

HePS RFQ Manual Contents

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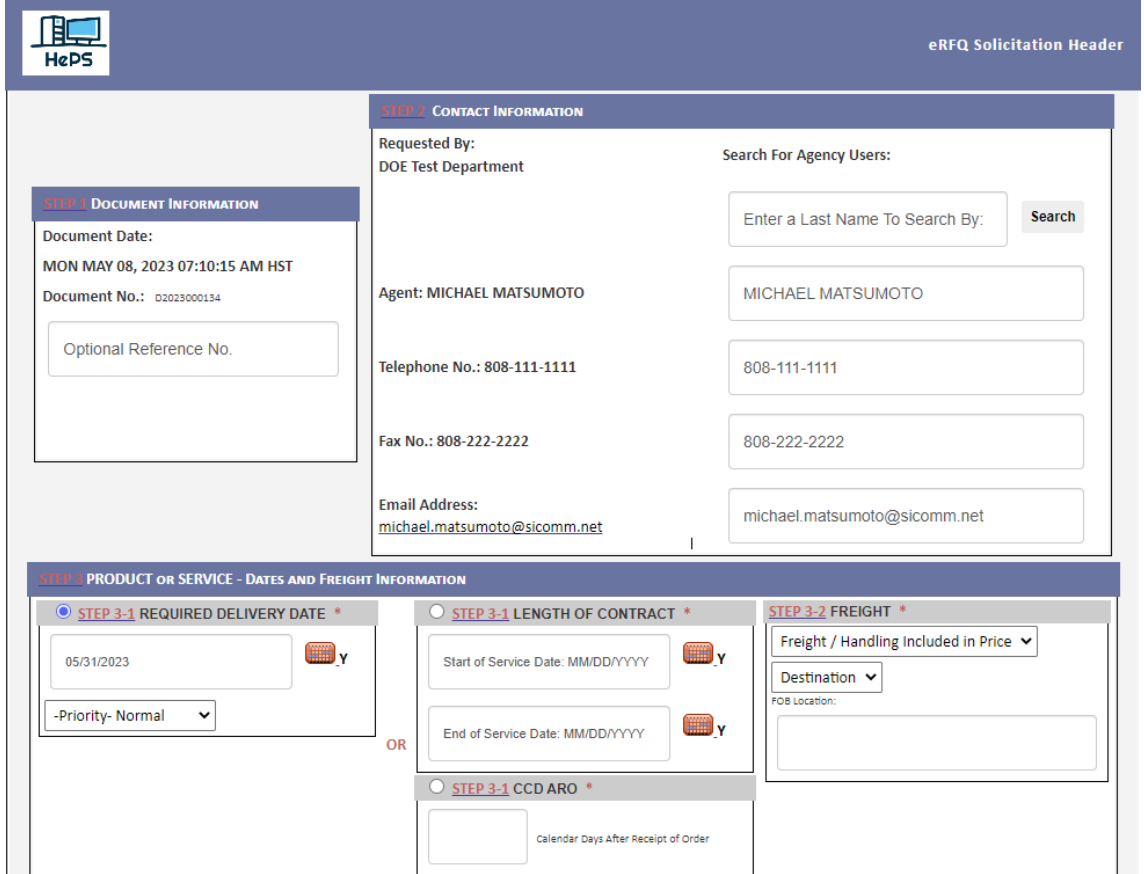
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Part 1 - Creating and Releasing an RFQ

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

Action	Illustration
<p>To begin, click on the Create a Solicitation Icon and choose IFB from the popup</p> <p>Delivery Date The Solicitation Header has 7 Steps. Placing your cursor on the Step number will provide an explanation in a popup.</p> <p>Steps 1-7: Contract Duration & Due Dates / Delivery</p> <p>Step 1 – Optional Document Tracker Information – numbers or text</p> <p>Step 2 – Optional Contact person for this solicitation – buyer is the default</p> <p>Step 3 – Required or Start and End of Contract</p> <p>Step 3-1 – CCD ARO - Number of Calendar Days After Receipt of Order</p> <p>Optional Priority – Normal or Rush flag will appear on emails to approvers</p> <p>Freight and FOB information, the standard default is already set</p>	 <p>The screenshot displays the 'eRFQ Solicitation Header' form. It is divided into three main sections:</p> <ul style="list-style-type: none"> STEP 1 DOCUMENT INFORMATION: Includes fields for Document Date (MON MAY 08, 2023 07:10:15 AM HST), Document No. (D2023000134), and an Optional Reference No. field. STEP 2 CONTACT INFORMATION: Includes fields for Requested By (DOE Test Department), Agent (MICHAEL MATSUMOTO), Telephone No. (808-111-1111), Fax No. (808-222-2222), and Email Address (michael.matsumoto@sicomm.net). It also features a search section for Agency Users with a search box and a 'Search' button. STEP 3 PRODUCT OR SERVICE - DATES AND FREIGHT INFORMATION: Contains three sub-sections: <ul style="list-style-type: none"> STEP 3-1 REQUIRED DELIVERY DATE: A date field (05/31/2023) and a priority dropdown menu (-Priority- Normal). STEP 3-1 LENGTH OF CONTRACT: Fields for Start of Service Date and End of Service Date, both with MM/DD/YYYY format and a 'Y' flag. STEP 3-1 CCD ARO: A field for 'Calendar Days After Receipt of Order'. STEP 3-2 FREIGHT: Includes a dropdown for 'Freight / Handling Included in Price', a 'Destination' dropdown, and an 'FOB Location' field.

Action**Steps 1-7 continued: Delivery & Billing Points**

Step 4 – Choose a Delivery Point or Create a New One from the drop down – Click on button to view info

Step 5 – Choose a Billing Point or

Create a New One from the drop down – Click on button to view info - Optional P-Card Information

Step 6 - Optional Internal Notes

Step 7 – Save and Get Items

Illustration

The screenshot displays a multi-step web form interface. It is divided into three main sections, each with a blue header bar:

- STEP 4 DELIVERY POINT INFORMATION:** Contains a "Deliver To:" label, a dropdown menu with "OSFSS" selected, and a button labeled "< View Delivery Point Information".
- STEP 5 BILLING INFORMATION:** Contains a "Bill To:" label, a dropdown menu with "Choose a Billing Location" selected, a button labeled "< View Billing Point Information", and a button labeled "Manage pCard Information".
- STEP 6 OPTIONAL DOCUMENT NOTES | (FOR INTERNAL USE ONLY):** Contains the word "OPTIONAL", a button labeled "open", and a link labeled "> Test Formatting Tools <".

At the bottom of the form, there is a dark blue bar with two buttons: "STEP 7 SAVE ALL and GET ITEMS >>" and "Reset All Fields".

Action

Step 8: Commodity / Services Search

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

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

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

Step 8 continued – Select the appropriate item or service.

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

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

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

Illustration

The illustration shows two screenshots of a web application interface for commodity search.

Top Screenshot: The page title is "CHOOSE COMMODITY ITEM(S)". It features a search bar labeled "Requisition Item:" with a "Go" button and a "Drill Down search:" dropdown. Below the search bar, there are several horizontal bars representing search results. The page includes a navigation menu with "MAIN", "SOLICITATION MANAGER", "AWARDS MANAGER", "AWARDS HISTORY", and "MISCELLANEOUS", along with "Contact Us", "Help", and "Logout" links.

Bottom Screenshot: This screenshot shows the "Refine Item to Requisition:" field with a "Go" button and a "Find: CMLF" link. Below this, there is a table of commodity items with columns for "Select", "Class", "Item", and "Description". The "Get Selected Item Now:" dropdown is set to "no".

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

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

Action

Step 9: Quantity / Description

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

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

Optional Allowable variation in Quantity may be entered

Optional tracking number for the item may be entered

Step 10: Commodity Info

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

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

Illustration

The illustration shows two screenshots of a software interface. The top screenshot is titled "STEP 9" and "MANDATORY: *". It contains three main sections: "Quantity:", "Estimated Price: MANDATORY Approvals", and "Document Information:". The "Quantity:" section has a text input with "1", a dropdown menu for "EACH (EACH)", and a button "Alternate Line Item Delivery Point(0) >>". The "Estimated Price:" section has a text input for "\$ 2000", a "Total Estimated Price All Items:" section with a "2000" input, and an "Allowable Variation in Quantity:" section with a "0" input and a percentage field showing "eg. .0875 = 8.75 %". The "Document Information:" section has fields for "Document Nbr.: D2023000134", "Item No.: 001", and "Reference Number:". A "close" button is in the top right. At the bottom, it says "Contract items have been found that match Commodity Code 96203." and "<< Review".

The bottom screenshot is titled "STEP 10 COMMODITY INFORMATION" and "close". It shows a "Commodity Code: 962-03--" and buttons for "Save Custom Description" and "Save A Line Item Graphic Image". Below is a "Description > *" text area containing "MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Services". At the bottom, it shows "6,800 characters maximum", a character count of "83", and "Resize Description Area: [±] [⊖] View As HTML".

Action

Step 11: Attachments

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

Click Browse and find your files

Enter in a description for the file in the space indicated

Click the Upload File button

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

Additional files may be attached by clicking the link again

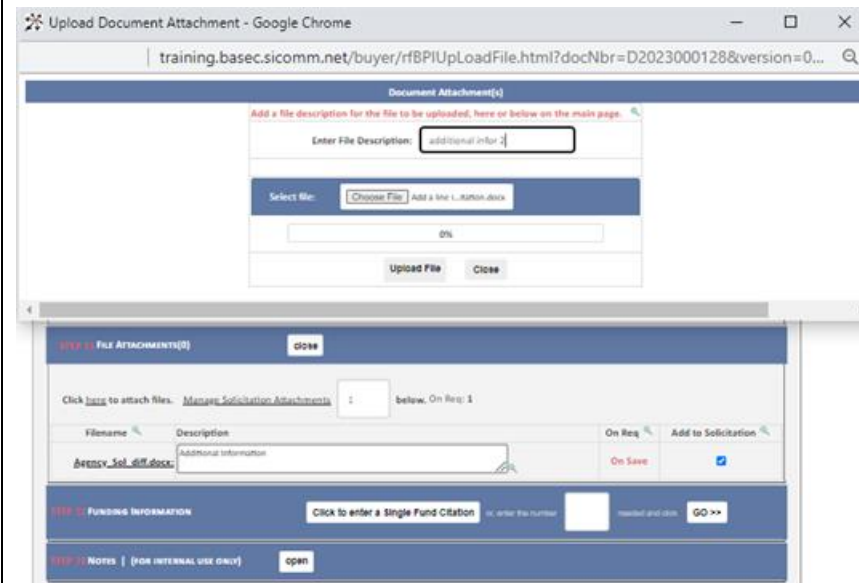
Any type of file may be uploaded except executable files (exe)

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

File descriptions may optionally be added.

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

Illustration



Action

Step 12: Fund Citations

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

Click Open Single Fund Citation

button to open this area

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

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

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

Step 13: Notes

Optional internal notes may be added

Step 14 : Select an Action

Select an Action by choosing from the drop down:

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

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

Click **Execute** to continue

Illustration

The screenshot displays the 'STEP 12 FUNDING INFORMATION' section of a web application. At the top, there is a 'close' button and a 'GO >>' button. Below this, a table lists file attachments with columns for 'Filename', 'Description', 'On Req', and 'Add to Solicitation'. One attachment is visible: 'Agency_Sol_diff.docx' with the description 'Additional Instructions'. Below the table, there is a 'Close Single Fund Citation View' button and a 'GO >>' button. The main section is titled 'Single Fund Citation Information' and contains several input fields for 'FYR/APPID', 'Object', 'CC (Cost Center)', 'Project Number', 'PH (Project Phase)', and 'Activity'. A dropdown menu is open over the 'Activity' field, showing options: 'Save Item 001 / Select Item 002', 'Create eRFQ / Save eRFQ Item', and 'Delete Document'. At the bottom, there is a 'STEP 14' section with a dropdown menu for 'Select an ACTION below.' and a 'CLICK ONCE ONLY' button.

Action

In **Steps 1–14** you have created all the elements found in a basic requisition

In order to turn this information into a Solicitation there are 5 more mandatory steps (numbered as **Steps 1-5** on this page) and a few optional ones

You may also review and edit all information entered so far

This page uses collapsed functionality meaning that in order to review and edit the information you must click on the underlined links to open that area – clicking on the link again will close the area – clicking on the button called **Open All Areas** in the upper right will open all areas of review at once

To review and edit the information on the line item click on the Edit button in the bottom frame – this will be covered a few pages later

Mandatory Steps 1-5 are detailed on the next page

Illustration

Mon May 08 2023 13:20:41 GMT-0400 (Eastern Daylight Time) Open All Areas Assign/Manage pCard Scroll Down

No approval route found.
Requisition R2023000124 Created for Document D2023000134.
Assigned for eRFQ Solicitation creation.

Detail Item Updated
Document: D2023000134 Item: 001 Qty: 1 UOM: EACH NIGP: 96203
Total Est Amnt: \$2000 Item Est Amnt: \$2000 Created by: doebuyer3

Solicitation Nbr: Q2023000050
Reference Number:

Requisition Nbr: R2023000124
Document Nbr: [D2023000134](#)

MANDATORY SOLICITATION SECTIONS ([CLICK A LINK BELOW OR CLICK here TO TOGGLE ALL MANDATORY AREAS](#))

Review / Edit: [Solicitation Release Information](#) STEP 1

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

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

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

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

OPTIONAL SOLICITATION SECTIONS

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

Review / Edit: [Header Notes](#)

Review / Edit: [Line Item\(s\) Quick Edit](#)

Establish / Review / Edit: [Solicit Responses From Other Commodity Suppliers](#)

Establish / Review / Edit: [Pre-Bid Conference](#)

Establish / Review / Edit: [Questions / Answer Section](#)

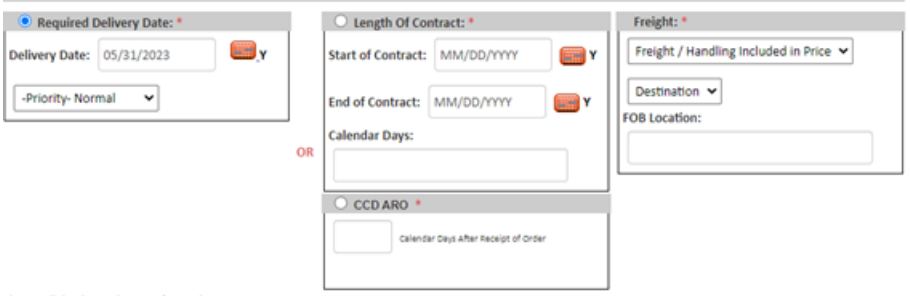
Establish / Review / Edit: [Sub Contractor Section](#)

Preview Vendor Solicitation Q2023000050

Release Solicitation Q2023000050 File Solicitation Q2023000050 for later action

Close Solicitation Q2023000050 - no action

Action	Illustration																														
<p>Mandatory Step 1</p> <p>Item Response - if the solicitation has multiple line items you can set the system to require vendors to respond to all line item (all or none) or allow for individual response using the drop-down selection</p> <p>Control Amount/Additive Alternate: Displays on the abstract. Negotiated internally to add addt'l to job for ex 400,000 additive alt 90,000 so the total in the control field is 490,000</p> <p>Select Solicitation Recipients - vendors may be selected using either Agency Domiciled Vendors (meaning Hawaii only) or All Registered Vendors (entire system including the mainland and foreign countries) – selected vendors maybe viewed by clicking on the Review Above Recipients button – there is an option to add additional registered vendors to this list</p> <p>Solicitation Email Date - optionally, the solicitation may be kept on hold until the date entered for its release – the default is today’s date</p> <p>Solicitation Responses Due - Enter a due date and time (closing date) – system default is 4:30 PM HST</p> <p>Solicitation Header File Attachments/ Standard file attachments – optionally, header files may be added – these are not the same as the line-item files you may have added earlier</p>	<p>Solicitation Nbr: Q2023000050 Reference Number: <input type="text"/></p> <p>Requisition Nbr: R2023000124 Document Nbr: D2023000134</p> <p>MANDATORY SOLICITATION SECTIONS (CLICK A LINK BELOW OR CLICK here TO TOGGLE ALL MANDATORY AREAS)</p> <p>Review / Edit Solicitation Release Information STEP 1</p> <p>Items Response: * Items Response: All or none items response Est TTL Amount: \$2000 Control Amount: 0</p> <p>Select Solicitation Recipients: * Agency Domiciled Vendors Review Above Recipients Help Click here to view Selected Certified list CERTIFIED VENDOR LISTS</p> <p>Solicitation Email Date: * Solicitation Email Date: 05/08/2023 After Any Approvals</p> <p>Solicitation Responses Due: * NO LATER THAN 4:30 on: MM/DD/YYYY (Override Close Time)</p> <p>Solicitation Header File Attachments: Click here to attach files. Manage Attachments 0 below. and / or Review Standard Files for Inclusion</p> <table border="1"> <thead> <tr> <th>On RFQ</th> <th>File Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>InterimGeneralConditions1999Edition.pdf</td> <td>Interim General Conditions, 1999 Edition (11/01/19)</td> </tr> <tr> <td>No</td> <td>Proj.Mgmt.v1.16.12.pdf</td> <td>Section 01310 Project Management and Coordination (11/01/19)</td> </tr> <tr> <td>No</td> <td>TG.01320-Const.Progr.v3.14.14.pdf</td> <td>Section 01320 Construction Progress Documentation</td> </tr> <tr> <td>No</td> <td>TG.01500-Temp.Fac.HePS.pdf</td> <td>Section 01500 Temporary Facilities and Controls (11/01/19)</td> </tr> <tr> <td>No</td> <td>TG.01700-Execution.Regmts.HePS.pdf</td> <td>Section 01700 Execution Requirements (11/01/19)</td> </tr> <tr> <td>No</td> <td>TG.01770-HePS.Closeout.Procedures.pdf</td> <td>Section 01770 Closeout Procedures (11/01/19)</td> </tr> <tr> <td>No</td> <td>TG.00210.Instr.to.Bidders.v050521.pdf</td> <td>Section 00210 Instruction to Bidders</td> </tr> <tr> <td>No</td> <td>General.Cond.v5.5.21.pdf</td> <td>Section 0070 Terms & Conditions TG 00700 v5.5.21</td> </tr> <tr> <td>No</td> <td>HePS.Bid.Evaluation.Criteria.Rev.1.doc</td> <td>HePS Bid Evaluation Criteria Rev 1</td> </tr> </tbody> </table>	On RFQ	File Name	Description	No	InterimGeneralConditions1999Edition.pdf	Interim General Conditions, 1999 Edition (11/01/19)	No	Proj.Mgmt.v1.16.12.pdf	Section 01310 Project Management and Coordination (11/01/19)	No	TG.01320-Const.Progr.v3.14.14.pdf	Section 01320 Construction Progress Documentation	No	TG.01500-Temp.Fac.HePS.pdf	Section 01500 Temporary Facilities and Controls (11/01/19)	No	TG.01700-Execution.Regmts.HePS.pdf	Section 01700 Execution Requirements (11/01/19)	No	TG.01770-HePS.Closeout.Procedures.pdf	Section 01770 Closeout Procedures (11/01/19)	No	TG.00210.Instr.to.Bidders.v050521.pdf	Section 00210 Instruction to Bidders	No	General.Cond.v5.5.21.pdf	Section 0070 Terms & Conditions TG 00700 v5.5.21	No	HePS.Bid.Evaluation.Criteria.Rev.1.doc	HePS Bid Evaluation Criteria Rev 1
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No	TG.00210.Instr.to.Bidders.v050521.pdf	Section 00210 Instruction to Bidders																													
No	General.Cond.v5.5.21.pdf	Section 0070 Terms & Conditions TG 00700 v5.5.21																													
No	HePS.Bid.Evaluation.Criteria.Rev.1.doc	HePS Bid Evaluation Criteria Rev 1																													

Action	Illustration
<p>Review Required Delivery Date or Length of Contract and Freight info – edit if necessary</p> <p>Calendar Days- Contract Duration / Total number of days</p> <p>CCD ARO - Number of Calendar Days After Receipt of Order</p>	 <p>The screenshot displays three main sections for contract configuration:</p> <ul style="list-style-type: none"> Required Delivery Date: Includes a date field (05/31/2023), a priority dropdown (-Priority- Normal), and a confirmation button. Length Of Contract: Includes start and end date fields (MM/DD/YYYY), a confirmation button, and a calendar days input field. Freight: Includes a dropdown for 'Freight / Handling Included in Price', a 'Destination' dropdown, and an 'FOB Location' input field. CCD ARO: A field for 'Calendar Days After Receipt of Order'. <p>Below the screenshot, there is a link: Close Solicitation Release Information</p>

Action	Illustration								
<p>Mandatory Step 2 Review and edit if necessary, the Bill To and Deliver To information that was selected earlier</p> <p>Mandatory Step 3 Choose Solicitation Instructions – there are a number of mandatory instructions for vendors that will automatically appear on your solicitation (transaction fee, tax requirements, upload and download instructions, etc.)</p> <p>In addition, there may be a number of optional pre-built instructions that you may choose to add to the solicitation by clicking on the square box on the left side of the instruction</p> <p>There is also a box for you to enter in additional instructions or information that you may need – please contact your system administrator if you would like to have additional mandatory or optional instructions added to the list for future use</p> <p>Mandatory Step 4 Enter a title for the solicitation – only the title is mandatory, the title description is optional</p> <p>Mandatory Step 5 Check the counties(s) where the goods or services are to be delivered. Chose a category from the dropdown selection.</p>	<p>Review / Edit Billing And Shipping Locations 🔍 STEP 2</p> <p>Bill To: <input type="text" value="Delivery Point"/> <input type="button" value="View"/> <--- Selected (Delivery Point), Click to view. Deliver to: <input type="text" value="OSFSS"/> <input type="button" value="View"/> <--- Selected (OSFSS), Click to reset.</p> <hr/> <p>Review / Edit Solicitation Vendor Instructions 🔍 STEP 3</p> <p style="text-align: center;">Solicitation Instructions Mandatory Instructions are automatically included on the Solicitation</p> <table border="1"> <thead> <tr> <th>Mandatory Instruction(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 (m-23)</td> <td>Unless otherwise indicated, questions regarding this solicitation must be directed, via email or phone, to the Contact Person listed.</td> </tr> <tr> <td>2 (m-42)</td> <td>HAWAII ELECTRONIC PROCUREMENT SYSTEM (HePS) INSTRUCTIONS AND GENERAL CONDITIONS: It is the offeror's responsibility to read and comply with any Specifications, Instructions, Special Provisions, and Terms & Conditions that may be attached or referenced in this solicitation.</td> </tr> <tr> <td>3 (m-44)</td> <td>TRANSACTION FEES: In accordance with the SOSA for HePS, the Awarded Vendor shall pay a Transaction Fee of 0.725% (.00725), capped at \$5,000, to SicommNet on the total dollar amount of goods or services purchased through the Hawaii Electronic Procurement System (HePS). Unless otherwise indicated in this solicitation, the Transaction Fee shall apply to all purchases, whether through the Purchase Order, Contract, or eCatalog regardless of the quantity or dollar amount of the purchase. Payment shall be made by the Awarded Vendor to SicommNet within thirty (30) days from receipt of invoice. The SOSA is hereby incorporated by reference into this Electronic Solicitation as if set forth herein in its entirety, and is located on the Internet at www.sicomm.net. Failure by any Vendor to obtain a copy of the SOSA shall in no way constitute or be deemed a waiver by the HePS Contractor or the Department of Education for a vendor's failure to consider this document in its response to the Electronic Solicitation.</td> </tr> </tbody> </table> <hr/> <p>Establish / Review / Edit Custom Solicitation Title and Description 🔍 STEP 4</p> <p>Custom Title: <input type="text" value="Misc Professional Services"/></p> <p>Custom Description: <input type="text"/></p> <hr/> <p>Review / Edit Solicitation Geographic Location/Category 🔍 STEP 5</p> <p>Counties: Statewide: <input checked="" type="checkbox"/> Honolulu: <input checked="" type="checkbox"/> Maui: <input checked="" type="checkbox"/> Hawaii: <input checked="" type="checkbox"/> Kauai: <input checked="" type="checkbox"/> →</p> <p>Category: <input type="text" value="Goods & Services"/> <ul style="list-style-type: none"> Goods & Services Choose A Category Goods & Services Construction Health & Human Services </p> <p>OPTIONAL SOLICITATION SECTIONS</p> <p>Review / Edit Contact and Buyer Information</p>	Mandatory Instruction(s)		1 (m-23)	Unless otherwise indicated, questions regarding this solicitation must be directed, via email or phone, to the Contact Person listed.	2 (m-42)	HAWAII ELECTRONIC PROCUREMENT SYSTEM (HePS) INSTRUCTIONS AND GENERAL CONDITIONS: It is the offeror's responsibility to read and comply with any Specifications, Instructions, Special Provisions, and Terms & Conditions that may be attached or referenced in this solicitation.	3 (m-44)	TRANSACTION FEES: In accordance with the SOSA for HePS, the Awarded Vendor shall pay a Transaction Fee of 0.725% (.00725), capped at \$5,000, to SicommNet on the total dollar amount of goods or services purchased through the Hawaii Electronic Procurement System (HePS). 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1 (m-23)	Unless otherwise indicated, questions regarding this solicitation must be directed, via email or phone, to the Contact Person listed.								
2 (m-42)	HAWAII ELECTRONIC PROCUREMENT SYSTEM (HePS) INSTRUCTIONS AND GENERAL CONDITIONS: It is the offeror's responsibility to read and comply with any Specifications, Instructions, Special Provisions, and Terms & Conditions that may be attached or referenced in this solicitation.								
3 (m-44)	TRANSACTION FEES: In accordance with the SOSA for HePS, the Awarded Vendor shall pay a Transaction Fee of 0.725% (.00725), capped at \$5,000, to SicommNet on the total dollar amount of goods or services purchased through the Hawaii Electronic Procurement System (HePS). Unless otherwise indicated in this solicitation, the Transaction Fee shall apply to all purchases, whether through the Purchase Order, Contract, or eCatalog regardless of the quantity or dollar amount of the purchase. Payment shall be made by the Awarded Vendor to SicommNet within thirty (30) days from receipt of invoice. The SOSA is hereby incorporated by reference into this Electronic Solicitation as if set forth herein in its entirety, and is located on the Internet at www.sicomm.net . Failure by any Vendor to obtain a copy of the SOSA shall in no way constitute or be deemed a waiver by the HePS Contractor or the Department of Education for a vendor's failure to consider this document in its response to the Electronic Solicitation.								

Action

Optional Solicitation Sections

The following areas are all optional features that may be used in creating your solicitation:

Contact and Buyer Information –review and edit as necessary

Header Notes – review and edit as necessary

Line-Item Quick Edit – allows you to change quantities, unit of measure, and estimated dollar amount, but not description

Solicit Responses from other Commodity Suppliers – ability to search for up to 20 additional commodity codes in addition to the line-item code

Pre-Bid Conference – used for notifying vendors of a pre-bid conference or pre-site visit requirements – choose a date, time, place, and add notes

Illustration

OPTIONAL SOLICITATION SECTIONS

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

[Review / Edit Header Notes](#)

[Review / Edit Line Item\(s\) Quick Edit](#)

Items Quick Edit Select Item from below frame for editing of: Fund Citations, Delivery Points, File Attachments, Descriptions, Notes
Enter fields to change. Fields not being changed do not need to be re-entered, they will retain the values shown in red.

Save Chges	Item	Reference Number	Quantity	UOM	Est Total Amnt \$	Orig: 2000
<input type="checkbox"/>	001	<input type="text"/> ()	<input type="text"/> (1)	<input type="text"/> (EACH)	<input type="text"/> (2000)	<input type="text"/> Edit Desc: <input type="text"/>

[Establish / Review / Edit Solicit Responses From Other Commodity Suppliers](#)

Commodity Codes: <--- Clear Commodities 1 of 20 Alternate

Commodities Entered Computing Approximate Batch Emails
Use the [Search Button](#) and select up to 20 Commodity Suppliers (other than the [Line Item Commodities](#)) from whom to solicit responses

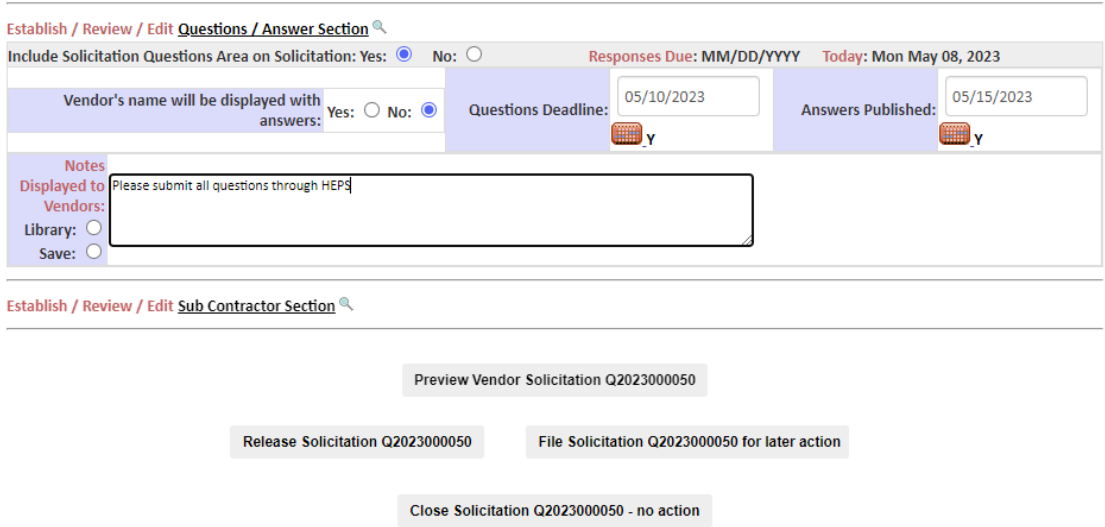
[Establish / Review / Edit Pre-Bid Conference](#)

Date: Y Conference Time: Responses Due: MM/DD/YYYY [Vendor Presentation](#)

[Example](#)

<p>Location:</p> <p>Copy Agency Address: <input checked="" type="radio"/> <input type="radio"/></p> <p>Library: <input type="radio"/></p> <p>Save: <input type="radio"/></p>	<p>Office of School Facilities and Sup 1037 S. Beretania St, Honolulu, HI 96813</p>	<p>Notes:</p> <p>Library: <input type="radio"/></p> <p>Save: <input type="radio"/></p>
---	---	---

Click [here](#) to review Pre-Bid Conference Registered Attendees

Action	Illustration
<p>Questions/Answer Section – allows for vendors to submit questions online – choose to show the vendors name, a deadline for question submittal, and a time at which your answers will be published to all vendors</p> <p>Release Solicitation - sends it to approval routing or to the internet</p> <p>File Solicitation for later action –will save and place it in Solicitation Manager/On Hold for future edits</p>	 <p>The screenshot shows a web interface for managing a solicitation. At the top, there are navigation links: "Establish / Review / Edit Questions / Answer Section". Below this, there are settings for "Include Solicitation Questions Area on Solicitation" with radio buttons for "Yes" (selected) and "No". To the right, it shows "Responses Due: MM/DD/YYYY" and "Today: Mon May 08, 2023".</p> <p>There are two date pickers: "Questions Deadline:" set to 05/10/2023 and "Answers Published:" set to 05/15/2023. Below these are "Vendor's name will be displayed with answers:" with radio buttons for "Yes" (selected) and "No", and "Library:" with a radio button for "Save".</p> <p>A "Notes" section contains a text box with the text "Please submit all questions through HEP\$".</p> <p>Below the notes, there are three buttons for actions: "Preview Vendor Solicitation Q2023000050", "Release Solicitation Q2023000050", and "File Solicitation Q2023000050 for later action". At the bottom, there is a button "Close Solicitation Q2023000050 - no action".</p>

Action	Illustration																				
<p>Line Item Edit</p> <p>Prior to release of the solicitation the line items(s) may be reviewed and edit if necessary – the options include changing the quantity, unit of measure, editing the description, editing attachments, changing the commodity code, and adding additional line items</p> <p>Click on the Edit button in the bottom frame in the line-item area. The process is the same as Steps 9-14.</p> <p>Editing the Existing Line Item – click on the Click here to continue with commodity number which will open a different window with the same Steps 9-14</p> <p>Choose a Different Commodity – Click here to choose a different commodity - allows you to select a new commodity code to replace the existing one – the process is the same as in Steps 8-14</p> <p>Adding Another Line Item – Click on the Add Item 2 button in the center of the bottom frame – the process is the same as Steps 8-14</p>	<p>EDIT CURRENT ITEM</p> <p>Editing Document: D2023000134 Item 1 Click here to continue with commodity 96203.</p> <p>OR</p> <p>CLICK HERE TO CHOOSE A DIFFERENT COMMODITY USING NIGP</p> <p>Solicitation Q2023000050 Items On Hold: Select by clicking the button adjacent the required item. Enable Auto Toggle: <input type="checkbox"/> Add Item 2</p> <table border="1"> <thead> <tr> <th>View</th> <th>Edit</th> <th>Delete</th> <th>Dept</th> <th>Name</th> <th>Item</th> <th>Est Amnt</th> <th>Commodity</th> <th>Short Description</th> <th>Create Date</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td>DOETEST</td> <td>MATSUMOTO</td> <td>001</td> <td>2,000</td> <td>96203</td> <td>MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service</td> <td>Mon May 08 2023</td> </tr> </tbody> </table>	View	Edit	Delete	Dept	Name	Item	Est Amnt	Commodity	Short Description	Create Date	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	DOETEST	MATSUMOTO	001	2,000	96203	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service	Mon May 08 2023
View	Edit	Delete	Dept	Name	Item	Est Amnt	Commodity	Short Description	Create Date												
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Action

Once you click ok on the Approval routes check pop-up, when all reviews and edits are done, click the **Release Solicitation Q2023000050** button in the upper frame.

The solicitation will be checked for approval routing.

The solicitation will be displayed on the **On Internet** page. The **Vendor View** of the solicitation will appear as separate window and allow you to see your solicitation as the vendor sees it. The pink area will contain information about whether the solicitation has been released to the internet or has been sent to approval touting.

If in approval routing, you will get an email confirmation that the solicitation has been released when the last approver has approved it.

The **On Internet** page displays information about the solicitation including number of responses, list of vendors emailed, questions and answers, pre-bid conference. It is where amendments are done (**Amend**) and when a solicitation can be cancelled (**Remove**). It has a link to the actual view that a vendor sees (**Vendor View**).

Illustration

The illustration shows a screenshot of the HePS (Hawaii eProcurement System) interface. At the top, there is a navigation bar with tabs for MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, and MISCELLANEOUS. Below this is a sub-menu with options: New, In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Contact Us, Help, and Logout. The main content area displays a pop-up window titled 'Hdr Items Mailer - Google Chrome' with the following text:

Hawaii Test Co.
123 Main St,
Honolulu, HI 96813

eRequest for Quotation

10:53:03 A.M. Wed May 10, GMT-0400 (Eastern Daylight Time) [Close]

HH:MM:SS adjusted to system server hh:mm:ss

Click [here](#) to review the Invitation List for this Solicitation

Solicitation Title: Misc Professional Services

Below the pop-up, a table lists solicitation details:


View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Nbr	Nbr	Nbr	Items	Version
View	View	0 / 0	Amend	Remove	DOETEST	MATSUMOTO ETA: \$2,000	RFX	Q2023000050	R2023000124	D2023000134	1	00

Additional details for the selected solicitation:

- NIGP / Description: 96203: testing delete from on internet
- HePS PNS: Statewide Category: Goods & Services
- Solicitation Closes: Fri May 19 2023 4:30 PM Original Solicitation Release Date: Wed May 10
- View Invitation List: Pending - In Run Queue
- Line Item Commodities: 96203,962,96200 for Solicitation response.
- Pre-Bid Conference: A Pre-Bid Conference is scheduled for 05/12/2023 at 9:15 AM Review 0 Registered Attendees:

Part 2 – Amending and Managing your Solicitation

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

To begin, click on the On Internet Icon  ON INTERNET

Action	Illustration																																																				
<p>Amending a Solicitation</p> <p>All parts of a solicitation may be reviewed, edited, or amended as necessary – in addition this page contains this information:</p> <p>Click on the small round button next the number of responses to view names of vendors who have responded – prices are not displayed</p> <p>Pre-Bid Conference – vendors may optionally sign up to attend. Click on the check box to view attendees</p> <p>Question/Answer Period – Click here to view and respond to vendor questions</p> <p>Vendors – if Agency Domiciled Vendor option was chosen, click on here to review that list</p> <p>Solicitation Files – click on the link to view your attachments</p> <p>To begin amending a solicitation, click on the word Amend which is a link.</p>	<p>No Approval Routes Found. Solicitation: Q2023000050 released to the Internet. Approximate Number of Notification Emails Pending In Email Queue: 176 By: MICHAEL MATSUMOTO Tele:808-111-1111 Email: michael.matsumoto@sicomm.net Email Notifications Date: 05/10/2023 Solicitation Due Date: 05/19/2023 (Requisition Nbr: R2023000124 Document Nbr: D2023000134)</p> <table border="1"> <thead> <tr> <th>View RFX</th> <th>Vendor View</th> <th>Responses/Participants</th> <th>Amend</th> <th>Remove</th> <th>Dept</th> <th>Originator</th> <th>Type</th> <th>Solicitation Nbr</th> <th>Requisition Nbr</th> <th>Document Nbr</th> <th>Items</th> <th>Current Version</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>View</td> <td>0 / 0</td> <td>Amend</td> <td>Remove</td> <td>DOETEST</td> <td>MATSUMOTO ETA: \$2,000</td> <td>RFB</td> <td>B2023000063</td> <td>R2023000104</td> <td>D2023000112</td> <td>1</td> <td>00</td> </tr> </tbody> </table> <p>NIGP / Description: 96203: testing delete from on internet HePS PNS: Statewide Category: Goods & Services Solicitation Closes: Fri May 19 2023 4:30 PM Original Solicitation Release Date: Wed May 03 View Invitation List: Pending - In Run Queue Line Item Commodities: 96203,962,96200 for Solicitation response.</p> <table border="1"> <thead> <tr> <th>View RFX</th> <th>Vendor View</th> <th>Responses/Participants</th> <th>Amend</th> <th>Remove</th> <th>Dept</th> <th>Originator</th> <th>Type</th> <th>Solicitation Nbr</th> <th>Requisition Nbr</th> <th>Document Nbr</th> <th>Items</th> <th>Current Version</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>View</td> <td>0 / 0</td> <td>Amend</td> <td>Remove</td> <td>DOETEST</td> <td>MATSUMOTO ETA: \$2,000</td> <td>RFQ</td> <td>Q2023000050</td> <td>R2023000124</td> <td>D2023000134</td> <td>1</td> <td>00</td> </tr> </tbody> </table> <p>NIGP / Description: 96203: Misc Professional Services HePS PNS: Statewide Category: Goods & Services Solicitation Closes: Fri May 19 2023 4:30 PM Original Solicitation Release Date: Wed May 10 View Invitation List: Pending - In Run Queue Pre-Bid Conference: A Pre-Bid Conference is scheduled for 05/12/2023 at 9:15 AM Review 0 Registered Attendees: <input type="checkbox"/></p> <p>Questions/Answers Area Exists: Click here to review or respond to Vendor Questions Questions Deadline is Today: Questions Deadline: 05/10/2023 Answers Published Date: 05/15/2023 0 Total Questions 0 Questions Answered</p> <p>Solicitation Files Attached: Header: Item 001: Agency_Sol_diff.docx Additional Instructions HI State Vendors Only: Click here to view member configuration. Emails and Vendor View only for vendors domiciled in HI Other Solicited Commodities: In Addition to the Line Item Commodities: Vendors providing Commodities 96209 are solicited for response.</p> <p style="text-align: center;">1 - 2 of 2 Top Of Page</p>	View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version	View	View	0 / 0	Amend	Remove	DOETEST	MATSUMOTO ETA: \$2,000	RFB	B2023000063	R2023000104	D2023000112	1	00	View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version	View	View	0 / 0	Amend	Remove	DOETEST	MATSUMOTO ETA: \$2,000	RFQ	Q2023000050	R2023000124	D2023000134	1	00
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Action

Amending a solicitation continued..

Before you begin the amendment, a separate popup window will appear called the Vendor Response Tracker. It shows:

- Vendors who have already responded
- Vendors who were emailed the solicitation (**Review Email Recipients button**)
- Vendor who have opened their email or logged in and viewed the solicitation (**Review Vendors Who Viewed Solicitation Detail button**)

To continue the amendment process, close this informational window.

This window can be opened at any time by clicking on the **Toggle Responsees View** button.

Illustration

HePS

MAIN SOLICITATION MANAGER AWARDS MANAGER AWARDS HISTORY MISCELLANEOUS

New In Work On Hold On Internet Awaiting Award Awarded Find Contact Us Help Logout

Hawaii Test Co.
123 Main St,
Honolulu, HI 96813

HePS

Creating Addendum 01
On NET Request for Quotation
Current Version 00 loaded

Addendum Recipients - Google Chrome

Wed May 10 2023 11:06:10 GMT-0400 (Eastern Daylight Time)

Solicitation Nbr: Q2023000050 - 01
Reference Number:

MANDATORY ADDENDUM REASON SECTION
Review / Edit Addendum Information STEP 1
Solicitation Addendum 01 / CHANGE REASON TEXT (display)

Vendor Name	Vendor ID	Recipient	Date Emailed	Date Accessed	Version / Acknowledged	Download IP Address
SURFER GIRL, INC	P00000058359	Test E. Vendor58359		WED MAY 10, 2023 05:06:08 AM HST	00	72.87.63.127
Kauwe And Sons	P00000058505	John Kauwe		WED MAY 10, 2023 05:04:54 AM HST	00	72.87.63.127

2 Vendors responded to this Solicitation

Solicitation Q2023000050 Items On the Internet: Select

Review 0 Email Recipients(1) Review 2 Vendors Who Viewed Solicitation Detail(1)

Action

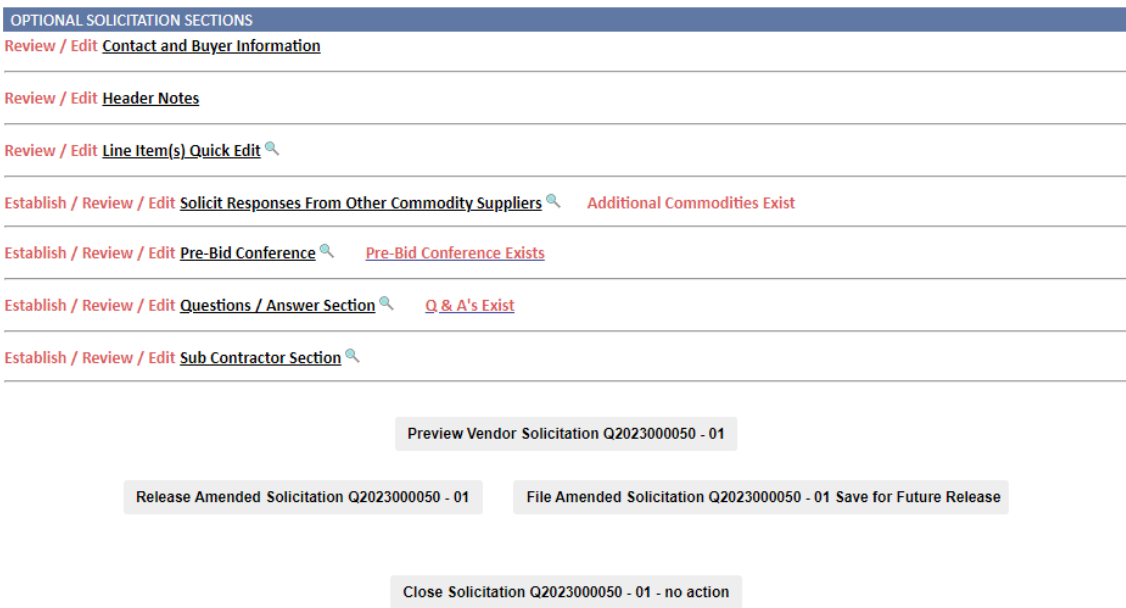
Mandatory Step 1

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

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

Illustration

The screenshot displays the 'Solicitation Manager' interface. At the top, there is a navigation bar with 'MAIN' selected, followed by 'SOLICITATION MANAGER', 'AWARDS MANAGER', 'AWARDS HISTORY', and 'MISCELLANEOUS'. Below this is a secondary menu with options: 'New', 'In Work', 'On Hold', 'On Internet', 'Awaiting Award', 'Awarded', 'Find', 'Contact Us', 'Help', and 'Logout'. The main content area shows 'Solicitation Nbr: Q2023000050 - 01' and 'Reference Number:' with an input field. To the right, it shows 'Requisition Nbr: R2023000124' and 'Document Nbr: D2023000134'. A blue header bar reads 'MANDATORY ADDENDUM REASON SECTION'. Below it, there are links for 'Review / Edit Addendum Information' (STEP 1) and 'Solicitation Addendum 01 / CHANGE REASON TEXT (displayed on solicitation)'. A text area contains the text 'Adding additional information to specifications'. Below this is a 'View Past Addendums' section showing 'Current Ver.00' and 'Addendum Reason:'. A 'Close Addendum Area' button is present. Another blue header bar reads 'MANDATORY SOLICITATION SECTIONS (CLICK A LINK BELOW OR CLICK here TO TOGGLE ALL MANDATORY AREAS)'. Below this are several links for 'Review / Edit Solicitation Release Information' (STEP 2), 'Review / Edit Billing And Shipping Locations' (STEP 3), 'Review / Edit Solicitation Vendor Instructions' (STEP 4), 'Review / Edit Custom Solicitation Title and Description' (STEP 5) with a note 'Custom Title or Description Exists', and 'Review / Edit Solicitation Geographic Location/Category' (STEP 6).

Action	Illustration
<p>Optional Solicitation Sections may be opened by clicking on the text links.</p> <p>To amend information on the line item (quantity, unit of measure, description, attachments, commodity code) click on the Amend button in the lower frame. The process is the same as when you were editing the original solicitation</p> <p>To add another line item, click on the Add Item 2 button in the center of the page in the lower frame. The process is the same as described earlier in Steps 8-14.</p> <p>To finish and release the amendment, click on the Release Amended Solicitation button or you may choose to save your changes and File Amended Solicitation for Future Release.</p>	 <p>The screenshot displays the 'OPTIONAL SOLICITATION SECTIONS' menu with the following options:</p> <ul style="list-style-type: none"> Review / Edit Contact and Buyer Information Review / Edit Header Notes Review / Edit Line Item(s) Quick Edit Establish / Review / Edit Solicit Responses From Other Commodity Suppliers Additional Commodities Exist Establish / Review / Edit Pre-Bid Conference Pre-Bid Conference Exists Establish / Review / Edit Questions / Answer Section Q & A's Exist Establish / Review / Edit Sub Contractor Section <p>At the bottom of the interface, there are three buttons:</p> <ul style="list-style-type: none"> Preview Vendor Solicitation Q2023000050 - 01 Release Amended Solicitation Q2023000050 - 01 File Amended Solicitation Q2023000050 - 01 Save for Future Release Close Solicitation Q2023000050 - 01 - no action

Action	Illustration																																						
<p>The amended solicitation may be checked for approval routing just like the original release depending upon your internal setup.</p> <p>If approval routing is found, you will receive an email notification when it is approved and released.</p> <p>It will again be displayed on the On Internet page.</p> <p>Notice that the Current Version has changed to 01. The small magnifying glass icon opens a display of the previous version reasons</p>	<p>Internet Solicitations: Jump to a Specific Document B I P Q Display All Internet Related Solicitations Toggle Detail Bottom Classics Only Exclude Classics</p> <p>Wed May 10 08:17:16 GMT-0700 (PDT) 2023 Solicitation Q2023000050 has been amended to version 01 By: Buyer:MICHAEL MATSUMOTO Tele:808-111-1111 Email: michael.matsumoto@sicomm.net and re-released to the Internet Email Notifications Date: 05/10/2023 Solicitation Due Date: 05/19/2023 Reason: Adding additional information to specification 2 Responding Vendors checked for attachments to respond Notifying Responding Vendors by email of Addendum All notified vendors will be re-emailed this Addendum On Internet Solicitation(Q2023000050) amended to version 01</p> <table border="1"> <thead> <tr> <th>View RFX</th> <th>Vendor View</th> <th>Responses/Participants</th> <th>Amend</th> <th>Re</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>View</td> <td>0 / 0</td> <td>Amend</td> <td>Re</td> </tr> </tbody> </table> <p>NIGP / Description: 96203: testing delete from on i HePS PNS: Statewide Category: Goods & Solicitation Closes: Fri May 19 2023 4:30 View Invitation List: Pending - In Run Que Line Item Commodities: 96203,962,96200 for</p> <table border="1"> <thead> <tr> <th>View RFX</th> <th>Vendor View</th> <th>Responses/Participants</th> <th>Amend</th> <th>Remove</th> <th>DOETEST</th> <th>MATSUMOTO</th> <th>ETA: \$2,000</th> <th>RFQ</th> <th>Q2023000050</th> <th>R2023000124</th> <th>D2023000134</th> <th>1</th> <th>01</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>View</td> <td>2 / 0</td> <td>Amend</td> <td>Remove</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>NIGP / Description: 96203: Misc Professional Services HePS PNS: Statewide Category: Goods & Services Solicitation Closes: Fri May 19 2023 4:30 PM Last Addenda Release Date: Wed May 10 Original Solicitation Release Date: Wed May 10 View Invitation List: Pending - In Run Queue Pre-Bid Conference: A Pre-Bid Conference is scheduled for 05/12/2023 at 9:15 AM Review 0 Registered Attendees: <input type="checkbox"/></p> <p>Questions/Answers Area Exists: Click here to review or respond to Vendor Questions Questions Deadline is Today Questions Deadline: 05/10/2023 Answers Published Date: 05/15/2023 1 Total Questions 0 Questions Answered</p> <p>Solicitation Files Attached: Header: Item 001: Agency_Sol_diff.docx Additional Instructions HI State Vendors Only: Click here to view member configuration. Emails and Vendor View only for vendors domiciled in HI Other Solicited Commodities: In Addition to the Line Item Commodities: Vendors providing Commodities 96209 are solicited for response.</p>	View RFX	Vendor View	Responses/Participants	Amend	Re	View	View	0 / 0	Amend	Re	View RFX	Vendor View	Responses/Participants	Amend	Remove	DOETEST	MATSUMOTO	ETA: \$2,000	RFQ	Q2023000050	R2023000124	D2023000134	1	01	View	View	2 / 0	Amend	Remove									
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Action	Illustration
<p>Deleting or removing a solicitation that is on the internet is done by clicking on the word Remove.</p> <p>The Remove functions are:</p> <p>Permanently Delete this Solicitation - will remove the solicitation from the internet and delete all documents</p> <p>Stage this solicitation for re- release to On-Hold – vendor responses will be lost</p> <p>Temporarily take this solicitation offline – vendor responses will be saved and will display when the solicitation is re-released</p> <p>Close for Award – this will close a solicitation prematurely before the scheduled closing date and should not be used with notifying the vendors of such action using the email section or by amending the solicitation</p> <p>Cancel Remove Action</p> <p>It has an optional email to vendors that can be used to notify them of your actions. If using, the email must be completed first before any action is taken.</p>	<p>The illustration shows a screenshot of a procurement system. At the top, there is a table with columns: View RFX, Vendor View, Responses/Participants, Amend, Remove, Dept, Originator, Type, Solicitation Nbr, Requisition Nbr, Document Nbr, Items, and Current Version. A red box highlights the 'Remove' button in the 'Remove' column for a row with 'Solicitation Nbr' Q2023000050. Below the table, there is a detailed view of the selected solicitation, including its description, closing dates, and a 'Questions/Answers Area'. The main part of the illustration is a form titled 'Optional Vendor notification of Cancelled Internet Solicitation'. This form includes a 'Solicitation' dropdown menu, a 'Subject' field, a large 'Email body' text area, and checkboxes for 'Email all responding vendors', 'cc self', and 'Email all notified vendors'. There is also a 'Status' field with a prompt to enter subject and recipient. At the bottom, there are several buttons: 'Toggle clear', 'Review email', 'Help', 'Transactions Log', 'Back to On Internet', 'Permanently Delete this Solicitation', 'Temporarily take this Solicitation offline', 'Stage this Solicitation for re-release to On-Hold', 'Cancel Remove Action', and 'Close For Award'.</p>

Action

Close for Award

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

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

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

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

Illustration

The screenshot displays the HePS Awards Manager interface. At the top, there is a navigation bar with tabs for MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, and MISCELLANEOUS. Below this is a secondary navigation bar with links for New, In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Contact Us, Help, and Logout.

The main content area features the HePS logo and contact information for Hawaii Test Co. (123 Main St., Honolulu, HI 96318). Below this is a section for Internet Solicitations with a message: "The Solicitation Q2023000050 has been moved to Awards Manager".

A table lists the details of the solicitation:

View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	2 / 0	Amend	Remove	DOETEST	MATSUMOTO ETA: \$2,000	RFQ	Q2023000050	R2023000124	D2023000134	1	01

Below the table, there is a section for NIGP / Description: 96203: Misc Professional Services. It includes details such as HePS PNS: Statewide, Category: Goods & Services, Solicitation Closes: Fri May 19 2023 4:30 PM, Last Addenda Release Date: Wed May 10, and Original Solicitation Release Date: Wed May 10. There is also a Pre-Bid Conference scheduled for 05/12/2023 at 9:15 AM.

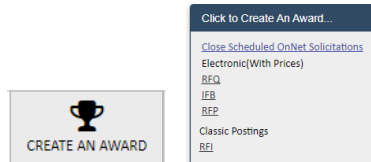
The interface also shows a Questions/Answers Area with a Questions Deadline of 05/10/2023 and 1 Total Question. A Solicitation Files Attached section lists an Agency_Sol_diff.docx file.

At the bottom, there is a "View Protest Module" section with a table showing the status of protests:

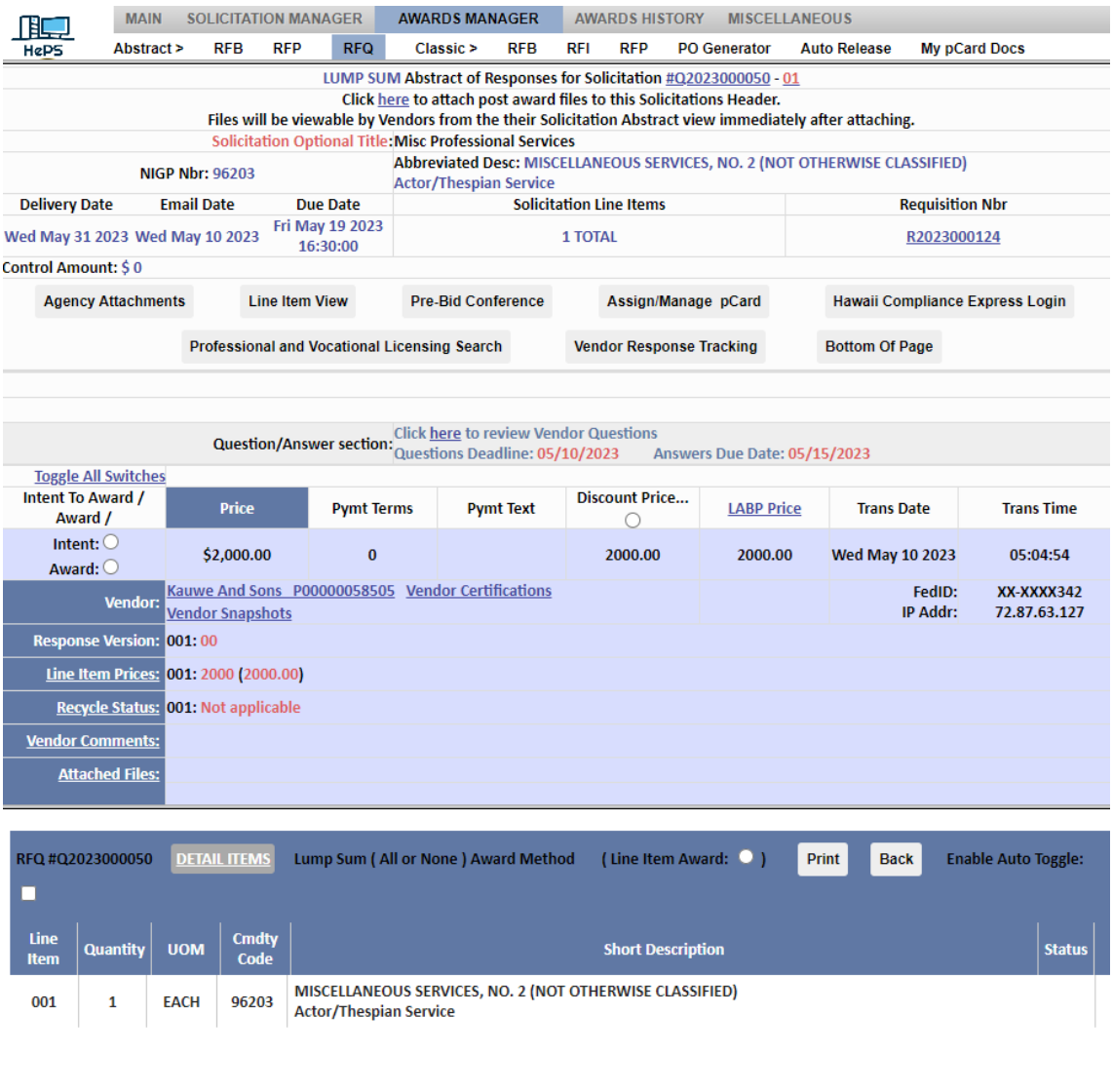
View Protest Module	
Unacknowledged	0
Total	0


Part 3 - Creating an Award

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



Action	Illustration																																																					
<p>Closed solicitations appear as a list in the bottom frame.</p> <p>To open the solicitation and view the responses click on the Lump Sum button. Line Item (Split Awards) will be covered on page 29.</p> <p>Optionally, you may choose to move the solicitation to On Hold where you can edit and re-release it or Delete the solicitation. This most commonly used when there are no vendor responses.</p> <p>Enter a check mark in the first square box next to the number of responses to move the solicitation on-hold or the second box to delete the solicitation. If choosing to delete, you will prompt to enter a reason. The third box allows you to use the Hide feature, select the 'Hidden' check box. This will prompt a popup to appear that indicated the solicitation has been hidden</p> <p>Then click on the Move Selected Solicitations to On Hold/Delete/Hidden button.</p> <p>In addition, you may send an optional email to notify vendors of your actions by completing the email in the upper frame.</p> <p>Confirmation popup messages will appear with an explanation of the actions you are taking.</p>	<table border="1"> <thead> <tr> <th rowspan="2">RFQ Nbr</th> <th rowspan="2">Delivery Date</th> <th colspan="3">View Responses</th> <th rowspan="2">Responses / Move To On Hold / Delete / Hidden</th> <th rowspan="2">Line Items For Award / Awarded</th> <th rowspan="2">Close Date</th> <th rowspan="2">Commodity</th> <th rowspan="2">Short Description</th> </tr> <tr> <th>Lump Sum</th> <th>Line Item</th> <th>TVL</th> </tr> </thead> <tbody> <tr> <td>Q2023000023-00</td> <td>Tue Feb 28 2023</td> <td>LS: <input type="radio"/></td> <td>N/A</td> <td></td> <td>0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td>1 / 0</td> <td>THU JAN 05 2023 16:30:00</td> <td>96203</td> <td>Testing covid language</td> </tr> <tr> <td>Q2023000024-00</td> <td>Fri Jan 27 2023</td> <td>LS: <input type="radio"/></td> <td>N/A</td> <td></td> <td>0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td>1 / 0</td> <td>FRI JAN 06 2023 16:30:00</td> <td>96203</td> <td>Testing covid language</td> </tr> <tr> <td>Q2023000032-00</td> <td>Tue Feb 28 2023</td> <td>LS: <input type="radio"/></td> <td>N/A</td> <td></td> <td>0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td>1 / 0</td> <td>FRI FEB 10 2023 15:30:00</td> <td>91000</td> <td>Test Cancellat - PNS</td> </tr> <tr> <td>Q2023000050-01</td> <td>Wed May 31 2023</td> <td>LS: <input type="radio"/></td> <td>N/A</td> <td></td> <td>2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td>1 / 0</td> <td>FRI MAY 19 2023 16:30:00</td> <td>96203</td> <td>Misc Professio Service</td> </tr> </tbody> </table>	RFQ Nbr	Delivery Date	View Responses			Responses / Move To On Hold / Delete / Hidden	Line Items For Award / Awarded	Close Date	Commodity	Short Description	Lump Sum	Line Item	TVL	Q2023000023-00	Tue Feb 28 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	THU JAN 05 2023 16:30:00	96203	Testing covid language	Q2023000024-00	Fri Jan 27 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI JAN 06 2023 16:30:00	96203	Testing covid language	Q2023000032-00	Tue Feb 28 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI FEB 10 2023 15:30:00	91000	Test Cancellat - PNS	Q2023000050-01	Wed May 31 2023	LS: <input type="radio"/>	N/A		2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI MAY 19 2023 16:30:00	96203	Misc Professio Service
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Action	Illustration
<p>Vendor responses are displayed on the Abstract page arranged in order from lowest to highest cost. Responses are separated by a dark blue line.</p> <p>At the bottom of the page you may click to create the abstract page as an Excel file (cvs).</p> <p>The page shows all relevant information about the vendor and their bid and has buttons or websites that have information about pre-bid conference, Professional and Vocational Licensing (DCCA), Federal Excluded Parties List, vendor response tracking, questions and answers and the ability to upload vendor attachments.</p>	 <p>The screenshot displays the HePS Awards Manager interface for solicitation #Q2023000050 - 01. The page title is 'LUMP SUM Abstract of Responses for Solicitation #Q2023000050 - 01'. The solicitation is for 'Misc Professional Services' with an abbreviated description of 'MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Service'. The NIGP number is 96203. The delivery date is Wed May 31 2023, the email date is Wed May 10 2023, and the due date is Fri May 19 2023 at 16:30:00. The price is \$2,000.00. The vendor is 'Kauwe And Sons P0000058505'. The response version is 001:00. The line item price is 001:2000 (2000.00). The recycle status is 001: Not applicable. The attached files section is empty. The interface includes navigation tabs (MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, MISCELLANEOUS) and various action buttons (Agency Attachments, Line Item View, Pre-Bid Conference, Assign/Manage pCard, Hawaii Compliance Express Login, Professional and Vocational Licensing Search, Vendor Response Tracking, Bottom Of Page). A question/answer section is also visible with a deadline of 05/10/2023 and answers due on 05/15/2023.</p>

Action	Illustration
<p>Intent to Award – opens an email system where you may send a notification of intent or ask for additional documents (Compliance documents). There is also an optional email that can be sent to the non-selected vendors.</p> <p>Award – is where you choose the awarded vendor and create the award notification.</p> <p>The vendor’s name is a link to their profile information.</p> <p>Vendor comments and file attachments will appear if a vendor submits that info.</p>	 <p>The screenshot shows a vendor profile page with the following details:</p> <ul style="list-style-type: none"> Intent: <input type="radio"/> (highlighted with a red box) Award: <input type="radio"/> Vendor: Kauwe And Sons P00000058505 Vendor Certifications Response Version: 001: 00 Line Item Prices: 001: 2000 (2000.00) Recycle Status: 001: Not applicable Vendor Comments: Attached Files: Item: 001 Agency Sol_diff.docx Buyer Comments: Detail/Info Files: No attachments Upload a vendor detail/information file Choose File No file chosen Optional description Upload

Action

If using the Intent to Award email

Clicking on **Intent to Award** will open an email system where you may send a notification of intent or ask for additional documents.

Compliance documents are the most common so wording has already been entered for you but may be edited as needed.

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

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

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

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

Illustration

Vendor Notification of Intent to Award Solicitation

Cancel This Intent to Award - Return to Abstract

Vendor Name: Solicitation: [Q2023000050](#) All Items To Vendor ID: P00000058505

CGS search

Email Subject: Review Email Attach a File

Intent To Award Email body:

Kauwe And Sons
Vendor Address
City, State Zip

Based upon your response to our Solicitation (Number: Q2023000050), we intend to award the selected items to your company upon your demonstrating proof of compliance in Hawaii Compliance Express (HCE). You have 10 working days after the date of this intent to award to obtain compliance in HCE. Register in HCE at <https://vendors.ehawaii.gov/hce>
The annual cost is \$12.00.

Note that it may take up to two weeks from initial registration for review to be completed and compliance verified. Failure to obtain compliance in HCE in a timely manner may result in award to another vendor.

The State may find cause for cancellation of the intent to award, thus the State of Hawaii is not liable for any work, contract, costs, expenses, loss of profit, or any damages incurred by your company prior to receipt of the Notice of Award.

Should you have any questions or be unable to obtain compliance, contact the buyer for this solicitation.

MICHAEL MATSUMOTO
808-111-1111
michael.matsumoto@sicomm.net

Bcc self: Bcc list: (email addresses, seperated by commas) Bcc self "Not Selected":

Solicitation Q2023000050 Item: Responding Vendors

Vendor	Send Email	Vendor Name	Intent To Award	Award
1	X	Kauwe And Sons P00000058505	YES	<input type="radio"/>
2	<input checked="" type="checkbox"/>	SURFER GIRL, INC P00000058359	NO	

Review email:

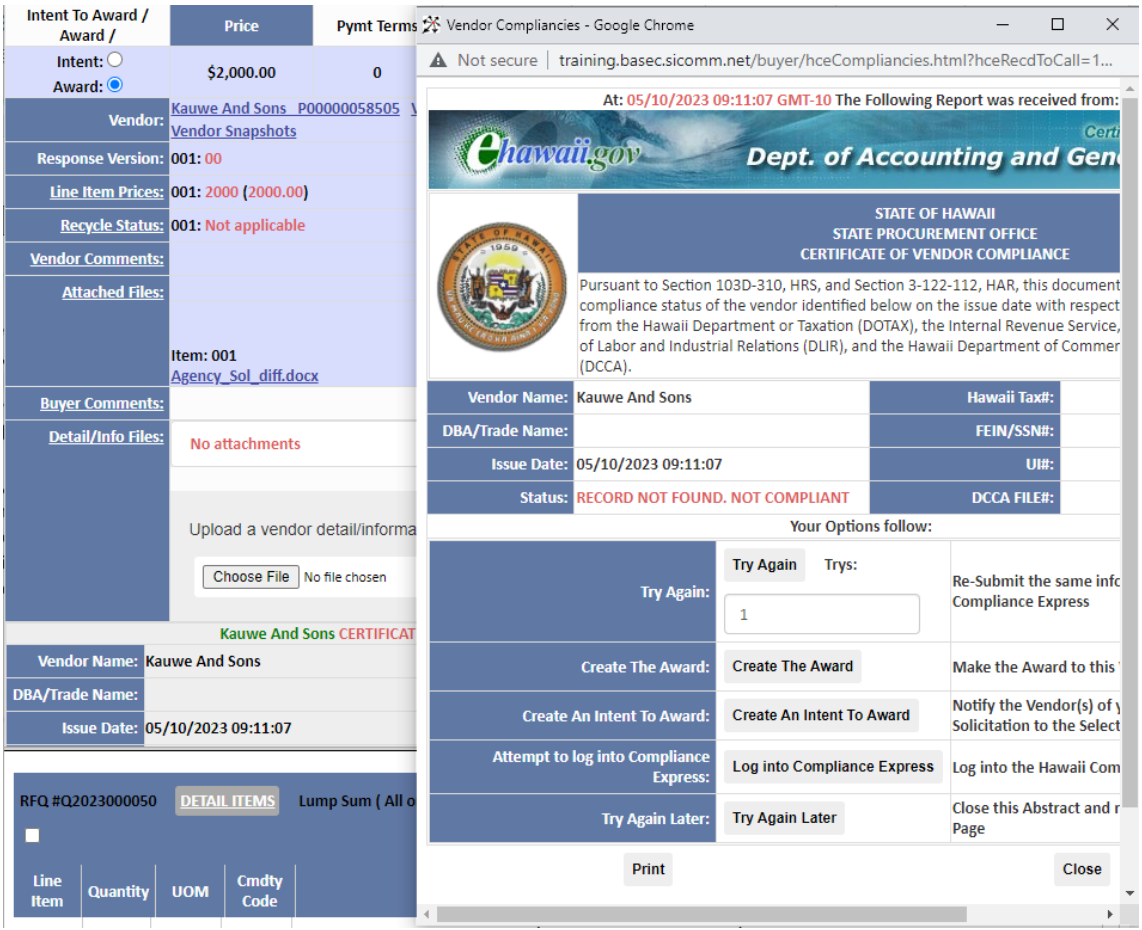
Vendor	Send Email	Intent To Award	Intent To Award

Hawaii Test Co.
123 Main St.
Honolulu, HI 96813

Intent to Award Solicitations Outstanding

Professional and Vocational Licensing Search

Review	Cancel Intent	Award	Status	Item	Solicitation Orig Solicitation	Email Sent	Package Due	Action Date or Package Received Date	Vendor Name
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In Work	All	Q2023000050	Wed May 10, 2023	Wed May 10, 2023	MM/DD/YYYY <input type="text" value="MM/DD/YYYY"/>	Kauwe And Sons

Action	Illustration
<p>If not using the Intent to Award</p> <p>When you have selected your vendor and are ready to award, click on the Award button. HePS will automatically access the Hawaii Compliance Express (HCE) system to check for vendor compliance and show you the results.</p> <p>In this example, the vendor is compliant in 3 areas only and not the 4th area, so they are not compliant. If compliancy is not required for this award notification you may optionally continue the award process by clicking on the Award button.</p> <p>You may also just Close this window and go back to the Abstract page view. The results of the HCE check are placed on the Abstract page directly below the vendor's response.</p>	 <p>The illustration shows a screenshot of the Hawaii Compliance Express (HCE) system interface. The interface is divided into several sections:</p> <ul style="list-style-type: none"> Intent to Award / Award /: A section with radio buttons for 'Intent' and 'Award' (selected). Price: \$2,000.00 Pymt Terms: 0 Vendor: Kauwe And Sons_P00000058505 Response Version: 001: 00 Line Item Prices: 001: 2000 (2000.00) Recycle Status: 001: Not applicable Vendor Comments: Item: 001 Agency_Sol_diff.docx Attached Files: No attachments Buyer Comments: No attachments Detail/Info Files: No attachments Vendor Name: Kauwe And Sons DBA/Trade Name: (blank) Issue Date: 05/10/2023 09:11:07 <p>The main content area displays a compliance report from the State of Hawaii, State Procurement Office, titled 'CERTIFICATE OF VENDOR COMPLIANCE'. The report states that the vendor's compliance status was checked on 05/10/2023 at 09:11:07 GMT-10. The status is 'RECORD NOT FOUND. NOT COMPLIANT'. Below the report, there are several options available to the user:</p> <ul style="list-style-type: none"> Try Again: Try Again (1 try), Re-Submit the same info Compliance Express Create The Award: Create The Award, Make the Award to this Create An Intent To Award: Create An Intent To Award, Notify the Vendor(s) of Solicitation to the Select Attempt to log into Compliance Express: Log into Compliance Express, Log into the Hawaii Com Try Again Later: Try Again Later, Close this Abstract and r Page <p>At the bottom of the interface, there are buttons for 'Print' and 'Close'.</p>

Action

Hawaii Compliance Express – continued

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

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

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

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


Illustration

Intent To Award / Award /	Price	Pymt Terms
Intent: <input type="radio"/>	\$2,000.00	0
Award: <input checked="" type="radio"/>		
Vendor: Kauwe And Sons P00000058505		
Response Version: 001: 00		
Line Item Prices: 001: 2000 (2000.00)		
Recycle Status: 001: Not applicable		
Vendor Comments:		
Attached Files:		
Item: 001 Agency_Sol_diff.docx		
Buyer Comments:		
Detail/Info Files:	No attachments	
Upload a vendor detail/information file		
Choose File No file chosen		
Kauwe And Sons CERTIFICATE OF COMPLIANCE		
Vendor Name:	Kauwe And Sons	Hawaii Tax#:
DBA/Trade Name:		FEIN/SSN#:
Issue Date:	05/10/2023 09:11:07	UI#:
Status:	RECORD NOT FOUND. NOT COMPLIANT	DCCA FILE#:

Vendor Compliances - Google Chrome

Not secure | training.basec.sicomm.net/buyer/hceCompliances.html?hceRecdToCall=1...

At: 05/10/2023 09:11:07 GMT-10 The Following Report was received from:



Dept. of Accounting and General Services

STATE OF HAWAII
STATE PROCUREMENT OFFICE
CERTIFICATE OF VENDOR COMPLIANCE

Pursuant to Section 103D-310, HRS, and Section 3-122-112, HAR, this document compliance status of the vendor identified below on the issue date with respect from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce (DCCA).

Vendor Name:	Kauwe And Sons	Hawaii Tax#:	
DBA/Trade Name:		FEIN/SSN#:	
Issue Date:	05/10/2023 09:11:07	UI#:	
Status:	RECORD NOT FOUND. NOT COMPLIANT	DCCA FILE#:	

Your Options follow:

Try Again:	Try Again	Trys:	1	Re-Submit the same info Compliance Express
Create The Award:	Create The Award			Make the Award to this
Create An Intent To Award:	Create An Intent To Award			Notify the Vendor(s) of Solicitation to the Select
Attempt to log into Compliance Express:	Log into Compliance Express			Log into the Hawaii Com
Try Again Later:	Try Again Later			Close this Abstract and Page

Print Close

Line Item	Quantity	UOM	Cmdty Code
RFQ #Q2023000050			Lump Sum (All o

Action

Once a vendor has been selected by choosing the Award button, you will be taken to the [Award Input page](#).

Mandatory Award Section

Step 1 - Click the link to open this area and choose the

- **1-1 Award Type**
- **Award Instructions**
- **Optional Agency Award Number**
- **1-2 Basis of Award**
- **1-3 Competition Type**
- **Competition Comments**
- **1-4 Signed By**

Optionally, you can **Assign/Manage pCard** and add **Competition Comments** that can be seen by approvers and auditors.

Optional Award Sections - Click on the links to open these areas and enter optional information on the award.

Lag Days – set a future release date for this award and add header attachments

Contract Templates – Prefilled forms which can be added to the award header section.

General Comments – add comments

Line-Item Attachments – add or remove attachments

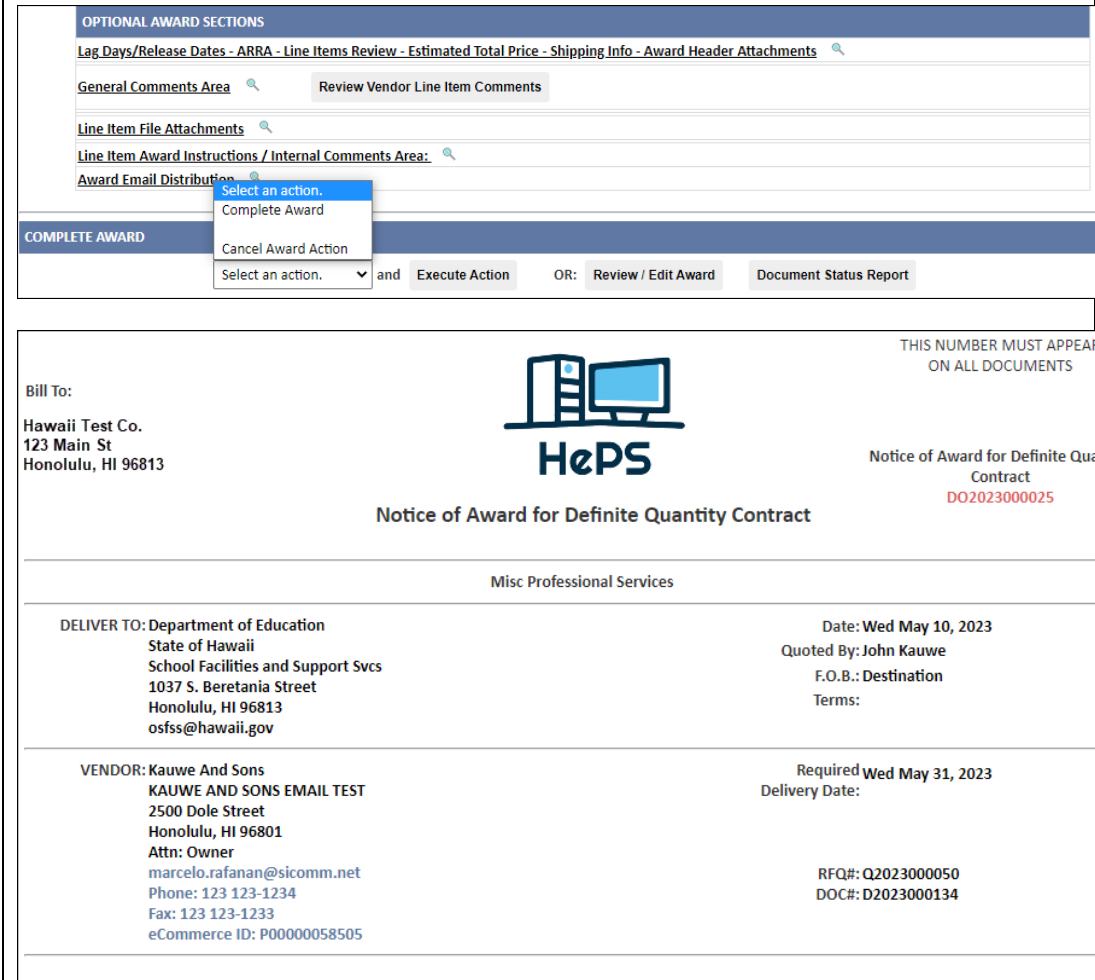
Line-Item Award Instructions Internal Comments Area

Award Email Distribution – allows you to send a copy of the award to other people

Illustration

The screenshot displays the 'Complete the Award' interface for award ID Q2023000050-01. It is divided into several sections:

- Header:** 'Complete the Award of (Q2023000050-01)' with a 'Show ApprovalRoutes' button.
- Input Field:** 'Enter the Awarded Vendors Agency Vendor Number:' with a search icon.
- MANDATORY AWARD SECTION:**
 - Award Type:** A dropdown menu set to 'Notice of Award for Definite Quantity Contract (DO)' (STEP 1-1), with an 'Award Instructions' button and 'Agency Award Nbr:' field.
 - Basis of Award:** A dropdown menu set to 'Adequate Price Competition' (STEP 1-2).
 - Competition Type:** A dropdown menu set to 'Open Competition' (STEP 1-3).
 - Competition Comments:** A text area labeled 'Competition Comments:' with a note 'Not displayed on Award review'. Buttons for 'HCE Compliancy' and 'Assign/Manage pCard' are visible.
 - Signed By:** A dropdown menu set to 'MICHAEL MATSUMOTO DOE Test Buyer 3' (STEP 1-4).
- OPTIONAL AWARD SECTIONS:** A list of links: 'Lag Days/Release Dates - ARRA - Line Items Review - Estimated Total Price - Shipping Info - Award Header Attachments', 'General Comments Area', 'Review Vendor Line Item Comments', 'Line Item File Attachments', 'Line Item Award Instructions / Internal Comments Area', and 'Award Email Distribution'.
- COMPLETE AWARD:** A section with a 'Select an action.' dropdown, an 'Execute Action' button, and 'OR: Review / Edit Award' and 'Document Status Report' buttons.

Action	Illustration
<p>The final step before releasing the Award Notification is to click on the Review/Edit Award button on the lower right of the page.</p> <p>All parts of the award are available for review and editing as needed. Pay special attention to the delivery or state/end of service dates to be sure they are accurate.</p> <p>Optionally you may add line items, delete line items, add comments, change descriptions and attachments, and adjust quantities and pricing if necessary to complete the award.</p> <p>The bottom of the page has a link to open an optional email to notify vendors of any significant changes you made to the award.</p> <p>Choose the Close No Action button is no changes were made or the Save Changes button on the bottom of the page. <i>Popup confirmations</i> will appear.</p> <p>You will be returned to the Award Input page for final release action. Click on Select an Action, choose Complete Award and click on Execute Action.</p>	 <p>The illustration shows a software interface for award management. At the top, there are several sections: 'OPTIONAL AWARD SECTIONS' with links for 'Lag Days/Release Dates - ARRA - Line Items Review - Estimated Total Price - Shipping Info - Award Header Attachments', 'General Comments Area' with a 'Review Vendor Line Item Comments' button, 'Line Item File Attachments', 'Line Item Award Instructions / Internal Comments Area', and 'Award Email Distribution'. Below these is a 'COMPLETE AWARD' section with a dropdown menu open, showing options: 'Select an action.', 'Complete Award', 'Cancel Award Action', and 'Select an action.'. To the right of the dropdown are buttons for 'Execute Action', 'Review / Edit Award', and 'Document Status Report'. The main content area displays a 'Notice of Award for Definite Quantity Contract' from HePS (Hawaii Education Procurement System). The document includes the following information:</p> <ul style="list-style-type: none"> Bill To: Hawaii Test Co., 123 Main St, Honolulu, HI 96813 Date: Wed May 10, 2023 Quoted By: John Kauwe F.O.B.: Destination Terms: Required Delivery Date: Wed May 31, 2023 RFQ#: Q2023000050 DOC#: D2023000134 <p>The document also includes the address for the Department of Education, State of Hawaii, School Facilities and Support Svcs, 1037 S. Beretania Street, Honolulu, HI 96813, and contact information for the vendor, Kauwe And Sons (Kauwe And Sons Email Test), 2500 Dole Street, Honolulu, HI 96801, including an attention person (Owner), email (marcelo.rafanan@sicomm.net), phone (123 123-1234), fax (123 123-1233), and eCommerce ID (P00000058505).</p>

Action	Illustration																									
<p>The completed Award Notification will be displayed. A popup will indicate if the award is being sent to approval routing or if it is being released to the vendor.</p> <p>The actual email of the award to the vendor does not go out until the nightly batch process. The award can be edited at any time before the batch is processed.</p> <p>Non-selected vendors who had responded get an email telling them who was awarded.</p> <p>The bottom of the page has a Print Button if you wish to have a hard copy of the award.</p> <p>The award can be found again in Award History.</p>	<p>The screenshot displays the HePS Awards Manager interface. At the top, there are navigation tabs: MAIN, SOLICITATION MANAGER, AWARDS MANAGER (selected), AWARDS HISTORY, and MISCELLANEOUS. Below these are sub-tabs: Abstract >, RFB (selected), RFP, RFQ, Classic >, RFB, RFI, RFP, PO Generator, Auto Release, and My pCard Docs. The main content area shows a 'Notice of Award for Definite Quantity Contract' for Hawaii Test Co. (123 Main St, Honolulu, HI 96813) and Kauwe And Sons (2500 Dole Street, Honolulu, HI 96801). A browser window overlay shows an error message: 'ERROR sending Purchase Instrument 1913005_DO2023000025 Email on Wed May 10 09:22:53 GMT-0700 (PDT) 2023 No Approval Route Found'.</p> <table border="1"> <thead> <tr> <th>Item No</th> <th>Description</th> <th>Quantity UOM</th> <th>Unit Price</th> <th>Extension</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Services (962-03) (nt)</td> <td>1 EACH</td> <td>\$2,000.00</td> <td>\$2,000.00</td> </tr> <tr> <td colspan="4">Subtotal:</td> <td>\$2,000.00</td> </tr> <tr> <td colspan="4">Total:</td> <td>\$2,000.00</td> </tr> <tr> <td>Transaction Fee</td> <td>SicommNet will bill, via separate invoice, the 0.725% (0.00725) Transaction Fee, capped at \$5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..</td> <td>14.50</td> <td></td> <td></td> </tr> </tbody> </table> <p>General Comments:</p>	Item No	Description	Quantity UOM	Unit Price	Extension	001	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) Actor/Thespian Services (962-03) (nt)	1 EACH	\$2,000.00	\$2,000.00	Subtotal:				\$2,000.00	Total:				\$2,000.00	Transaction Fee	SicommNet will bill, via separate invoice, the 0.725% (0.00725) Transaction Fee, capped at \$5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..	14.50		
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Action

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

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

There are two options for awarding by line item.

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

Illustration

RFQ Solicitations Awaiting Award NO Solicitations Found To Close

Move Selected Solicitations to On Hold / Delete Reset Print Back Resolicited Log Alt Proposals Log Visible Solicitations

RFQ Nbr	Delivery Date	View Responses			Responses / Move To On Hold / Delete / Hidden	Line Items For Award / Awarded	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
Q2023000023 - 00	Tue Feb 28 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	THU JAN 05 2023 16:30:00	96203	Testing covid language
Q2023000024 - 00	Fri Jan 27 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI JAN 06 2023 16:30:00	96203	Testing covid language r
Q2023000032 - 00	Tue Feb 28 2023	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI FEB 10 2023 15:30:00	91000	Test Cancellation - PNS
Q2023000051 - 00	Wed May 31 2023	LS: <input type="radio"/>	N/A		6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3 / 0	FRI MAY 19 2023 16:30:00	44526	Power Tools

RFQ #Q2023000051 [DETAIL ITEMS](#) Line Item Award Method Award Checked To: Go (Lump Sum Award:) Print

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

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	1	EACH	44526	HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES Drills, Hand, No	In Work.
<i>Kauwe And Sons is available to be awarded items: 001, 002, 003,</i>							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	002	1	EA	44502	HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES Air Pumps for Sp	
<i>Kauwe And Sons is available to be awarded items: 001, 002, 003,</i>							
<input type="checkbox"/>	<input type="checkbox"/>	003	2	EACH	44503	HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES Axes, Adzes, Bus	

Action

After reviewing the abstract information, check the box next to **In Work** on the line items to want to award to a vendor

Then select the awarded vendor from the drop-down list in the center of the bottom frame, **Award Checked To:**

Click the **Go** button.

This will assign the line item(s) you have selected to the vendor you have chosen. They system will also check the HCE for compliance.

Illustration

The screenshot displays the HePS system interface for solicitation #Q2023000051. At the top, navigation tabs include MAIN, SOLICITATION MANAGER, AWARDS MANAGER, AWARDS HISTORY, and MISCELLANEOUS. The 'AWARDS MANAGER' tab is active, showing a breadcrumb trail: Abstract > RFB > RFP > RFQ > Classic > RFB > RFI > RFP > PO Generator > Auto Release > My pCard Docs > Intent To Award.

The main content area shows the 'Individual Line Item Abstract of Responses for Solicitation #Q2023000051'. Key details include:

- Solicitation Optional Title: Power Tools
- Abbreviated Desc: HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES
- NIGP Nbr: 44526
- Control Amount: 200
- RFQ Line Items: 3 TTL Items
- Requisition Nbr: R2023000125
- Line Item: 001
- Quantity: 1
- UOM: EACH
- Delivery Date: Wed May 31 2023
- Email Date: Fri May 12 2023
- Due Date: Fri May 19 2023 16:30:00

Below the details are buttons for Agency Attachments, Line Item View, Assign/Manage pCard, and Hawaii Compliance Express Login. There are also sections for Professional and Vocational Licensing Search and Vendor Response Tracking.

A table displays award information:

Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price	Trans Date	Trans Time
Intent: <input type="radio"/> Award: <input type="radio"/>	125.00 (\$125.00)	0		125.00 (\$125.00)	0.00 (\$0.00)	Fri May 12 2023	04:53:29

Additional fields include Dynamic Preference % (0), Vendor (Kauwe And Sons P00000058505), and Response Version (00). A 'Direction' dropdown is set to 'Add To' with a 'go' button.

At the bottom, the 'Award Checked To' dropdown menu is open, showing options: Kauwe And Sons, Select Multiple Item Awardee, SURFER GIRL, INC, and Kauwe And Sons. The 'Kauwe And Sons' option is selected. A 'Go' button is visible next to the dropdown.

The table below the dropdown shows the line item details:

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	1	EACH	44526	HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES Drills, Hand, No	

A note at the bottom states: 'Kauwe And Sons is available to be awarded items: 001, 002, 003,'.

Action

Confirm your choice of this vendor selection in the popup.

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

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

will remain in the abstract waiting for you to process.

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

Illustration

INDIVIDUAL LINE ITEM Abstract of Responses for Solicitation #Q2023000051
Solicitation Optional T

NIGP Nbr: 44526
Control Amount: 200
Delivery Date: Wed May 31 2023

Agency Attachments | Line Item

training.basec.sicomm.net says
Are you ready to Award Item 001 from Solicitation B2023000070 to Kauwe And Sons?
AT THIS POINT IN TIME VENDOR: Kauwe%20And%20Sons IS NOT IN COMPLIANCE WITH SECTION 103D-310, HRS, AND SECTION 3-122-112, HAR

NON-POWERED), ACCESSORIES AND SUPPLIES

Line Item	Quantity	UOM
001	1	EACH

Due Date: Fri May 19 2023 16:30:00

Hawaii Compliance Express Login

Response Tracking

Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price	Trans Date	Trans Time
Intent: <input type="radio"/> Award: <input type="radio"/>	125.00 (\$125.00)	0		125.00 (\$125.00)	0.00 (\$0.00)	Fri May 12 2023	04:53:29

Dynamic Preference %: Direction: Add To Set All:

Vendor: Kauwe And Sons P00000058505 Vendor Certifications

FedID: XX-XXXX342
IP Addr: 72.87.63.127

Response Version: 00

RFQ #Q2023000051 **DETAIL ITEMS** Line Item Award Method Award Checked To: Kauwe And Sons Go (Lump Sum Award:) Print

Back Show Awarded Enable Auto Toggle: Show LI Responses Create Select Multiple Item Awardee SURFER GIRL, INC from these responses: Go

Kauwe And Sons

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	1	EACH	44526	HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES Drills, Hand, No	

training.basec.sicomm.net says

Press "OK" to award the Purchase Order now?

Press "Cancel" to continue awarding items.

Action

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

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

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

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

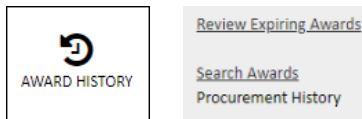
Illustration

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

Create	Un-Award	Awarded		Awarded To	Award Specifics		
		Solicitation	LI Nbr		Qty	UOM	Commodity
<input type="radio"/>	<input type="radio"/>	B2023000070 - 00	002 (of 2)	3Ms INCORPORATED Created on: 05/02/2023 05:02:13	1	EA	54509
			003		1	EA	54515
<input type="radio"/>	<input type="radio"/>	B2023000070 - 00	001	Kauwe And Sons Created on: 05/01/2023 07:59:20	1	EA	54504
<input checked="" type="radio"/>	<input type="radio"/>	Q2023000051 - 00	001	Kauwe And Sons Created on: 05/12/2023 05:14:10	1	EACH	44526
<input type="radio"/>	<input type="radio"/>	B2019000141 - 00	001	Mangrove Tropicals Inc. Created on: 12/13/2022 11:08:27	1	JOB	96203
<input type="radio"/>	<input type="radio"/>	B2019000160 - 02	001	Mangrove Tropicals Inc. Created on: 02/02/2023 15:31:47	1	JOB	96203
<input type="radio"/>	<input type="radio"/>	B2019000225 - 00	001 (of 2)	Mangrove Tropicals Inc. Created on: 05/14/2021 07:51:22	1	JOB	96203

Part 4 – Finding and Managing Awards

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



Action

All Awards List

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

Search Awards

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

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

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

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

Illustration

The screenshot shows the HePS Awards History page. The navigation bar includes 'MAIN', 'SOLICITATION MANAGER', 'AWARDS MANAGER', 'AWARDS HISTORY', and 'MISCELLANEOUS'. The 'AWARDS HISTORY' tab is active, and the 'RFQ' sub-menu is selected. The page title is 'System RFQ Awards Current as of: Fri May 12 08:27:59 GMT-0700 (PDT) 2023'. A table of awards is displayed with columns: Awarded To, RFQ Nbr, Requisition/Document Nbrs, Award Nbr, Award Date, Cmdty Code, Short Description, and Agency. Below the table, there are search filters for 'Search Within Date Range', 'Search By Award Number', and 'Search By Text Within Date Range'. The 'Search Within Date Range' filter shows 'My Award's issued in the last 31 days' and a dropdown for 'Select an Award from the list box'. The 'Search By Award Number' filter has 'Is A Reference Number' and 'Get Award for Document' checkboxes. The 'Search By Text Within Date Range' filter shows 'Award's issued in the last 31 days' and radio buttons for 'My Award's' (selected) and 'Agency Award's'. The 'Find By Text' button is visible at the bottom.

Awarded To	RFQ Nbr	Requisition/Document Nbrs	Award Nbr	Award Date	Cmdty Code	Short Description	Agency
Kauwe And Sons	Q2023000050 - 01	R2023000124 D2023000134	DO2023000025 - 00	Wed May 10 2023	96203	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)	Office of School Facilities and Sup
Kauwe And Sons	Q2023000018 - 00	R2023000024 D2023000026	DO2023000014 - 00	Wed Nov 16 2022	96203	Testing Webadmin TF Report and Change Order Award document n	Office of School Facilities and Sup
Kauwe And Sons	Q2023000017 - 00	R2023000023 D2023000025	DO2023000007 - 00	Mon Oct 10 2022	96203	Testing TF error With webadmin and RFQ	Office of School Facilities and Sup
Mangrove Tropicals, Inc.	Q2022000015 - 00	R2022000014 D2022000015	ID2023000005 - 00	Mon Oct 10 2022	91066	Roofing, Gutters, and Downspouts Maintenance and Repair at P	Office of School Facilities and Sup
Kauwe And Sons	Q2022000014 - 01	R2022000013 D2022000014	DO2023000006 - 00	Mon Oct 10 2022	91036	HVAC & Air Conditioning Maintenance and Repair Services (Inc	Office of School Facilities and Sup

Action

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

Scroll to the bottom to access other functionalities.

Illustration

MAIN SOLICITATION MANAGER AWARDS MANAGER AWARDS HISTORY MISCELLANEOUS

HePS Search Awards Linked Response Locator All > RFB RFI RFP **RFQ** Contact Us Help Logout

THIS NUMBER MUST APPEAR ON ALL DOCUMENTS

HePS

Bill To:
Hawaii Test Co.
123 Main St.
Honolulu, HI 93618

Notice of Award for Definite Quantity Contract
DO2023000014

Notice of Award for Definite Quantity Contract

Testing Webadmin TF Report and Change Order Award document numbering scheme

DELIVER TO: Department of Education
State of Hawaii
School Facilities and Support Svcs
1037 S. Beretania Street
Honolulu, HI 96813
osfss@hawaii.gov

Quoted By: John Kauwe
Date: Wed Nov 16, 2022
F.O.B.: Destination
Terms:

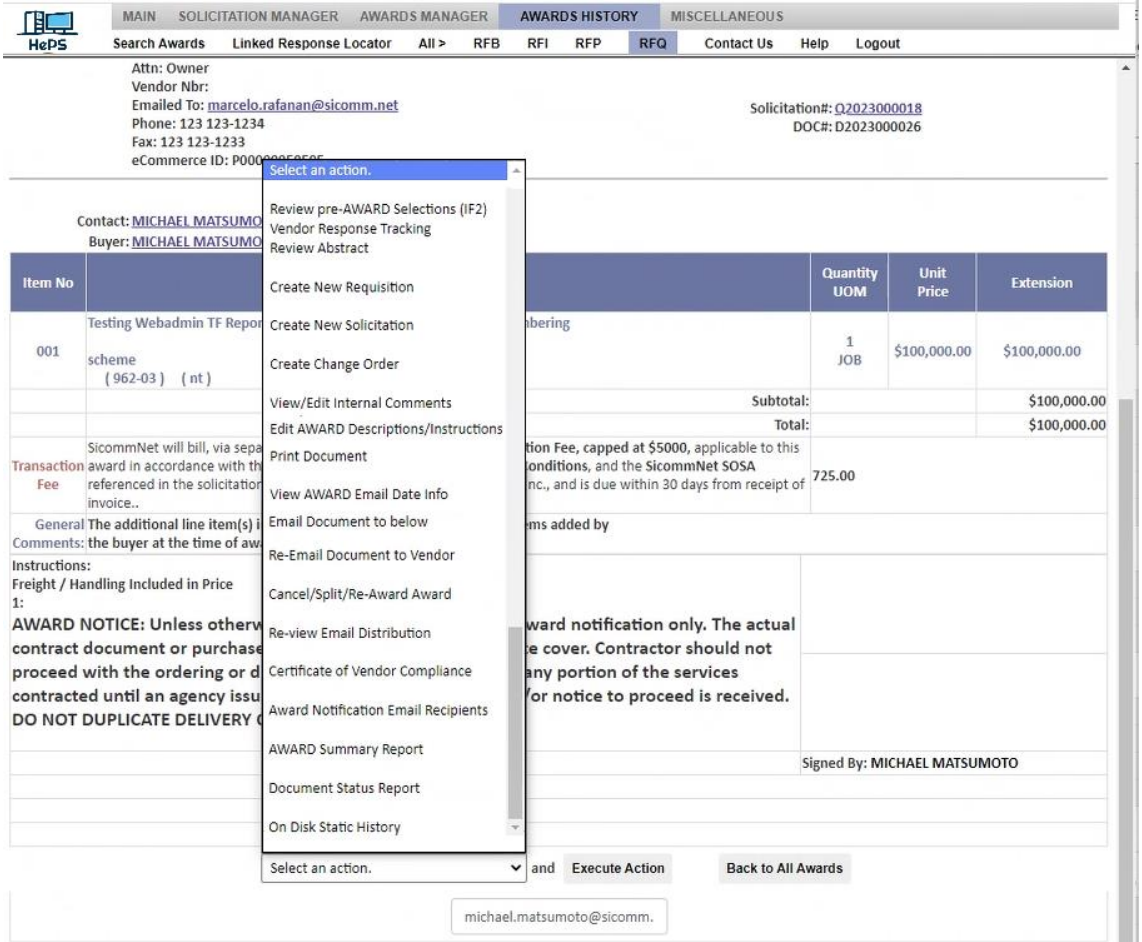
VENDOR: Kauwe And Sons
KAUWE AND SONS EMAIL TEST
2500 Dole Street
Honolulu, HI 96801
Attn: Owner
Vendor Nbr:
Emailed To: marcelo.rafanan@sicomm.net
Phone: 123 123-1234
Fax: 123 123-1233
eCommerce ID: P00000058505

Required
Delivery Date: Wed Jan 18, 2023

Solicitation#: [Q2023000018](#)
DOC#: D2023000026

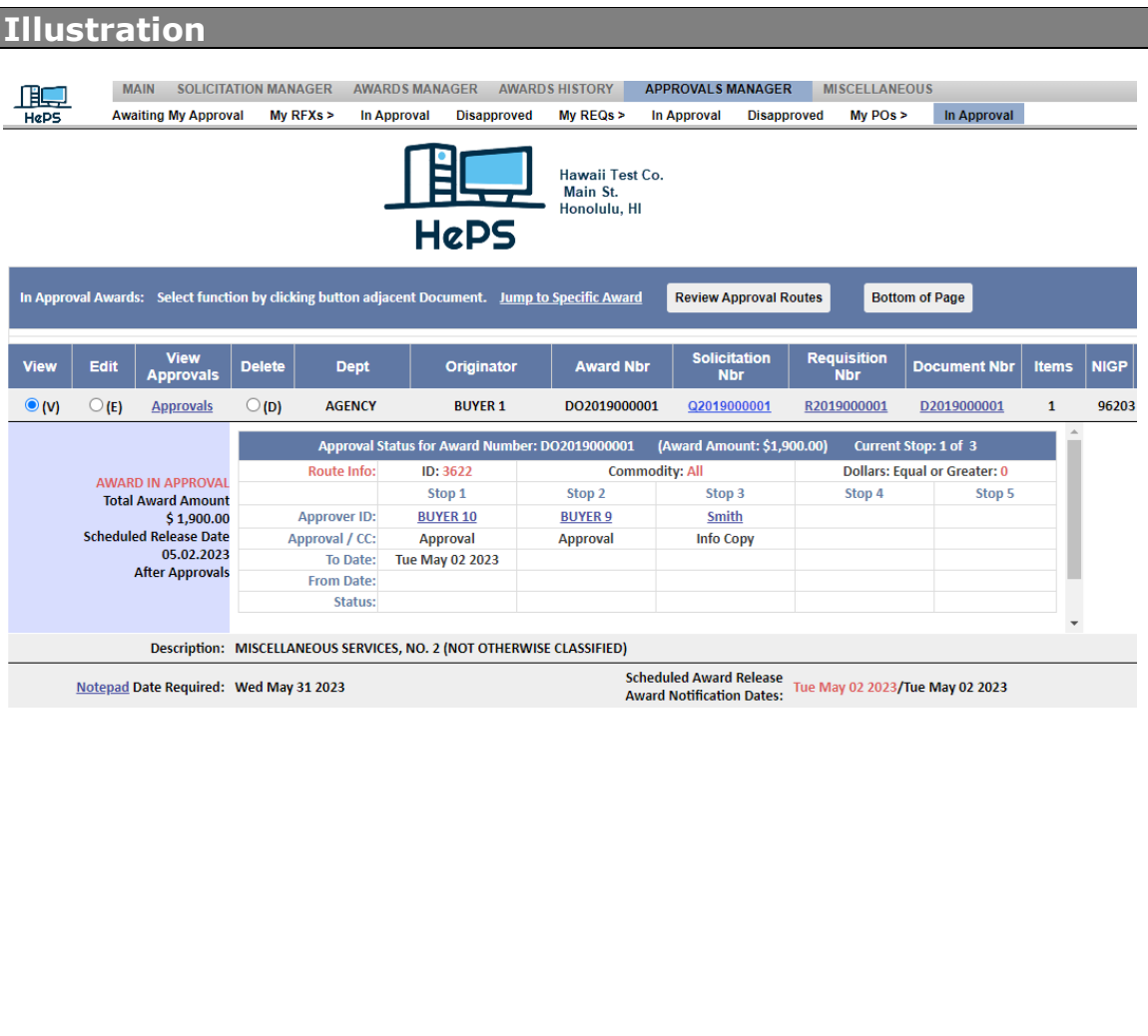
Contact: [MICHAEL MATSUMOTO](#) 808-111-1111
Buyer: [MICHAEL MATSUMOTO](#) 808-111-1111

Item No	Description	Quantity UOM	Unit Price	Extension
001	Testing Webadmin TF Report and Change Order Award document numbering scheme (962-03) (nt)	1 JOB	\$100,000.00	\$100,000.00
Subtotal:				\$100,000.00
Total:				\$100,000.00

Action	Illustration
<p>Scroll to the bottom and use the Select an Action drop down to view all available functions</p>	
<p>The primary areas you will access are:</p>	
<p>Create a New Solicitation – will copy the original IFB so you can use it again</p>	
<p>Create Change Order – Change Order, Contract Modification, Amendment, or Extension</p>	
<p>Print Document</p>	
<p>Email Document to Below – enter in any valid email address in the space provided</p>	
<p>Re-email Document to Vendor</p>	
<p>Modify Document Description – cancel the award, create a multiple award, re-stage for award to another vendor</p>	
<p>Certificate of Vendor Compliance – view and print a copy of HCE compliance certificates</p>	
<p>AWARD Summary Report – a full history of the procurement from first creation to final award, has all the details needed for approvers and auditors</p>	
<p>Click from the drop down and click on Execute Action to open that functionality</p>	

Part 5 – Approvals Manager

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

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

Part 6 – Search System

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

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

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

View Protest Module	
Unacknowledged	0
Total	0

Action

There are 4 searches all on this same page – scroll down to see each one. Search criteria is entered in the top frame and results appear in the bottom.

Review Documents

Document Type - Pick a document type from the drop down

From and To - Select search dates

Click on **Review Documents**

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

The fourth column will show the current status of the document.

Illustration

SYSTEM SEARCH Enter Required Search Parameters

Review Document

Number: **Get Document**

OR

Document Type: All Purchase Instruments

Award Create Date: From (or Only) Date: 05/01/2022 To Date: 05/01/2023

Review Document(s) **Reset Document Search Parameters**

OR

Review Awards

Search on Description: or Search on Commodity: All

Department Buyers: All Departments:

Search Awards

All Purchase Instruments						
View	Status	Department	PO Number	NIGP	Date Created	Total PO Amount
<input type="radio"/>	Awarded	SCHOOLS	DO2022000008	90966	Fri May 06, 2022	\$12,345.00
Short Description: Misc Building Repairs at Kapaa High School						
<input type="radio"/>	Awarded	SCHOOLS	DO2022000009	90966	Fri May 06, 2022	\$12,340.00
Short Description: Kapaa High School Misc Building Maintenance and Repair						
<input type="radio"/>	Awarded	SCHOOLS	DO2022000010	90966	Fri May 06, 2022	\$12,560.00

Action

Review Commodities

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

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

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

Illustration

Review Commodities

Text / Nbr:

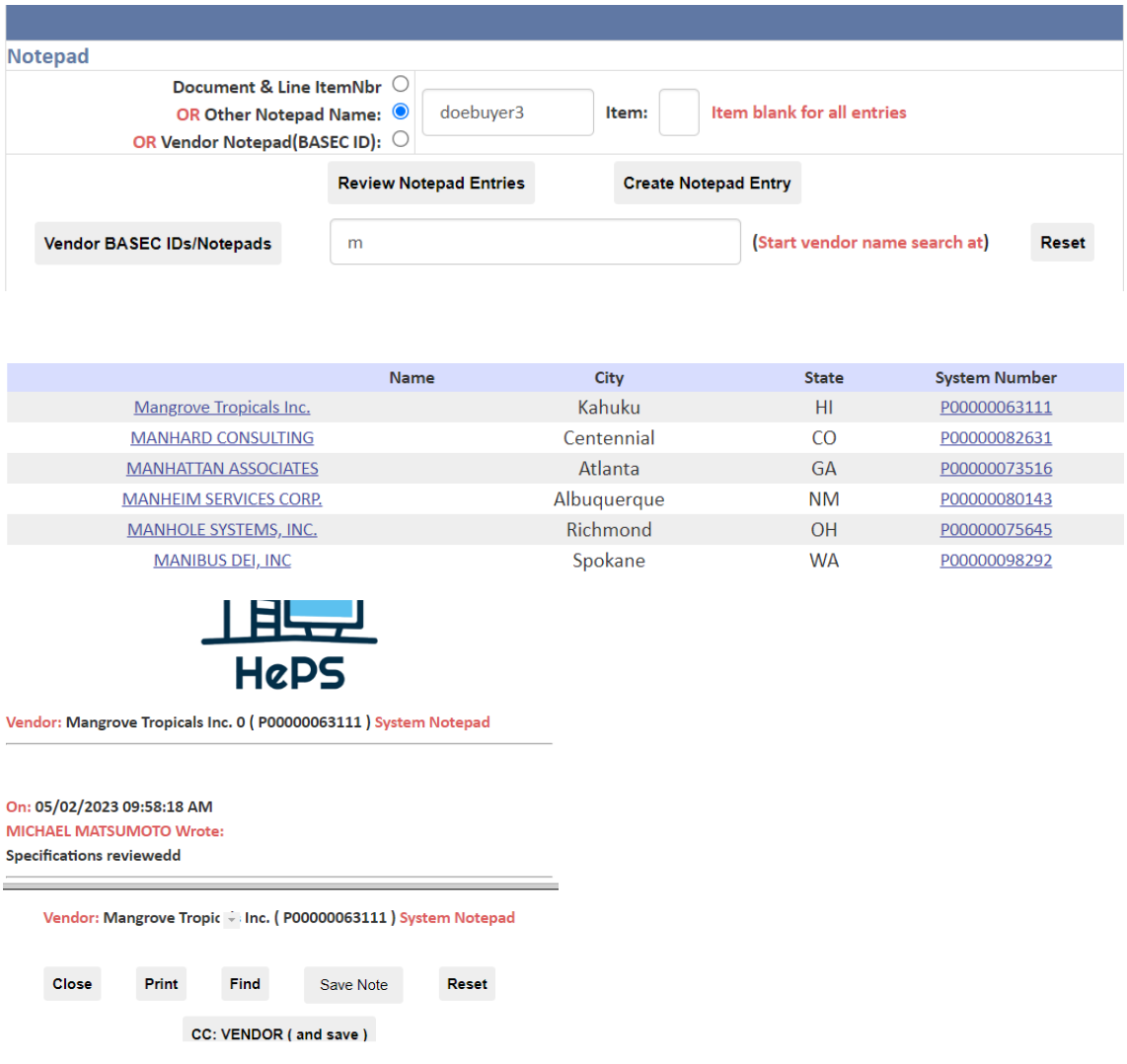
AND / OR

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

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

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

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

Action	Illustration																												
<p>Notepad</p> <p>Saved notes can be retrieved by entering in information in the search area</p> <p>Search by Document and Line-Item Notes, other notepad entries, or by Vendor Notepad</p> <p>This example shows notes on Hawaii Vendor 1 that have been entered by buyers</p> <p>You may enter a new notepad entry and click on Save Note in the bottom of the popup window.</p>	 <p>The screenshot shows the 'Notepad' application interface. At the top, there are search options: 'Document & Line ItemNbr', 'OR Other Notepad Name: doebuyer3', and 'OR Vendor Notepad(BASEC ID):'. Below these are buttons for 'Review Notepad Entries' and 'Create Notepad Entry'. A search field contains 'm' with a '(Start vendor name search at)' label and a 'Reset' button. Below the search is a table of vendors:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>City</th> <th>State</th> <th>System Number</th> </tr> </thead> <tbody> <tr> <td>Mangrove Tropicals Inc.</td> <td>Kahuku</td> <td>HI</td> <td>P00000063111</td> </tr> <tr> <td>MANHARD CONSULTING</td> <td>Centennial</td> <td>CO</td> <td>P00000082631</td> </tr> <tr> <td>MANHATTAN ASSOCIATES</td> <td>Atlanta</td> <td>GA</td> <td>P00000073516</td> </tr> <tr> <td>MANHEIM SERVICES CORP.</td> <td>Albuquerque</td> <td>NM</td> <td>P00000080143</td> </tr> <tr> <td>MANHOLE SYSTEMS, INC.</td> <td>Richmond</td> <td>OH</td> <td>P00000075645</td> </tr> <tr> <td>MANIBUS DEJ, INC</td> <td>Spokane</td> <td>WA</td> <td>P00000098292</td> </tr> </tbody> </table> <p>Below the table is the HePS logo. A note entry is shown for 'Vendor: Mangrove Tropicals Inc. 0 (P00000063111) System Notepad' with the text: 'On: 05/02/2023 09:58:18 AM MICHAEL MATSUMOTO Wrote: Specifications reviewedd'. At the bottom, there are buttons for 'Close', 'Print', 'Find', 'Save Note', and 'Reset', along with a 'CC: VENDOR (and save)' field.</p>	Name	City	State	System Number	Mangrove Tropicals Inc.	Kahuku	HI	P00000063111	MANHARD CONSULTING	Centennial	CO	P00000082631	MANHATTAN ASSOCIATES	Atlanta	GA	P00000073516	MANHEIM SERVICES CORP.	Albuquerque	NM	P00000080143	MANHOLE SYSTEMS, INC.	Richmond	OH	P00000075645	MANIBUS DEJ, INC	Spokane	WA	P00000098292
Name	City	State	System Number																										
Mangrove Tropicals Inc.	Kahuku	HI	P00000063111																										
MANHARD CONSULTING	Centennial	CO	P00000082631																										
MANHATTAN ASSOCIATES	Atlanta	GA	P00000073516																										
MANHEIM SERVICES CORP.	Albuquerque	NM	P00000080143																										
MANHOLE SYSTEMS, INC.	Richmond	OH	P00000075645																										
MANIBUS DEJ, INC	Spokane	WA	P00000098292																										

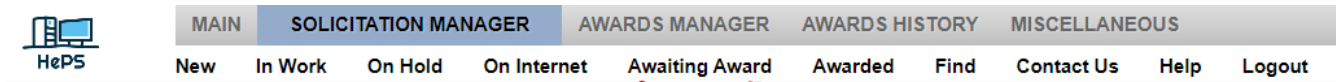
Action	Illustration																																																												
<p>Review Vendors</p> <p>The vendor database may be searched by:</p> <ul style="list-style-type: none"> • Name • Commodity Code (a number from the search above) • City • County • State • Zip <p>Click on Review Vendors to see the results alphabetically in the bottom frame</p> <p>This example shows vendors for Honolulu County.</p> <p>Click on View to see more information on the specific vendor, including name, address, email, awards, commodity codes, notepad, and profile.</p>	 <p>The screenshot shows a search interface for 'Review Vendors'. It includes search criteria for 'Responses to Current Solicitations', 'By Vendor ID', 'By Name', 'By Commodity', 'By City & / or County', 'AND State', and 'OR Zip'. Below the search interface is a table titled 'Vendor Listing as of Tue May 02 11:12:34 GMT-0700 (PDT) 2023' with columns for View, Vendor Name, Contact Name, Email, Phone, and Fax. The table lists several vendors, including 2 G GROUP LLC, 2005 WORK SMART CORPORATION, and 21ST CENTURY LIGHTING ENTERPRISES.</p> <table border="1"> <thead> <tr> <th>View</th> <th>Vendor Name</th> <th>Contact Name</th> <th>Email</th> <th>Phone</th> <th>Fax</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>2 G GROUP LLC</td> <td>Kris N Gourlay</td> <td>krisgourlay@gmail.com</td> <td>808-864-0429</td> <td>808-235-2458</td> </tr> <tr> <td><input type="radio"/></td> <td>2005 WORK SMART CORPORATION MID CITY RESTAURANT SUPPLY</td> <td>Robert M Vavul</td> <td>bvavul@midcityre.com</td> <td>808-845-5755</td> <td>866-526-4903</td> </tr> <tr> <td><input type="radio"/></td> <td>208 TEST ACCOUNT</td> <td>Sue Gemmill</td> <td>sgemmill@sicomm.net</td> <td>800-614-0563</td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td>21ST CENTURY LIGHTING ENTERPRISES</td> <td>Ruth Leau</td> <td>21stlite@gmail.com</td> <td>808-531-5483</td> <td>808-528-0620</td> </tr> <tr> <td><input type="radio"/></td> <td>21ST CENTURY LIGHTING ENTERPRISES</td> <td>Ruth Leau</td> <td>21stlite@gmail.com</td> <td>808-531-5483</td> <td>808-528-0620</td> </tr> <tr> <td><input type="radio"/></td> <td>21ST CENTURY LIGHTING ENTERPRISES</td> <td>Colin White</td> <td>centurylighting@yahoo.com</td> <td>808-531-5483</td> <td>808-528-0620</td> </tr> <tr> <td><input type="radio"/></td> <td>21ST CENTURY TECHNOLOGIES HAWAII, LLC SMART ENERGY HAWAII</td> <td>Toni Park</td> <td>edison@smartenergyhawaii.com</td> <td>808-373-4559</td> <td>808-373-1740</td> </tr> <tr> <td><input type="radio"/></td> <td>25-50 ELECTRIC, LLC</td> <td>jimmy V bangloy</td> <td>jbangloy2550@gmail.com</td> <td>808-630-6003</td> <td>808-200-4808</td> </tr> <tr> <td><input type="radio"/></td> <td>25-50 ELECTRIC, LLC</td> <td>25/50 P 25/50</td> <td>gervaciostephen@yahoo.com</td> <td>808-260-6533</td> <td></td> </tr> </tbody> </table> <p>5856 records returned. 5856 In-State Vendors In-State Vendors shown in this Light Blue Search Criteria: County: HONOLULU</p>	View	Vendor Name	Contact Name	Email	Phone	Fax	<input type="radio"/>	2 G GROUP LLC	Kris N Gourlay	krisgourlay@gmail.com	808-864-0429	808-235-2458	<input type="radio"/>	2005 WORK SMART CORPORATION MID CITY RESTAURANT SUPPLY	Robert M Vavul	bvavul@midcityre.com	808-845-5755	866-526-4903	<input type="radio"/>	208 TEST ACCOUNT	Sue Gemmill	sgemmill@sicomm.net	800-614-0563		<input type="radio"/>	21ST CENTURY LIGHTING ENTERPRISES	Ruth Leau	21stlite@gmail.com	808-531-5483	808-528-0620	<input type="radio"/>	21ST CENTURY LIGHTING ENTERPRISES	Ruth Leau	21stlite@gmail.com	808-531-5483	808-528-0620	<input type="radio"/>	21ST CENTURY LIGHTING ENTERPRISES	Colin White	centurylighting@yahoo.com	808-531-5483	808-528-0620	<input type="radio"/>	21ST CENTURY TECHNOLOGIES HAWAII, LLC SMART ENERGY HAWAII	Toni Park	edison@smartenergyhawaii.com	808-373-4559	808-373-1740	<input type="radio"/>	25-50 ELECTRIC, LLC	jimmy V bangloy	jbangloy2550@gmail.com	808-630-6003	808-200-4808	<input type="radio"/>	25-50 ELECTRIC, LLC	25/50 P 25/50	gervaciostephen@yahoo.com	808-260-6533	
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Part 7 – Miscellaneous

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

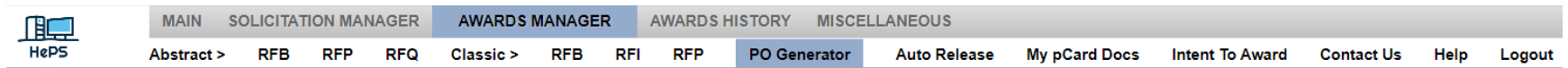
Action	Illustration
<p>My Profile</p> <p>Profile and Password information is found under Miscellaneous/My Profiles on the Menu bar.</p> <p>Passwords must be at least 7 digits long, contain a minimum of 2 capital letters and 2 numbers.</p> <p>Click on the Update User Info button to apply changes.</p>	<p>HePS MAIN SOLICITATION MANAGER CREATE EDIT AWARDS MANAGER AWARDS HISTORY APPROVALS MANAGER MISCELLANEOUS</p> <p>My Profile NIGP Buyers Vendors Manage TVL User Logs History > RFB RFI RFP RFQ Contact Us Help Logout</p> <p>Department: DOETEST</p> <p>User Type: Level 3 Buyer User ID: doebuyer1</p> <p>Buyer Code: Password:</p> <p>First Name: DOE Verify Password:</p> <p>MI: Email Address: jcogswell@sicomm.net</p> <p>Last Name: BUYER 1 Telephone: 207-215-3187</p> <p>Title / Position: Buyer 1 FAX:</p> <p>Approval Routes/Responsibilities Display: Do not Show Routes or Responsibilities on Pages where available. Use Miscellaneous>Session Info</p> <p>Approval Route Display For Multiple Documents: For Requisition Approvals: As A Pop-UpWindow</p> <p>NOTE: With a large number of Documents the In-Line method results in a slower page load time For Solicitation Approvals: In-Line</p> <p>For Award Approvals: In-Line</p> <p>Update User Info My Reports</p>

Finding Documents



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

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



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