



Partnering with the State to Solve Homelessness



Event Schedule

1. State Procurement Office (SPO) presentation
2. DHS Homeless Program's Office (HPO) presentation
3. Federal Grants Regulations presentation

Lunch Break

4. Break Out Sessions / Question & Answers



State Procurement Office

Health and Human Services Procurement Division

State Procurement Office Introduction

Health and Human Services Procurement Division

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State Procurement Office Presentation Outline

Important Topics:

- Act 162
- Partnering with the State
- SPO Online Resources
- Laws and Rules
- Hawaii Compliance Express (HCE)
- Hawaii Awards & Notices Data System (HANDS)
- Hawaii State eProcurement system (HlePRO)
- The Procurement Wizard
- Procurement Lifecycle
- Cooperative Purchasing Program

The background of the slide is a light cream color, decorated with faint, stylized illustrations of tropical leaves and palm fronds in a muted sage green color. These illustrations are positioned in the corners, creating a frame-like effect. On the left and right sides, there are vertical green bars. Each bar contains a white chevron symbol pointing to the right, located approximately in the middle vertically.

Act 162

Act 162

Partnering with the State to Solve Homelessness

Act 162 directs the department of human services and the SPO, to provide training on procurement and other relevant procedures to nonprofit organizations that offer homeless outreach services or manage homeless housing programs in rural areas of the State.

Act 162 – Goals

KNOWLEDGE

Increase the knowledge base, tools and resources available to non-profit homeless outreach and homeless housing programs providers.

BUILDING CAPACITY

Expand homeless outreach services and homeless housing programs in rural areas of the state.

EFFECTIVENESS

Foster coordination between the service providers and state and county governments to increase effectiveness and successful outcomes.

A decorative background featuring a repeating pattern of stylized tropical leaves in various shades of green, including palm fronds and monstera leaves, set against a light cream-colored background.

Partnering with the State

The State Procurement Office is a shared resource serving

- **State procurement professionals**
- **Service Providers**
- **Citizens**
- **Service Populations**



A decorative background featuring a light green, semi-transparent pattern of tropical leaves, including palm fronds and monstera leaves, framing the central text. The pattern is denser in the corners and fades towards the center.

SPO Online Resources

spo.hawaii.gov



State of Hawaii
State Procurement Office

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**Price & Vendor List
Contracts**



**Training for State &
County Personnel**



Surplus Property Office



**HlePRO (eProcurement
System)**



**HCE (Hawaii Compliance
Express)**

**HANDS
(Awards &
Notices)**



**Procurement
Wizard**



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Laws and Rules



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State Procurement Office

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[HlePRO \(eProcurement
System\)](#)



[HCE \(Hawaii Compliance
Express\)](#)

HANDS
(Awards &
Notices)



Procurement
Wizard



Hawaii State Law



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REFERENCES

[Hawaii Revised Statutes](#)

[Hawaii Administrative
Rules](#)

[Procurement Circulars](#)

Hawaii State Law



State of Hawaii
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[Home](#) » [References](#) » Hawaii Revised Statutes

HAWAII REVISED STATUTES

Statutes	Applies to	Table of Contents	Section Listing
HRS Chapter 103D – The Hawaii Public Procurement Code	Goods, Services and Construction	Table of Contents	Sections
HRS Chapter 103F – Purchases of Health and Human Services	Health and Human Services	Table of Contents	Sections


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Hawaii Compliance Express (HCE)

Hawai'i Compliance Express (HCE)

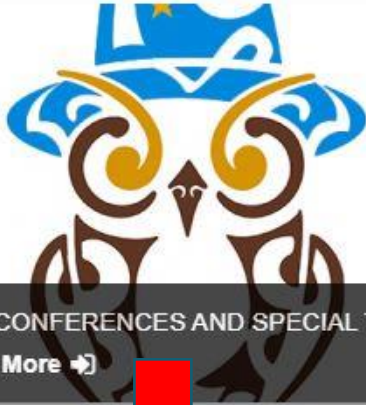


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State Procurement Office


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Training for State & County Personnel



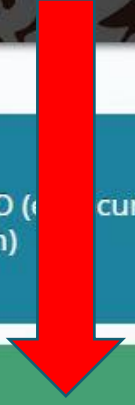
Surplus Property Office



HiePRO (Procurement System)




HCE (Hawaii Compliance Express)



HANDS (Awards & Notices)



Procurement Wizard



Hawai'i Compliance Express (HCE)



Certificate of Compliance
Dept. of Accounting and General Services

Navigate

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- [Create An Account](#)
- [Forgot Password?](#)
- [FAQ](#)
- [Contact Information](#)
- [Procurement Regulations](#)

Modules



Click Live Support button to begin chat

Hawai'i Compliance Express

Welcome to Hawai'i Compliance Express (HCE), which expedites your ability to furnish proof of compliance with the requirements of 103D-310(c), HRS. The Compliance Express service saves you time and hassle by providing an online "Certificate of Vendor Compliance" for your business entity. This single certificate eliminates the need to obtain individual copies of clearances with the IRS, Department of Labor, DCCA, and State tax offices. The service includes real time monitoring of your status of compliance with each agency and you will be automatically notified by email any time your compliance status is changed.

Under Hawaii law, you must provide proof of compliance in order to receive a contract worth \$2,500 or more with state and county government entities in Hawaii.

New to the Service and have questions? Please visit the following links:

- [Frequently Asked Questions](#)
- [Procurement Regulations](#)

To get started, you will need:

- Taxpayer Identification Number (FEIN or SSN)
- Hawaii Tax ID #
- Unemployment Insurance ID (UI ID #) - if applicable
- Valid credit card for \$12 annual fee

If you have an **HCE** or a **Business Express** account [login](#), otherwise [Create an Account](#).




[Video Transcript](#) (txt)


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Hawaii Awards & Notices Data System (HANDS)

Hawaii Awards & Notices Data System (HANDS)




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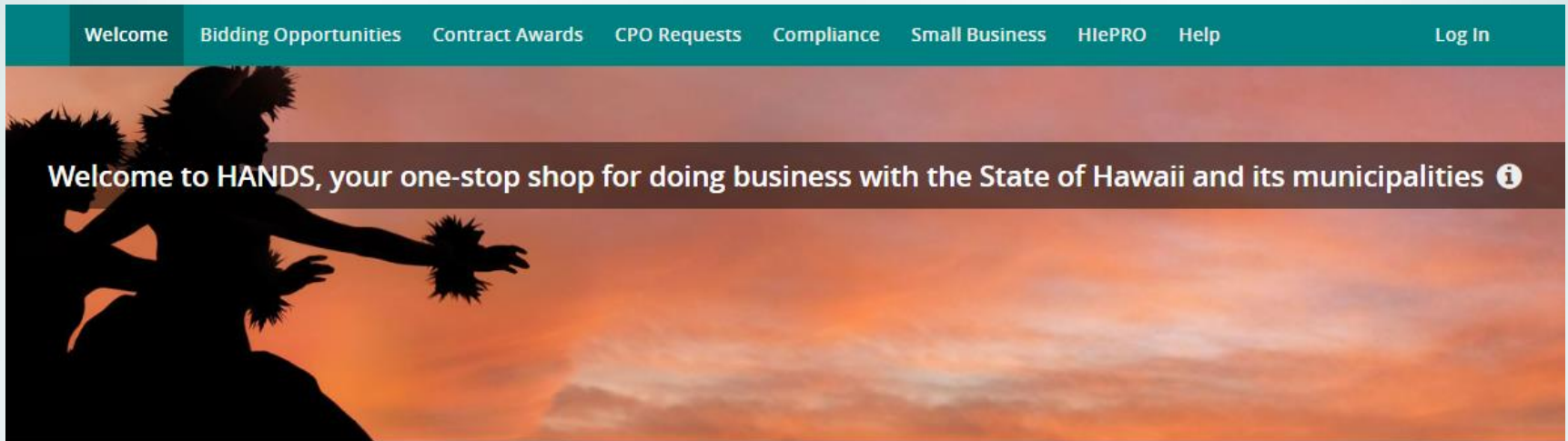
HANDS (Awards & Notices)



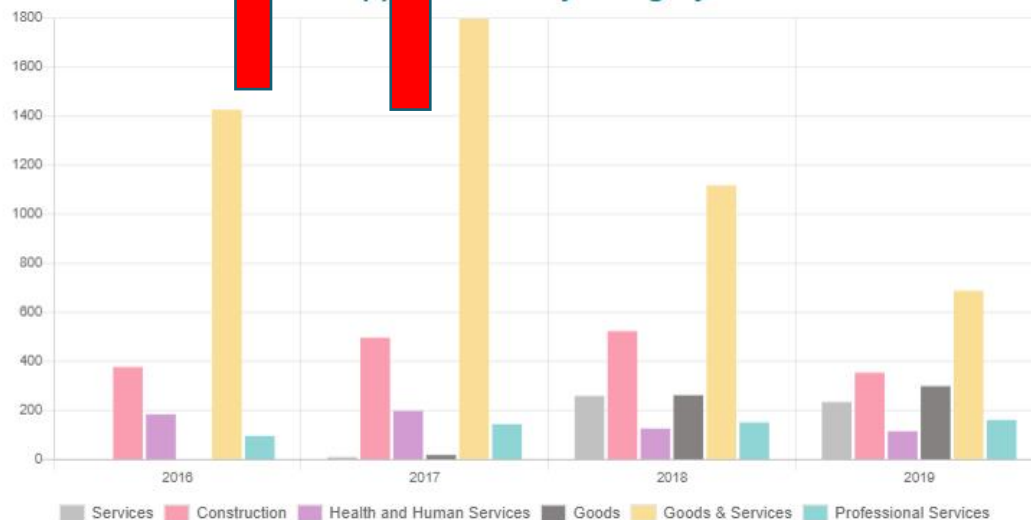
Procurement Wizard



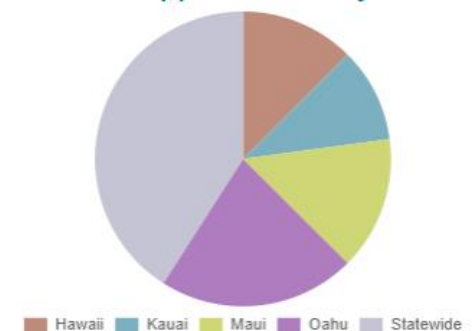
Hawaii Awards & Notices Data System (HANDS)



Opportunities By Category



Current Opportunities by Island



Hawaii Awards & Notices Data System (HANDS)



HANDS Hawaii Awards & Notices Data System

[Welcome](#)[Bidding Opportunities](#)[Contract Awards](#)[CPO Requests](#)[Compliance](#)[Small Business](#)[HlePRO](#)[Help](#)[Log In](#)

Bidding Opportunities : **227** Opportunities

This page displays an up to date listing of notices for solicitations, requests for information, and other solicitation notices used to assist in the procurement of goods, services, construction, professional services and health and human services throughout the State and its municipalities. [i](#)

Enter keyword(s)

Example keywords: refuse, IFB-100-SW, Q17000556, Kauai, DAGS

[Hide More Search Criteria](#)

Category

-- select --

Department

-- select --

Island

-- select --

Publish Date (on or after)



Offer Due Date (on or after)

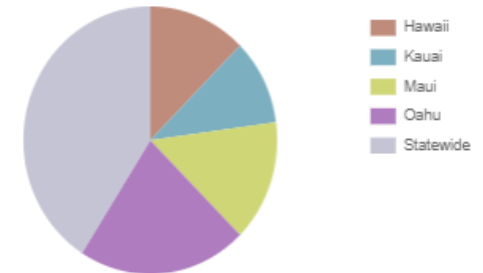


Jurisdiction

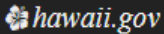

-- select --

Clear


Opportunities by Island




Hawaii Awards & Notices Data System (HANDS)

[Welcome](#) [Bidding Opportunities](#) [Contract Awards](#) [CPO Requests](#) [Compliance](#) [Small Business](#) [HiePRO](#) [Help](#) [Log In](#)

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[Hide More Search Criteria](#)


Category

Health and Human Services 


Department

-- select -- 


Island

-- select -- 


Jurisdiction

-- select -- 

Publish Date (on or after)




Offer Due Date (on or after)




Clear

118 Results [Export to Excel](#)

☒ Show Closed Opportunities (Marked as )

Page 1 of 12 | Show

10



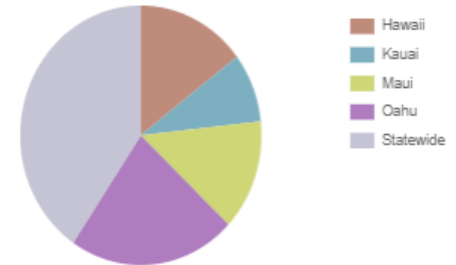
 on page

< Prev

Next >

Solicitation #	Title	Category	Jurisdiction	Department	Island	Published Date	Offer Due Date & Time (HST)
HCOA.2019.KCHCBS.01	Kupuna Care Home and Community-Based Services	Health and Human Services	County of Hawaii	Hawaii Director of Finance	Hawaii	11/08/2019	12/13/2019 04:30 PM

Opportunities by Island

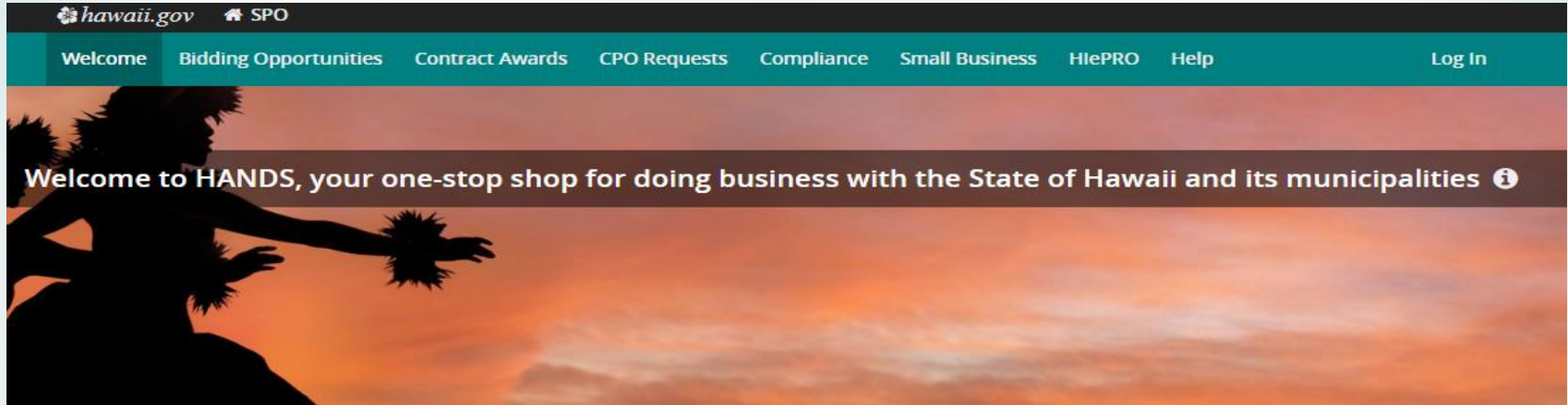


Hawaii Awards & Notices Data System (HANDS)

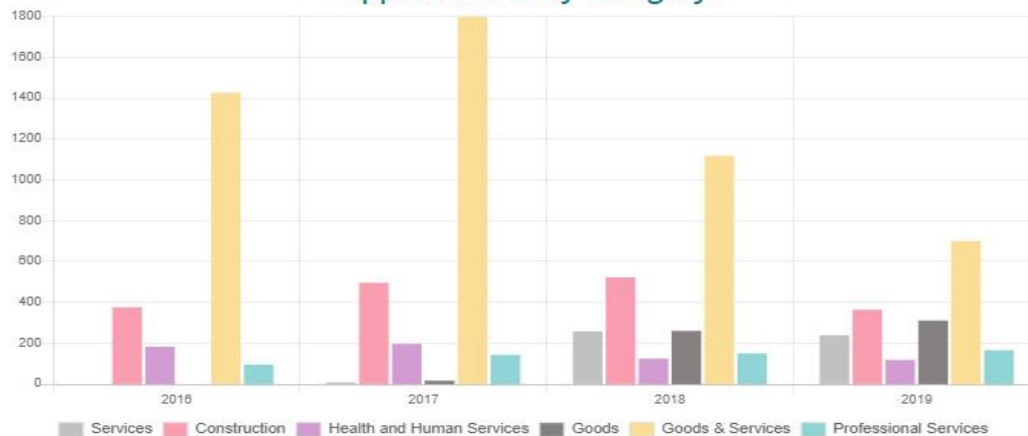
Solicitation Information

- Department Solicitation Number
- Jurisdiction
- Division
- Type of Notice
- Solicitation Title
- Solicitation Description
- Release Date
- Offer Due Date & Time
- Branch/Program Hawaii County Office of Aging
- Approximate Funding Per Year
- Projected Start Date
- Projected End Date
- Islands
- Files
- Buyer Information
- Orientation Meeting

Hawaii Awards & Notices Data System (HANDS)

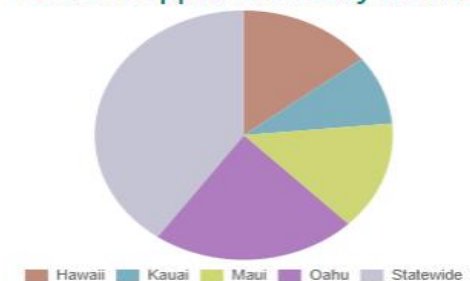


Opportunities By Category



[See More Data >](#)


Current Opportunities by Island








Hawaii State eProcurement system (HlePRO)

Hawaii State eProcurement system (HiePRO)




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Surplus Property Office




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HCE (Hawaii Compliance Express)

HANDS (Awards & Notices)



Procurement Wizard



Hawaii State eProcurement system (HiePRO)



HiePRO State of Hawaii eProcurement

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Search for Solicitations & Awards

Notice of Solicitation [Awards](#)

Solicitation #	Keyword	Department	Method of Procurement
<input type="text"/>	<input type="text"/>	All ▼	All ▼

[More search criteria](#)

Department Solicitation #	Category	Island	Status
<input type="text"/>	All ▼	Statewide ▼	All ▼

Due Date (on or after)	Publication Date (on or after)
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

Commodity Code(s)

Enter a keyword associated with your industry, click search, then select & add applicable commodity code(s).

<input data-bbox="150 1058 345 1085" type="text" value="Keyword(s)..."/>	<input data-bbox="363 1058 428 1085" type="button" value="Search"/>
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Need help? Watch a [how-to video](#) or read about [commodity codes](#).

Commodity Code	Description	Action
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Hawaii State eProcurement system (HiePRO)



HiePRO State of Hawaii eProcurement

[My Dashboard](#) [Search](#) [Commodity Codes](#) [FAQs](#) [Help Videos](#)

Display Solicitation

Vendor View

General
Information

[Line
Items](#)

[Instructions](#)

[Vendor
Notification](#)

[Approval
Status](#)

[Offers](#)

[Protests](#)

[History](#)

Q14000151 Mobile Imaging Services for Hawaii State Hospital

General Information

Solicitation Number Q14000151 versions: [00](#) [01](#)

Status Awarded

Department Health

Division Adult Mental Health Division

Procurement Method Small Purchase RFQ

Solicitation Type Health and Human Services

Solicitation Title Mobile Imaging Services for Hawaii State Hospital

Solicitation Description A provider is being sought to supply mobile X-ray and ultrasound services to inpatients at the Hawaii State Hospital. Services will be provided throughout the hospital; on the patient care units as well as in the Treatment Mall. Coordination of these services with the hospital's clinic is expected. Finalized typed reports of the readings will be returned to the ordering practitioner promptly and will include either the images in hard copy or electronic format upon request.

MUST INCLUDE with the bid: complete list of all services provided and individual pricing. For example: Chest X-ray AP and Lat, Abdomen KUB, Hip AP and Lat. Please print and complete the attached bid sheet. Failure to properly complete the bid sheet, including pricing for all procedures indicated will result in disqualification of the quote.

The successful bidder MUST be either Joint Commission accredited OR provide that all radiologist consultants utilized are active staff at a Joint Commission accredited facility. Written proof of practitioner's status will be required upon awarding the contract and subsequent renewals.


In the event of one or more studies ordered on multiple patients during a given appointment, only one transport change will be reimbursed per campus visit.

Release Date 02/05/2014

The background of the slide features a light green, stylized pattern of tropical leaves, including palm fronds and monstera leaves, arranged in a corner pattern. The text "Procurement Wizard" is centered in a bold, dark teal font. On the left and right sides, there are dark green vertical bars, each containing a white chevron symbol pointing to the right.



Procurement Wizard

Procurement Wizard




State of Hawaii
State Procurement Office

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Training State &
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HlePRO (eProcurement
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HANDS
(Awards &
Notices)

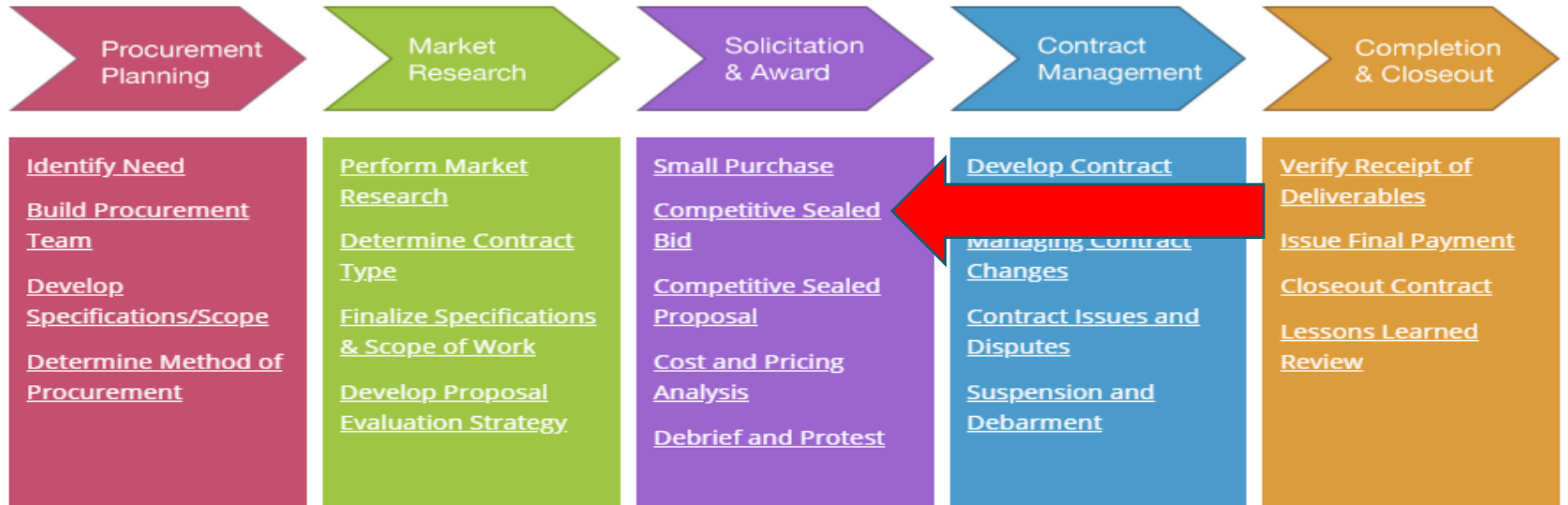


HCE (Hawaii Compliance
Express)

Procurement Wizard



Procurement Wizard



Section One: Introduction **Start Here!**

Welcome to the State of Hawaii Procurement Wizard. This is the official guide to the Executive Branch and other jurisdictions on the procurement process for goods, services, and construction. The State's primary procurement resources include the Procurement Wizard, Hawaii Revised Statutes (HRS), and the Hawaii Administrative Rules (HAR).

SEARCH THE WIZARD

Type in search terms



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Procurement Lifecycle

Procurement Lifecycle



Procurement Lifecycle

The various stages of the procurement lifecycle will have standard elements across all types of procurements.

Procurement Planning

Market Research

Solicitation & Award

Contract Management

Completion & Closeout

Procurement Lifecycle

Procurement Planning

Procurement Planning

The Procurement Planning phase encompasses several key processes in the procurement lifecycle. From identifying and defining a need to determining the most appropriate acquisition method that addresses that need, the planning phase frames the procurement approach and strategy.

Key activities include conducting research and analysis, documenting results, evaluating alternatives, and deciding on an approach.

Market Research

Solicitation & Award

Contract Management

Completion & Closeout

Procurement Lifecycle

Procurement Planning

Market Research

Market Research

The market research phase is arguably the most important phase major decisions are made about the procurement prior to solicitation.

Requests for information (RFI) are done in this phase.

This is the stage where ideas and potential solutions for building capacity in rural areas can be presented and discussed.

Solicitation & Award

Contract Management

Completion & Closeout

Procurement Lifecycle

Procurement Planning

Market Research

Solicitation & Award

Solicitation & Award

The Solicitation and Award phase of the procurement lifecycle is the process of **acquiring** Health and Human services through an open, competitive solicitation process and includes the following steps: solicitation development; solicitation issuance; proposal development, proposal receipt; evaluation; discussions (if applicable); and contract award.

Contract Management

Completion & Closeout

Procurement Lifecycle

Procurement Planning

Market Research

Solicitation & Award

Contract Management

Contract Management

The Contract Management phase of the procurement lifecycle is defined as the process of monitoring and tracking contracts and the associated vendors to be certain requirements are delivered, terms and conditions are being met, vendor invoices are correct, and payments to vendors are being made in a timely manner.

Completion & Closeout

Procurement Lifecycle

Procurement Planning

Market Research

Solicitation & Award

Sole Source

Completion & Closeout

Completion & Closeout

The Contract Completion and Closeout phase of the procurement lifecycle is defined as the procedural and administrative tasks required to change the status of a contract from “active” to “complete”.

For contracts where all obligations have been met, including the finalization of all legal, administrative, and managerial tasks, the contract is considered to be complete.

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Cooperative Purchasing Program

Cooperative Purchasing Program

Nonprofit's with a current health and human services contract can save time and money by utilizing SPO Price/Vendor List contracts.

- Pre-approved, cooperative purchase agreements have been negotiated by the SPO
- Completed, awarded, and listed on the SPO website
- There are currently 98 vendor lists available online at the SPO website

Cooperative Purchasing Program

Form Number	Dated	Subject	Island
E19-24	04/18/2019	Lamps (High Density Discharge) and Ballasts (Electronic & High Intensity Discharge)	Statewide
E19-12-Lanai	07/01/2019	Disposable Food Service Products for Cafeterias	Lanai
E19-11-Molokai	07/01/2019	Disposable Food Service Products for Cafeterias	Molokai
E19-10-Kauai	07/01/2019	Disposable Food Service Products for Cafeterias	Kauai
E19-09-Maui	07/01/2019	Disposable Food Service Products for Cafeterias	Maui
E19-08-Hawaii	07/01/2019	Disposable Food Service Products for Cafeterias	Hawaii
E19-07-Oahu	07/01/2019	Disposable Food Service Products for Cafeterias	Oahu
E18-04	03/20/2019	Paint and Coating Products	Oahu
E17-05-A Notice	01/30/2019	Ballasts (Electronic & High Density Discharge) - NOTICE	Statewide
E17-05	02/13/2018	Ballasts (Electronic & High Density Discharge)	Statewide
E16-18	01/04/2018	Pest Management Products	Statewide
20-09	10/24/2019	NASPO ValuePoint Tires, Tubes and Services	Statewide
20-06	10/01/2019	NASPO ValuePoint Construction Equipment	Statewide
20-04	11/19/2019	NASPO ValuePoint Professional Grade Tools and Diagnostic Equipment	Statewide
20-02-C	07/01/2019	ADAPT Letter of Authorization - Direct Sales	Statewide
20-02-B	07/01/2019	ADAPT (PIP) Declaration Form	Statewide
20-02-A	07/01/2019	MMCAP Facility Membership Application and Facility Membership Agreement	Statewide
20-02	07/01/2019	MMCAP Pharmaceutical - NARCAN/ Naloxone HCL	Statewide
20-01	06/26/2019	Accounting Professional Services	Statewide
19-20	07/05/2019	NASPO ValuePoint Police Radar/Lidar Speed Enforcement & Speed Advisory System, Parts, and Accessories	Statewide

Cooperative Purchasing Program

Applicants must be a tax-exempt, nonprofit with a current health and human services contract obtained pursuant to HRS Chapter 103F.

Provider file an application with the SPO along with documentation nonprofit status with the Internal Revenue Service and a current Chapter 103F, HRS, health and human services contract.

The instructions and the approval form is available on the SPO website.

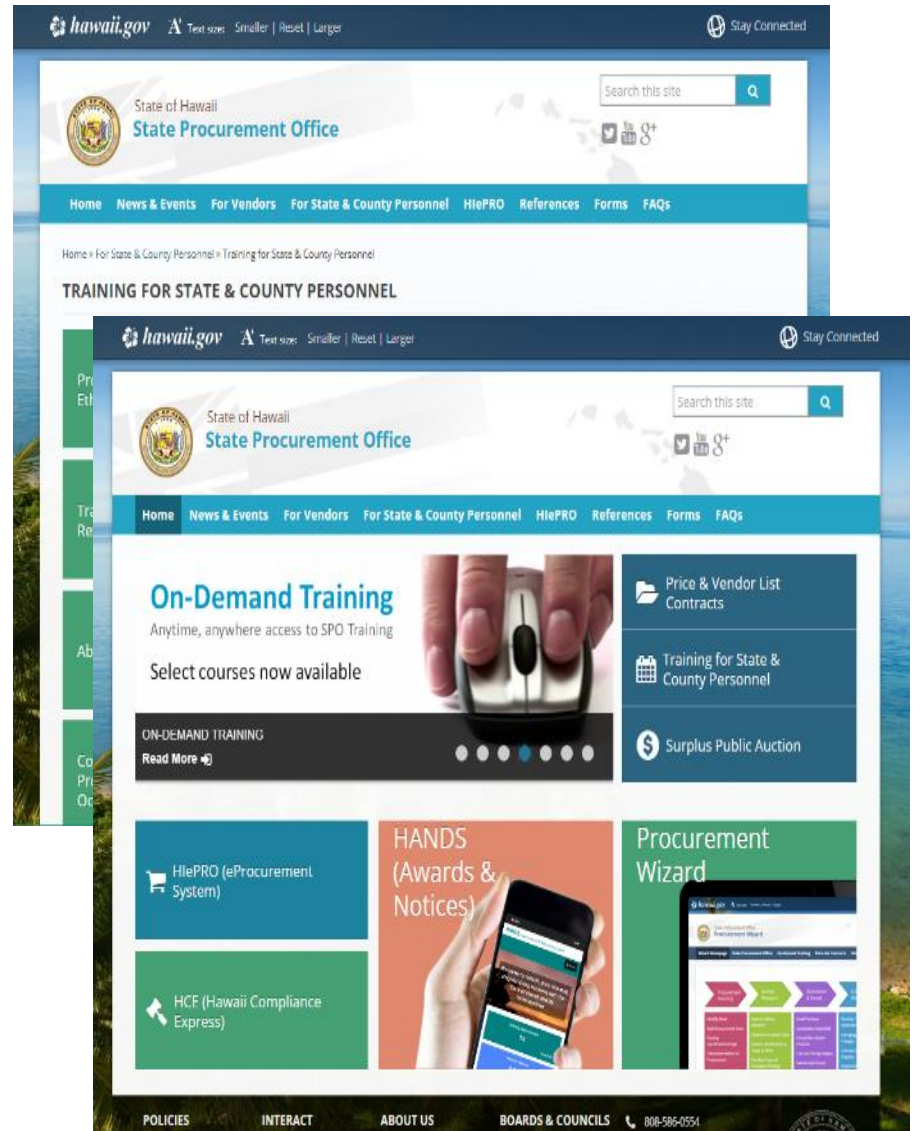
<http://spo.hawaii.gov/for-vendors/non-profits/cooperative-purchasing-program/>

Conclusion

SPO Website

- Procurement Statutes and Rules
- Procurement Circulars
- HANDS
- HlePro
- Procurement Wizard
- On-Demand Training
- Procurement Forms
- Contact Information

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- Act 162
- Partnering with the State
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- Procurement lifecycle
- Cooperative Purchasing Program

The SPO is here to help support State procurement staff and the Provider community throughout the Procurement Lifecycle.





Thanks for your attention.

The SPO looks forward to
working with you.

We are here to help and we
appreciate your questions and
feedback.