove Tropicals Inc.), and HePS Vendor Account (P00000063111). A pop-up window titled "Upload" is displayed, asking "Are you sure you want to Submit this Protest?". The pop-up has "Cancel" and "OK" buttons, with the "OK" button circled in red. Below the pop-up, there is an "Acknowledge" button. The form also includes a "Telephone" field (781 583-1106), an "Email" field (momknh3@mac.com), an "Upload File(s)" button, and a "Total:" field showing "2". Under "File Attachments", there are two files listed: "2.6 MB.pdf" and "10 MB.pdf", each with a minus and an eye icon. At the bottom, there is a "Submit Protest" button and a copyright notice: "© 1996 - 2020 SicomNet, Inc. All Rights Reserved."</p>

## Vendor/Supplier/Contractor Protest Submittal Process continued

Action	Illustration
<ul style="list-style-type: none"><li>• <b>Note:</b> Protest submittals, resubmittals, and withdrawals can only be conducted during the 5- business day protest period following a construction IFB solicitation award being issued</li><li>• Protest actions <b>initiated prior</b> to the cut-off period <b>and attempted after</b> the 4:30 PM HST cut-off time frame at the end of the 5-business day protest period, will experience a pop-up message indicating that <b>the protest period has expired and a protest cannot be submitted</b></li><li>• <b>After the protest cut-off period passes <u>protest buttons are no longer available</u></b> to all responding Vendors, Suppliers, or Contractors</li></ul>	 <p>The illustration shows a screenshot of a web application interface for submitting a protest. A white pop-up message box is centered on the screen, displaying the text: "The protest period has expired and a protest cannot be submitted" with an "OK" button. Below this, a form is visible with the following fields: "HIDOE Job Number:" with value "PROTES01", "HIDOE Job Name:" with value "Protest Module Award Test March 2020", "Vendor Name:" with value "Mangrove Tropicals Inc.", "HePS Vendor Account:" with value "P00000063111", and "Point of Contact:" with value "Tycho Dickerson". A large white box with the text "Please wait..." is overlaid on the bottom half of the form. At the bottom of the form, there are fields for "Address (2):" with value "AP Demographic Profile - Corporate Address if ad", and "City, State, Zip:" with values "Kahuku", "HI", and "96731". The top right corner of the application shows a user profile icon and the text "C130 Vendor".</p>

## HIDOE Buyer & Staff Protest Submittal Processes

Action	Illustration
<ul style="list-style-type: none"><li>Upon a protest submission, the buyer and designated HIDOE Staff automatically receive a Protest email notification</li><li>The protest email contains protesting company user's Name, company name, and HePS company account number</li><li>The Buyer and HIDOE Staff click on the <a href="#">here</a> link to access the submitted protest form</li></ul>	<p>Protest Submittal for DO2019000110 - MICHAEL MATSUMOTO Example email with Protest Company's User Name</p> <p>From: administrator@sicomm.net &lt;administrator@sicomm.net&gt; To: HIDOE Buyer Cc: HIDOE Staff Email To and Cc recipients - HIDOE Award Buyer &amp; Assigned Staff Wednesday, March 11, 2020 at 2:33 PM <a href="#">Show Details</a></p> <p><b>We Make Buying and Selling Easier.</b></p> <p>A protest has been submitted to HIDOE for DO2019000110. Click <a href="#">here</a> to acknowledge.</p> <p>Company: Mangrove Tropicals Inc. BASEC#: P00000063111</p> <p><b>"We Make Buying and Selling Easier"</b> 6120 Paseo del Norte, A1 Carlsbad, CA 92011 Tel: 800-614-0563 SiccommNet</p> <p>HIDOE Buyer &amp; Assigned Staff click <a href="#">here</a> to access the submitted protest form</p>

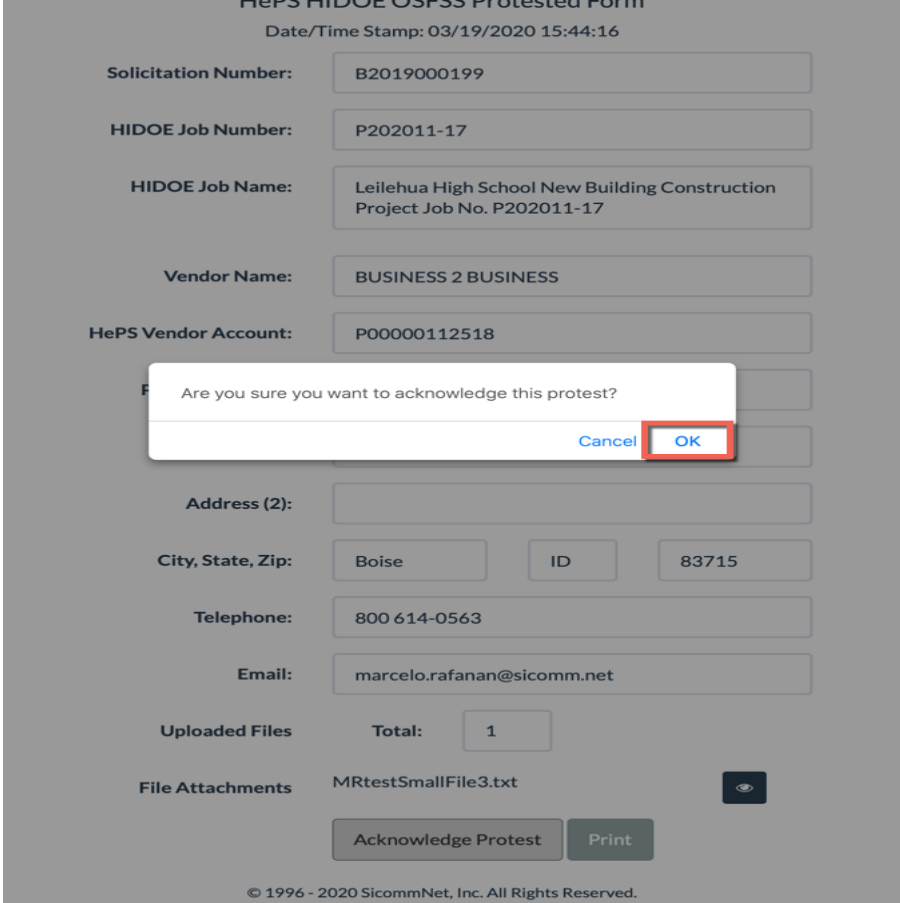
## Submitted Protest Form Management

Action	Illustration
<ul style="list-style-type: none"><li>The top of the submitted protest form contains company and user contact information</li><li>This information is used for follow-up formal protest actions needed to be taken by HIDEOE Buyer and Staff, outside of HePS</li></ul>	<p style="text-align: center;"><b>Submitted Protest Form Information</b></p> <div><p>Solicitation Number: B2019000199</p><p>Award Number: DO2019000110</p><p>HIDEOE Job Number: P202011-17</p><p>HIDEOE Job Name: Leilehua High School New Building Construction P</p><div><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></div>

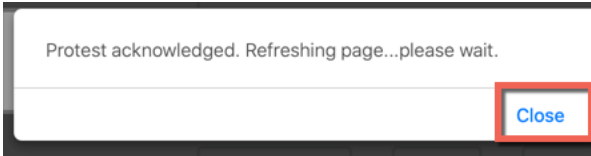
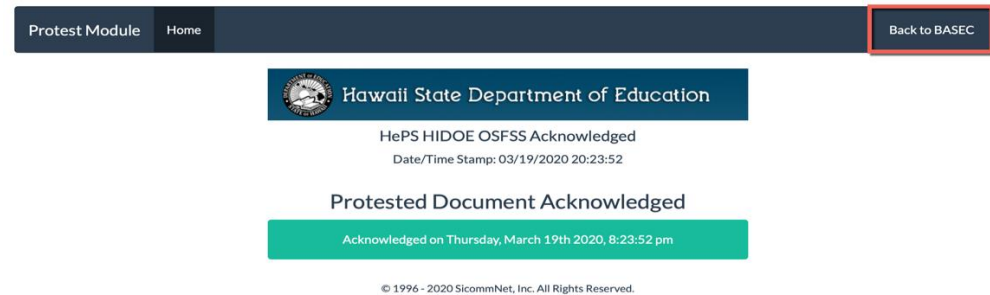



## Protest Form Management continued

Action	Illustration
<ul style="list-style-type: none"><li>The protest form with file attachment listing may be printed</li><li>The protest form contains attached file names and format</li><li>Use the file icon to access and view</li><li>Accessed file(s) may be printed or saved outside of HePS</li><li>The HIDOE Buyer uses the <b>Acknowledge Protest</b> button after viewing and validating submitted file attachments</li></ul>	<p style="text-align: center;"><b>Bottom of Submitted Protest Form</b></p> <p>The illustration shows the bottom section of a submitted protest form. At the top, it says 'Uploaded Files' and 'Total: 1'. Below this is a table with one row: 'File Attachments' and '1.1 MB.pdf'. To the right of the file name is a file icon. Below the table are two buttons: 'Acknowledge Protest' and 'Print'. Three numbered callouts are present: 1. 'Protest File Attachments' points to the 'File Attachments' header. 2. 'Click File icon to access and view' points to the file icon. 3. 'Click button to Acknowledge Protest' points to the 'Acknowledge Protest' button. A copyright notice at the bottom reads: '© 1996 - 2020 SicomNet, Inc. All Rights Reserved.'</p>

## Protest Acknowledgement continued




Action	Illustration
<ul style="list-style-type: none"><li>The HIDEO Buyer gets a pop-up message – Are you sure you want to acknowledge this protest?</li><li>Click on <b>OK</b> to proceed</li><li><b>Note:</b> This action generates an acknowledgement email to the protester.</li><li>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</li></ul>	 <p>The illustration shows a screenshot of the 'HIDEO USFSS Protested Form' interface. The form contains the following fields:</p> <ul style="list-style-type: none"><li><b>Solicitation Number:</b> B2019000199</li><li><b>HIDEO Job Number:</b> P202011-17</li><li><b>HIDEO Job Name:</b> Leilehua High School New Building Construction Project Job No. P202011-17</li><li><b>Vendor Name:</b> BUSINESS 2 BUSINESS</li><li><b>HePS Vendor Account:</b> P00000112518</li><li><b>Address (2):</b> (empty)</li><li><b>City, State, Zip:</b> Boise ID 83715</li><li><b>Telephone:</b> 800 614-0563</li><li><b>Email:</b> marcelo.rafanan@sicomm.net</li><li><b>Uploaded Files:</b> Total: 1</li><li><b>File Attachments:</b> MRtestSmallFile3.txt</li></ul> <p>A confirmation pop-up message is displayed in the center: 'Are you sure you want to acknowledge this protest?'. The pop-up 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'. The copyright notice at the bottom reads: '© 1996 - 2020 SicommNet, Inc. All Rights Reserved.'</p>

## Protest Acknowledgement continued

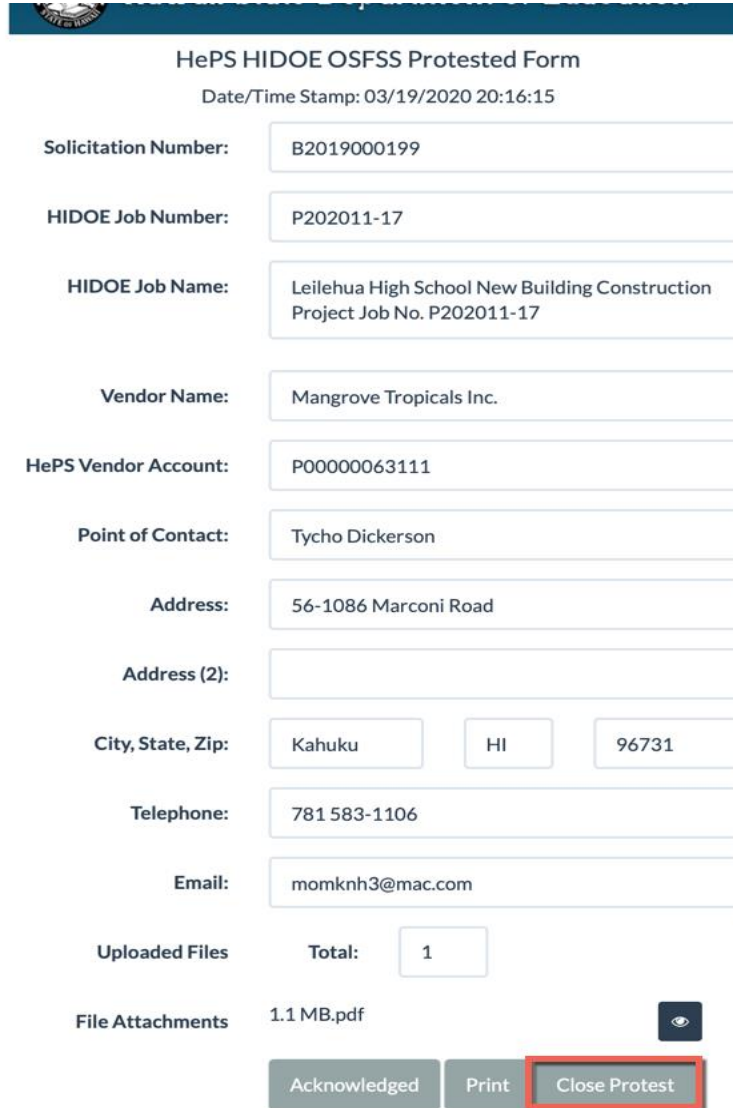
Action	Illustration
<ul style="list-style-type: none"> <li>A protest acknowledged confirmation pop-up occurs</li> <li>Click the <b>Close</b> button</li> <li>An acknowledgement Date/Time Stamp window displays</li> <li>The Date/Time Stamp screenshot is recorded in HePS</li> <li>Buyer uses <b>Back to BASEC</b> button to return to Buyer Main Menu</li> <li>An acknowledgement email is sent to the protester indicating their protest is received and under review.</li> <li>The acknowledgement email screenshot is recorded with HePS and associated to the protester's eProcurement account</li> </ul>	  <p>Protest Submittal for B2019000199 - Tycho Dickerson</p> <div>  <p> <a href="mailto:administrator@sicomm.net">administrator@sicomm.net</a>  <a href="mailto:momknh3@mac.com">momknh3@mac.com</a>            Saturday, March 14, 2020 at 11:15 AM  <a href="#">Show Details</a> </p> </div>  <p>Your protest is acknowledged by HIDEO and is under review.</p> <p>Contact me if you have any questions.</p> <p>MICHAEL MATSUMOTO  <a href="mailto:michael.matsumoto@sicomm.net">michael.matsumoto@sicomm.net</a></p> <p> <b>"We Make Buying and Selling Easier"</b>          6120 Paseo del Norte, A1 Carlsbad, CA 92011 Tel: 800-614-0563  </p>





## Protest Updates/Resubmittals

Action	Illustration
<ul style="list-style-type: none"><li>• Within the allotted award protest period, protesters may update and resubmit their protest form with revised or additional uploaded files</li><li>• The Buyer and Assigned HIDEOE Staff will receive the resubmittal email</li><li>• Access and review of resubmittals protest are the same steps for the Buyer and HIDEOE Staff as receiving an initial protest</li><li>• The Buyer and HIDEOE Staff click on the <a href="#">here</a> link to access the resubmitted protest form and review file attachment(s)</li></ul>	<p>Protest Submittal for DO2019000110 - MICHAEL MATSUMOTO</p> <p> <b>administrator@sicomm.net</b> To: <b>HIDEOE Buyer</b> Cc: <b>Assigned HIDEOE Staff</b> On: Saturday, March 14, 2020 at 4:09 PM <a href="#">Hide Details</a></p> <p></p> <p>An edited protest has been resubmitted to HIDEOE for DO2019000110. Click <a href="#">here</a> to acknowledge.</p> <ul style="list-style-type: none"><li>• Company: 3Ms INCORPORATED</li><li>• BASEC#: P00000033002</li></ul> <p><b>"We Make Buying and Selling Easier"</b> 6120 Paseo del Norte, A1 Carlsbad, CA 92011 Tel: 800-614-0563 </p>

## Protest Closure

Action	Illustration
<ul style="list-style-type: none"><li>After a protest is reviewed and formally processed outside of HePS, the Buyer has the ability to formally close the protest</li><li>The buyer uses the <b>Close</b> button to formally close a protest</li></ul>	 <p>The screenshot displays the 'HePS HIDOE OSFSS Protested Form' with a date/time stamp of 03/19/2020 20:16:15. The form contains the following fields and values:</p> <ul style="list-style-type: none"><li>Solicitation Number: B2019000199</li><li>HIDOE Job Number: P202011-17</li><li>HIDOE Job Name: Leilehua High School New Building Construction Project Job No. P202011-17</li><li>Vendor Name: Mangrove Tropicals Inc.</li><li>HePS Vendor Account: P00000063111</li><li>Point of Contact: Tycho Dickerson</li><li>Address: 56-1086 Marconi Road</li><li>Address (2):</li><li>City, State, Zip: Kahuku HI 96731</li><li>Telephone: 781 583-1106</li><li>Email: momknh3@mac.com</li><li>Uploaded Files: Total: 1</li><li>File Attachments: 1.1 MB.pdf</li></ul> <p>At the bottom of the form, there are three buttons: 'Acknowledged', 'Print', and 'Close Protest'. The 'Close Protest' button is highlighted with a red rectangle.</p>

## Protest Closure continued

Action	Illustration
<ul style="list-style-type: none"><li>A protest closure email is sent to the protester annotating the protest has been formally closed</li><li>A screenshot of the closure email is recorded in HePS and associated to the protester's eProcurement account</li></ul>	<div><div>Protest Closed for B2019000199 - Tycho Dickerson</div><div>Protesting User Name</div><div><div>A</div><div>o administrator@sicomm.net</div><div>To: o Protester@emailaddress.com</div><div>On: Wednesday, March 11, 2020 at 2:49 PM</div><div>Hide Details</div></div><div></div><div><div>Your protest has been formally closed by HIDEOE.</div><div>Formal Closure Statement</div></div><div>Contact me if you have any questions.</div><div><div>MICHAEL MATSUMOTO</div><div>michael.matsumoto@sicomm.net</div><div>Buyer Name and email address</div></div><div><div>"We Make Buying and Selling Easier"</div><div>6120 Paseo del Norte, A1 Carlsbad, CA 92011 Tel: 800-614-0563</div><div>SicommNet</div></div></div>

## Three Buyer Optional Accesses to Protest Module and Submitted Protests

Action


Protest Access Option #1:

In addition to the Protest email notifications, Buyers may access submitted protest form and file attachments via:


#1. The Buyer Protest Module found on the buyer’s Main menu when logging into their HePS account

- Click **View Protest Module** to access protest(s)


Illustration




Main




Solicitation Manager



Awards Manager



Award History



Miscellaneous

New

In Work

On Hold

On Internet

Awaiting Award

Awarded


Find

Contact Us


Help

Menu


Logout




CREATE A SOLICITATION




ON INTERNET




CREATE AN AWARD



AWARD HISTORY




SEARCH SYSTEM



MENU CONTROLS

NO Solicitations Found to Close at This Time



Session Summary: Sun Mar 15 2020, 12:22:19 P.M. | MICHAEL MATSUMOTO [doebuyer3]

Click View Protest Module to Access Protest(s)

View Protest Module

Unacknowledged0

Total0

Total Protests submitted to a buyer

This indicates the number of received protests that are not yet acknowledged

AWARDS		TO APPROVE		DIS-APPROVED						
POs Awaiting Release (0)		Awaiting My Approval (0)		My Disapproved Requisitions (28)		My Disapproved Solicitations (18)			My Disapproved Awards (0)	
Documents / Requisitions / Solicitations				Incomplete Awards		Awaiting Award			Awaiting Award - Classic	
New	InWork (2)	On Hold (98)	On Net (0)	PO Gen (0)	IFB (0)	RFP (0)	RFQ (0)	cIFB (0)	cRFI (2)	cRFP (0)

## Protest Access Option #1 continued

Action	Illustration										
<div>#1. View Protest Module</div> <div><ul style="list-style-type: none"><li>In the Test Buyer example above, the buyer has zero (0) protests as indicated here</li><li>In this Buyer Protest Module example, the buyer has one (1) submitted protest</li><li>To access the submitted protest form and file attachments click on the <b>Protest Icon</b></li><li>The protest form and attached file(s) will display for access</li></ul></div>	<div>Buyer Protest Module with zero (0) protests:</div> <div><div><div>Protest Module</div><div>Home</div><div>Back to BASEC</div></div><div>There are no submitted protests.</div><div>© 1996 - 2020 SicommNet, Inc. All Rights Reserved.</div></div> <div><div><div>Protest Module</div><div>Home</div><div>Back to BASEC</div></div><div><div>Test Buyer Protest Module with one (1) submitted protest</div><div>Click on <b>Protest Button</b> to access protest form and file attachments</div><div><table><tr><th>Protested Items</th><th>Solicitation#</th><th>Award#</th><th>Job</th><th>Attachment(s)</th></tr><tr><td><div>HIDOE</div></td><td>B2019000199</td><td>DO2019000110</td><td>Leilehua High School New Building Construction Project Job No. P202011-17</td><td>1</td></tr></table><div></div></div><div>© 1996 - 2020 SicommNet, Inc. All Rights Reserved.</div></div></div>	Protested Items	Solicitation#	Award#	Job	Attachment(s)	<div>HIDOE</div>	B2019000199	DO2019000110	Leilehua High School New Building Construction Project Job No. P202011-17	1
Protested Items	Solicitation#	Award#	Job	Attachment(s)							
<div>HIDOE</div>	B2019000199	DO2019000110	Leilehua High School New Building Construction Project Job No. P202011-17	1							

## Protest Access Option #2

### Action

#### #2. Protest form access via the award certificate drop down menu

- Go to the Awards History tab and the RFB submenu
- Click on the award number to access the award certificate

### Illustration

System RFB Awards Current as of: Sun Mar 15 15:58:53 GMT-0700 (PDT) 2020

Awarded To	RFB Nbr	Requisition/ Document Nbrs	Award Nbr	Award Date	Cndty Code	Short Description	Agency
BUSINESS 2 BUSINESS	B2019000199 - 00	R2019000293 D2019000146	D202019000110 - 00	10 2020	90927	Leilehua High School New Building Construction Project	Office of School Facilities and Sup

## Protest Access Option #2 continued

### Action

#### #2. Via Award Certificate Drop Down Menu

- At the bottom of the drop-down menu, select **View Protest Form**
- Click on **Execute Action**
- The protest form and attached file(s) will display for access

**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

### Illustration

The screenshot displays the SicomNet system interface. At the top, there is a navigation bar with tabs: MAIN, SOLICITATION MANAGER, CREATE, EDIT, AWARDS MANAGER, AWARDS HISTORY, APPROVALS MANAGER, and MISCELLANEOUS. Below this, a sub-header shows 'Fast PO Lookup', 'Linked Response Locator', and a dropdown menu with 'All >' selected. The main content area is divided into several sections. On the left, there is a 'VENDOR: BUSINESS 2 BUSINESS' section with contact information for 'MICHAEL MATSUMOTO'. Below this is a table with columns 'Item No', 'Quantity UOM', 'Unit Price', and 'Extension'. The table contains one row for 'Leilehua High School New Building Construction Project'. To the right of the table, there is a 'Transaction Fee' section with a note about SicomNet billing. Below this is a 'General Comments' section. On the far right, there is a 'Signed By: MICHAEL MATSUMOTO' section. A dropdown menu is open in the center, showing a list of actions. The 'View Protest Form - Mangrove Tropicals Inc.' option is highlighted at the bottom of the menu. A red circle with the number '1' is placed next to this option. Below the dropdown menu, there is a red box around the 'Execute Action' button, with a red circle and the number '2' next to it. The bottom of the screen shows a search bar with the text 'michael.matsumoto@sicomnet'.

## Protest Access Option #3

### Action

#### #3. Protest form access via the Award Summary Report

- At the bottom of the award certificate drop-down menu, select **Award Summary Report**
- Click on **Execute Action**

### Illustration

The screenshot displays the SicomNet interface for an award. At the top, navigation tabs include MAIN, SOLICITATION MANAGER, CREATE, EDIT, AWARDS MANAGER, **AWARDS HISTORY**, APPROVALS MANAGER, and MISCELLANEOUS. Below these, a sub-header shows 'Fast PO Lookup', 'Linked Response Locator', and a dropdown menu with 'All >' selected. The main content area is divided into sections for Vendor (BUSINESS 2 BUSINESS), Buyer (MICHAEL MATSUMOTO), and Item details (Leilehua High School New Building Construction Project). A dropdown menu is open over the 'Transaction Fee' section, listing various actions. The 'AWARD Summary Report' option is highlighted with a red circle and the number 1. At the bottom of the page, the 'Execute Action' button is highlighted with a red box and the number 2. The page also includes a table with columns for Quantity, UOM, Unit Price, and Extension, and a 'Signed By' field.

**Vendor:** BUSINESS 2 BUSINESS  
123 Main Street  
Boise, ID 83715  
Attn: Owner  
Vendor Nbr:  
Emailed To: marcelo.rafael@sicomm.net  
Phone: 800 614-0563  
Fax:  
eCommerce ID: P00000112518

**Buyer:** MICHAEL MATSUMOTO 808-111-1111  
Buyer: MICHAEL MATSUMOTO 808-111-1111

**Item No:** 001  
Leilehua High School New Building Construction Project (909-27) (nt)

**Transaction Fee:** SicomNet will bill, via separate invoice, the 0.725% (0 Instructions and Terms and Conditions, and the SicomNet from receipt of invoice.

**General Comments:**

**Instructions:**  
Freight / Handling Included in Price  
1:  
AWARD NOTICE: Unless otherwise stated, this document will be sent under separate cover. Contractor should not services contracted until an agency issued contract, put OF ORDER.

**Start of Service Date:** Fri May 01, 2020  
**End of Service Date:** Tue Jun 01, 2021

**Solicitation#:** B2019000199  
**DOC#:** D2019000346

Quantity	UOM	Unit Price	Extension
1	JOB	\$56,788.00	\$56,788.00
<b>Subtotal:</b>			\$56,788.00
<b>Total:</b>			\$56,788.00

able to this award in accordance with the Solicitation could be made to SicomNet, Inc., and is due within 30 days 411.71

**Actual contract document or purchase order of goods or commence any portion of the is received. DO NOT DUPLICATE DELIVERY**

**Signed By:** MICHAEL MATSUMOTO

1 and 2

Execute Action

Back to All Awards

michael.matsumoto@sicomm



## Protest Access Option #3 continued

Action	Illustration																																																																																																																																																																																																				
<div>#3. Via Award Summary Report</div> <div><div>At the bottom of the Award Summary Report click on <b>View Protest Form</b></div><div>The protest form and attached file(s) will display for access</div></div>	<table><tr><td rowspan="11">Solicitation</td><td colspan="2">Number</td><td colspan="2">Buyer</td><td colspan="2">Notifications Sent</td></tr><tr><td colspan="2">B2019000199</td><td colspan="2">MICHAEL MATSUMOTO Dept: DOETEST</td><td colspan="2">0</td></tr><tr><td colspan="3">Date Issued</td><td colspan="3">Close Date</td></tr><tr><td colspan="3">Mar 10, 2020</td><td colspan="3">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">Solicitation Approvals</td></tr><tr><td colspan="6">Addendums</td></tr><tr><td colspan="3">Number</td><td colspan="3">Date</td></tr><tr><td colspan="6">No Addendums Issued</td></tr><tr><td colspan="6">Addendum Reasons</td></tr><tr><td colspan="6">No Addendums</td></tr><tr><td rowspan="5">Responses</td><td colspan="2">Name</td><td colspan="2">Address</td><td>City</td><td>State</td><td>Total Price (Disc Price)</td></tr><tr><td colspan="2">3Ms INCORPORATED</td><td colspan="2">10776-A Milky Way Dr.</td><td>Albuquerque</td><td>NM</td><td>\$123,456.00 (123,456.00)</td></tr><tr><td colspan="2">Mangrove Tropicals Inc.</td><td colspan="2">56-1086 Marconi Road</td><td>Kahuku</td><td>HI</td><td>\$12,345.00 (12,345.00)</td></tr><tr><td colspan="2">BUSINESS 2 BUSINESS</td><td colspan="2">123 Main Street</td><td>Boise</td><td>ID</td><td>\$56,788.00 (56,788.00)</td></tr><tr><td colspan="7">Optional Title 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 colspan="3">Partial Description</td></tr><tr><td>001</td><td>1</td><td>JOB</td><td>90927</td><td colspan="3">Leilehua High School New Building Construction Project</td></tr><tr><td rowspan="14">Award</td><td colspan="7">Signed By: MICHAEL MATSUMOTO</td></tr><tr><td colspan="2">Number</td><td colspan="3">Release Date</td><td colspan="2">Total Price</td></tr><tr><td colspan="2">DO2019000110</td><td colspan="3">Mar 10, 2020</td><td colspan="2">\$56,788.00</td></tr><tr><td colspan="3">Name</td><td colspan="4">Address</td></tr><tr><td colspan="3">BUSINESS 2 BUSINESS</td><td colspan="4">123 Main Street Boise, ID 83715</td></tr><tr><td colspan="7">Contract Award: Contract Start: May 01, 2020 Contract End: Jun 01, 2021</td></tr><tr><td colspan="7">Award Basis: Adequate Price Competition</td></tr><tr><td colspan="7">Competition Type: Open Competition</td></tr><tr><td colspan="7">Competition Comments: The low bid was not selected because: I like Marcelo more</td></tr><tr><td colspan="7">View Protest Form - Mangrove Tropicals Inc.</td></tr><tr><td colspan="7">Award Approvals</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.							Award Approvals						
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## Document Status Report Notes and Protest Recordkeeping

### Action

Document Status Report (DSR) Notes contain Date/Time Stamp information regarding:

- Protest submittals
- Protest resubmittals
- Protest withdrawals or cancellation
- Buyer protest acknowledgement
- Buyer protest closure information

### To Access the DSR Notes:

- At the bottom of the award certificate drop-down menu, select **Award Summary Report**
- Click on **Execute Action**

### Illustration

The screenshot displays the SicomNet Awards History page. At the top, there is a navigation bar with tabs: MAIN, SOLICITATION MANAGER, CREATE, EDIT, AWARDS MANAGER, **AWARDS HISTORY**, APPROVALS MANAGER, and MISCELLANEOUS. Below this is a sub-navigation bar with links: Fast PO Lookup, Linked Response Locator, All >, RFB, RFI, RFP, RFQ, Contact Us, Help, Menu, and Logout. The main content area shows details for a vendor (BUSINESS 2 BUSINESS) and a buyer (MICHAEL MATSUMOTO). A dropdown menu is open, showing various actions. The 'Award Summary Report' option is highlighted with a red circle labeled '1'. At the bottom of the page, there is a button labeled 'Execute Action' with a red circle labeled '2' next to it. The page also includes a table with columns for Item No, Quantity UOM, Unit Price, and Extension, and a section for Transaction Fee.

## Document Status Report Notes and Protest Recordkeeping continued

### Action

- At the top of the **Award Summary Report** click on **Document Notes**

### Illustration

Award Summary Report for Document: D2019000346      Requisition: R2019000293      Solicitation: B2019000199									
Award Summary for Definite Quantity Contract DO2019000110									
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					
Contract Award: Contract Start: Mar 01 2020    Contract End: Jun 01 2021									

## Action

This is Test Buyer example of Document Status Report Notes containing the Date/Time Stamp information for the following:

- Protest submittals
- Protest resubmittals
- Protest withdrawals or cancellation
- Buyer protest acknowledgement
- Buyer closure information

**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**

## Illustration

Award Summary Report for Document: D2019000346 Requisition: R2019000293 Solicitation: B2019000199			
Award Summary for Definite Quantity Contract DO2019000110			
Document/ Requisition	Number	Requisitioner	Date of Requisition
	D2019000346 R2019000293	MICHAEL MATSUMOTO Dept: DOETEST	Mar 10, 2020
Requisition Approvals			
DSR Notes Protest Date/Time Stamp (D/TS) Examples			
Document Notes			
	Sun Mar 15 15:36:22 GMT-0700 (PDT) 2020 Protest Withdrawn by alamode (P00000033002).	Protest Withdrawn D/TS Information	
	Sun Mar 15 12:32:13 GMT-0700 (PDT) 2020 Protest Acknowledged by doebuyer3.	Buyer Acknowledgement D/TS Information	
	Sat Mar 14 19:09:20 GMT-0700 (PDT) 2020 Protest Submitted by alamode (P00000033002).	Protest Submission D/TS Information Same verbiage for protest update or resubmittal	
	Sat Mar 14 19:07:02 GMT-0700 (PDT) 2020 Protest Submitted by alamode (P00000033002).		
	Sat Mar 14 14:15:15 GMT-0700 (PDT) 2020 Protest Acknowledged by doebuyer3.		
	Fri Mar 13 19:34:20 GMT-0700 (PDT) 2020 Protest Submitted by MTi43 (P00000063111).		
	Wed Mar 11 17:49:04 GMT-0700 (PDT) 2020 Protest Closed by doebuyer3.	Protest Closure by Buyer	
	Wed Mar 11 17:35:49 GMT-0700 (PDT) 2020 Protest Acknowledged by doebuyer3.		
	Wed Mar 11 17:33:22 GMT-0700 (PDT) 2020 Protest Submitted by MTi43 (P00000063111).		
	Tue Mar 10 23:54:21 GMT-0700 (PDT) 2020 Protest Withdrawn by MTi43 (P00000063111).		
	Tue Mar 10 23:52:28 GMT-0700 (PDT) 2020 Protest Submitted by MTi43 (P00000063111).		
	Tue Mar 10 23:45:54 GMT-0700 (PDT) 2020 Protest Submitted by MTi43 (P00000063111).		
	Tue Mar 10 23:33:14 GMT-0700 (PDT) 2020 Award DO2019000110 has been created. It has been scheduled for release on: Tue Mar 10 00:00:00 GMT-0700 (PDT) 2020. Award Notifications are scheduled for release on: Tue Mar 10 00:00:00 GMT-0700 (PDT) 2020.		
	Tue Mar 10 23:32:39 GMT-0700 (PDT) 2020 HAWAII_AWARD_COMPLIANCE_MASTER(85314) WRITTEN		