

# METHODS OF SOURCE SELECTION

## **SMALL PURCHASE**

HRS §103D-305

HAR Chapter 3-122, Subchapter 8

## **SOLE SOURCE**

HRS §103D-306

HAR Chapter 3-122, Subchapter 9

## **EMERGENCY**

HRS §103D-307

HAR Chapter 3-122, Subchapter 10

## **COMPETITIVE SEALED BID**

HRS §103D-302

HAR Chapter 3-122, Subchapter 5

## **COMPETITIVE SEALED PROPOSAL**

HRS §103D-303

HAR Chapter 3-122, Subchapter 6

## **PROFESSIONAL SERVICES**

HRS §103D-304

HAR Chapter 3-122, Subchapter 7

# SMALL PURCHASE

HRS §103D-305

HAR Chapter 3-122, Subchapter 8

**Goods, Services, and Construction**  
**Under \$50,000\*\***

## Under \$5,000

- ▶▶ Adequate and reasonable competition is recommended
- ▶▶ Award to vendor offering lowest quote, or best value when not able to award to lowest price
- ▶▶ SPO-10 and SPO-10A are optional

## \$5,000 to less than \$15,000

- ▶▶ Obtain minimum three quotes
- ▶▶ Document: SPO-10, *Record of Procurement*
- ▶▶ Award to vendor offering lowest quote, or best value when not able to award to lowest price

## Electronic Procurement

### \$25,000 to less than \$50,000\*\*

- ▶▶ Obtain minimum three **written** quotes
- ▶▶ Award to vendor offering lowest quote, or best value when not able to award to lowest price
- ▶▶ Document: SPO Form-10/10A

## Hawaii Electronic Procurement System -HePS

### \$15,000\* to less than \$50,000\*\*

- ▶▶ Solicitation shall be conducted on HePS
- ▶▶ Award to vendor offering lowest quote, or best value when not able to award to lowest price
- ▶▶ Document: HePS Summary Report
- ▶▶ Obtain compliance documents (i.e. HCE)

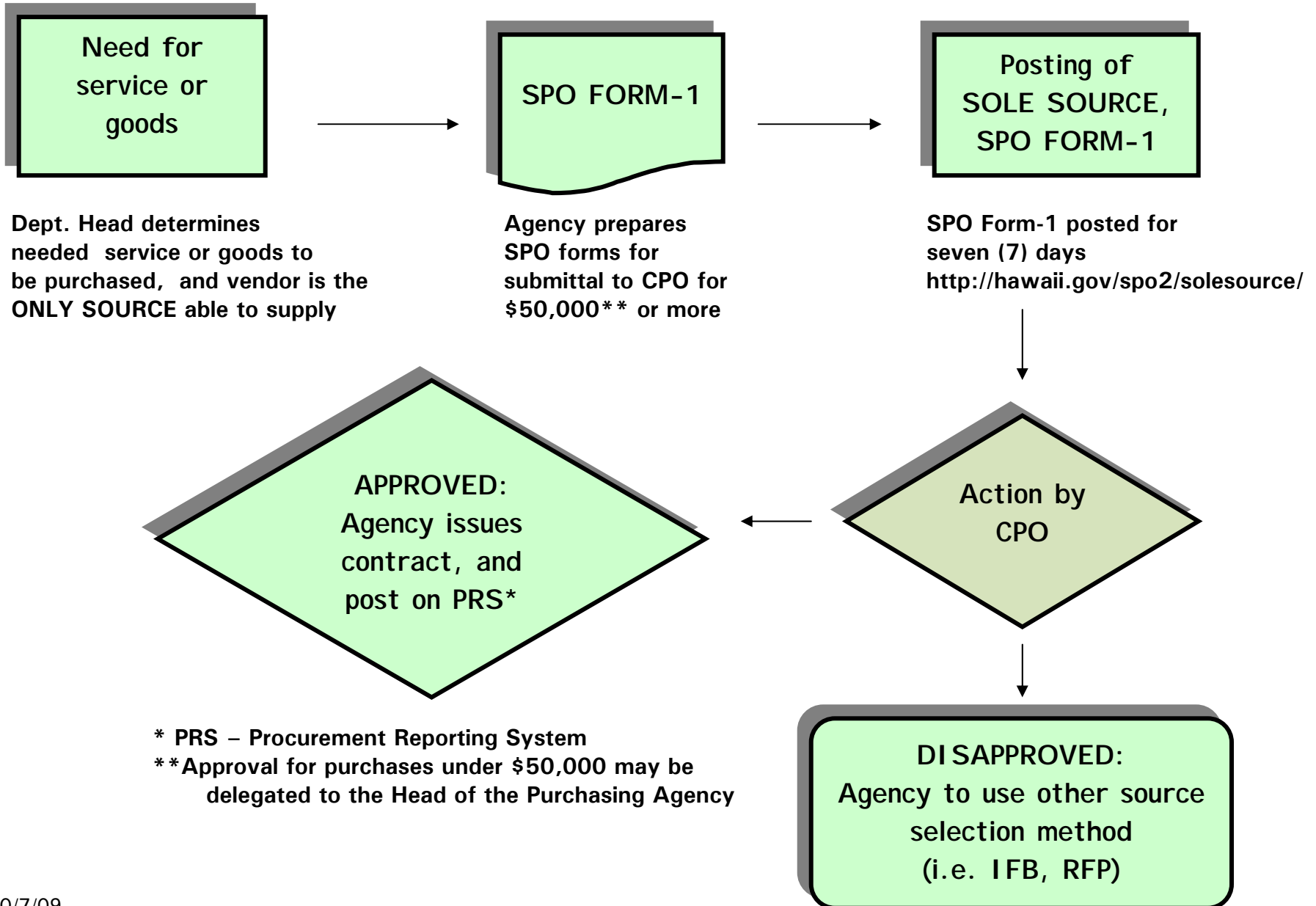
\*Required for Executive departments

\*\* Act 175, SLH 2009 raised small purchase level to less than \$100,000 for goods/services; less than \$250,000 for construction, effective to 6/30/2012

# SOLE SOURCE

HRS §103D-306

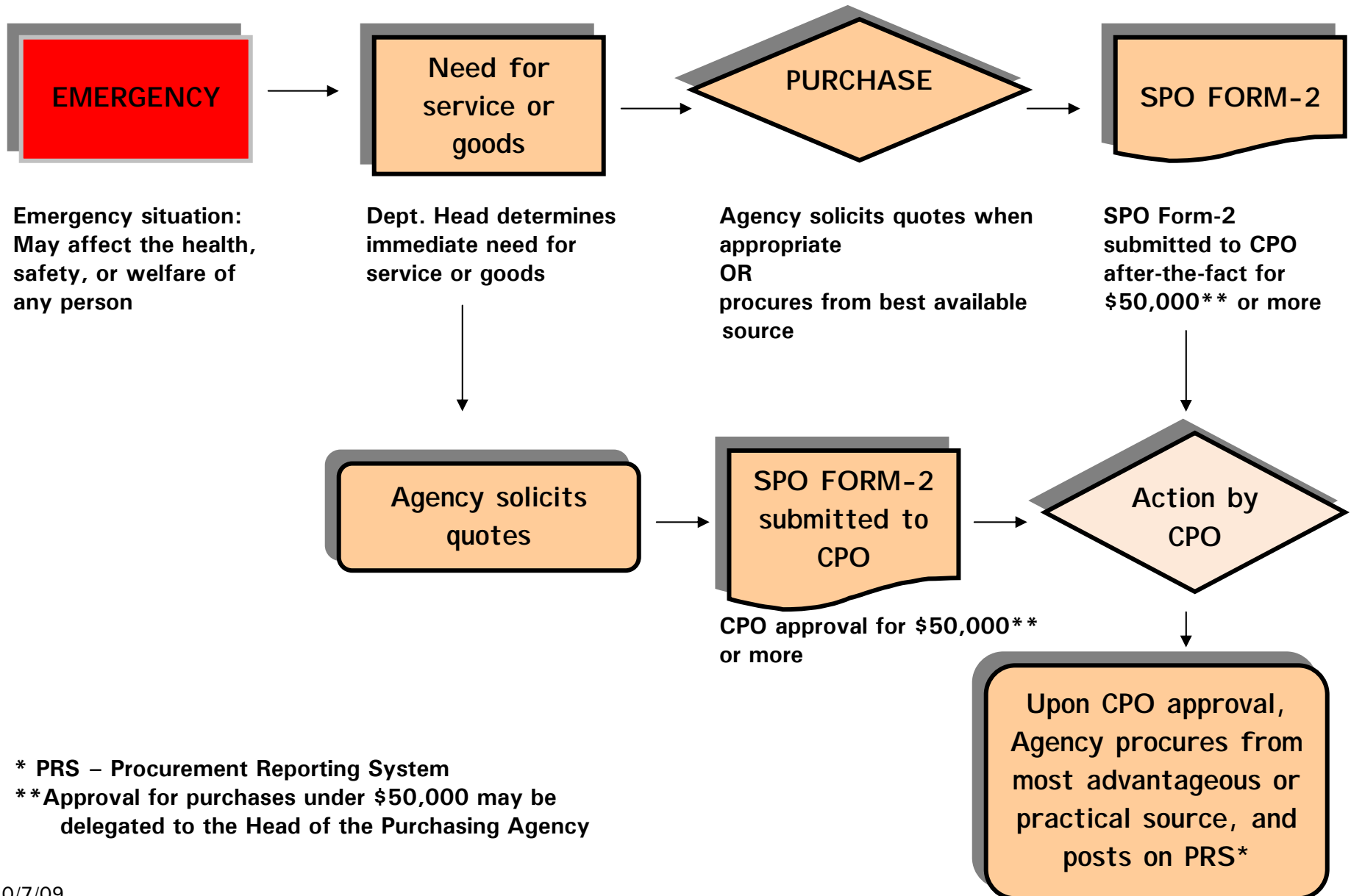
HAR Chapter 3-122, Subchapter 9



# EMERGENCY

HRS §103D-307

HAR Chapter 3-122, Subchapter 10



# COMPETITIVE PROCESS

- Invitation for Bids (IFB)
- Request for Proposals (RFP)

## IFB

HRS §103D-302  
HAR 3-122, Subchapter 5

- Detailed specifications
- Procurement Notice on PNS\*
- Pre-Bid conference for construction or design-build project, total est. contract \$500,000 or more
- No discussions
- Award to low bidder
- Post award on PRS\*\*
- Protest filed within 5 working days of the posting of the award

## Multi-Step IFB

HRS §103D-303 & §103D-302  
HAR 3-122, Subchapter 6.5

### Combination IFB/RFP:

#### Step 1:

- Procurement Notice on PNS\*
- Unpriced technical Proposals
- Pre-Bid conference (same as IFB process)
- Discussions
- Determine acceptable proposals

#### Step 2:

- Award to bidder offering lowest priced acceptable proposal
- Post award on PRS\*\*
- Protest filed within 5 working days of the posting of the award

## RFP

HRS §103D-303  
HAR 3-122, Subchapter 6

- Solution to a problem
- Procurement Notice on PNS\*
- Evaluations
- Discussions
- Pre-Proposal conference for construction or design-build projects, total est. contract \$100,000 or more
- Best and Final Offers (optional)
- Award based on various criteria – price may be a factor
- Post award on PRS\*\*
- Protest filed within 5 working days of the posting of the award
- Debriefing of requesting non-selected offeror within 3 working days
- Protest filed within 5 working days after last debriefing

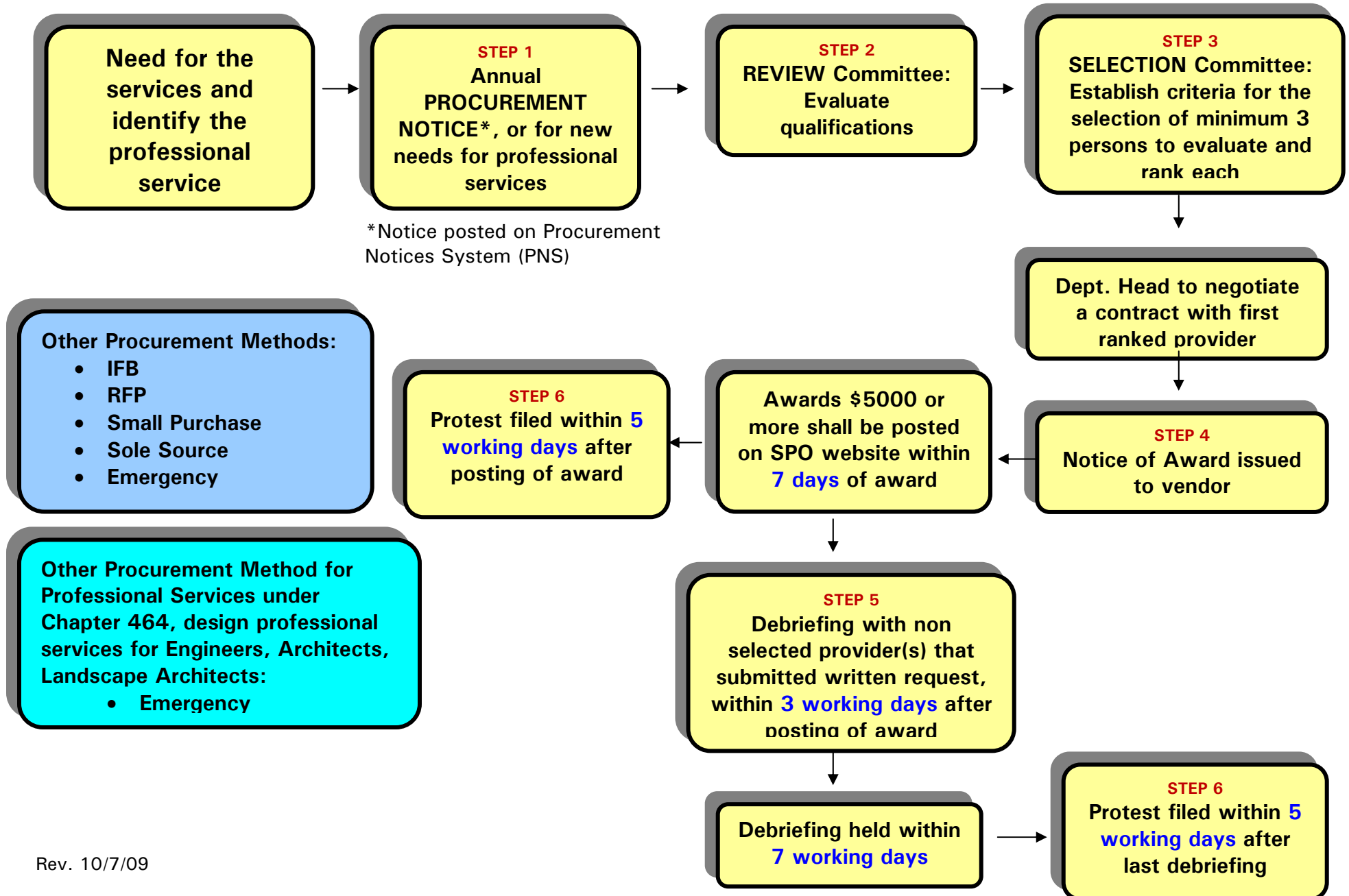
\* PNS – Procurement Notices System

\*\*PRS – Procurement Reporting System

# PROFESSIONAL SERVICES

HRS §103D-304

HAR Chapter 3-122, Subchapter 7



# PROFESSIONAL SERVICES

## HRS §103D-304

### HAR Chapter 3-122, Subchapter 7

Pursuant HRS §103D-304, "Professional Services" means those services within the scope of the practice of architecture, landscape architecture, professional engineering, land surveying, real property appraisal, law, medicine, accounting, dentistry, public finance bond underwriting, public finance bond investment banking, or any other practice defined as professional by the **laws of this State\*** or the professional and scientific occupation series contained in the **United States Office of Personnel Management's Qualifications Standards Handbook\*\***.

#### \*HRS Chapter 415A, Professional Corporation Act

HRS §415A-2, Definitions. "Professional service" means any service which lawfully may be rendered only by persons licensed under chapters 442, 448, 453, 455, 457, 459, 460, 461, 463E, 465, 466, 471, 605, and section 554-2.

Chapters:	442 - Chiropractic	461 - Pharmacists & Pharmacy
	448 - Dentistry	463E- Podiatrists
	453 - Medicine & Surgery	465 - Psychologist
	455 - Naturopathy	466 - Public Accountancy
	457 - Nurses	471 - Veterinary Medicine
	459 - Optometry	605 - Attorneys
	460 - Osteopathy	
	554-2 Nomination by beneficiaries; appointment of trustees (private trusts)	

\*\*U. S. Office of Personnel Management - Qualifications Standards Handbook for Professional and Scientific Positions.

**PROFESSIONAL SERVICES**  
**HRS §103D-304**  
**HAR Chapter 3-122, Subchapter 7**

<a href="#">GS-020 Community Planning</a>	<a href="#">GS-806 Materials Engineering</a>
<a href="#">GS-101 Social Science</a>	<a href="#">GS-807 Landscape Architecture</a>
<a href="#">GS-110 Economist</a>	<a href="#">GS-808 Architecture</a>
<a href="#">GS-130 Foreign Affairs</a>	<a href="#">GS-810 Civil Engineering</a>
<a href="#">GS-131 International Relations</a>	<a href="#">GS-819 Environmental Engineering</a>
<a href="#">GS-140 Workforce Research and Analysis</a>	<a href="#">GS-830 Mechanical Engineering</a>
<a href="#">GS-150 Geography</a>	<a href="#">GS-840 Nuclear Engineering</a>
<a href="#">GS-170 History</a>	<a href="#">GS-850 Electrical Engineering</a>
<a href="#">GS-180 Psychology</a>	<a href="#">GS-854 Computer Engineering</a>
<a href="#">GS-184 Sociology</a>	<a href="#">GS-855 Electronics Engineering</a>
<a href="#">GS-185 Social Work</a>	<a href="#">GS-858 Biomedical Engineering</a>
<a href="#">GS-190 General Anthropology</a>	<a href="#">GS-861 Aerospace Engineering</a>
<a href="#">GS-193 Archeology</a>	<a href="#">GS-871 Naval Architecture</a>
<a href="#">GS-401 General Biological Science</a>	<a href="#">GS-880 Mining Engineering</a>
<a href="#">GS-403 Microbiology</a>	<a href="#">GS-881 Petroleum Engineering</a>
<a href="#">GS-405 Pharmacology</a>	<a href="#">GS-890 Agricultural Engineering</a>
<a href="#">GS-406 Agricultural Extension</a>	<a href="#">GS-892 Ceramic Engineering</a>
<a href="#">GS-408 Ecology</a>	<a href="#">GS-893 Chemical Engineering</a>
<a href="#">GS-410 Zoology</a>	<a href="#">GS-894 Welding Engineering</a>
<a href="#">GS-413 Physiology</a>	<a href="#">GS-896 Industrial Engineering</a>
<a href="#">GS-414 Entomology</a>	<a href="#">GS-1015 Museum Curator</a>
<a href="#">GS-415 Toxicology</a>	<a href="#">GS-1221 Patent Adviser</a>

<a href="#">GS-430 Botany</a>	<a href="#">GS-1223 Patent Classifying</a>
<a href="#">GS-434 Plant Pathology</a>	<a href="#">GS-1224 Patent Examining</a>
<a href="#">GS-435 Plant Physiology</a>	<a href="#">GS-1226 Design Patent Examining</a>
<a href="#">GS-436 Plant Protection and Quarantine</a>	<a href="#">GS-1301 General Physical Science</a>
<a href="#">GS-437 Horticulture</a>	<a href="#">GS-1306 Health Physics</a>
<a href="#">GS-440 Genetics</a>	<a href="#">GS-1310 Physics</a>
<a href="#">GS-454 Rangeland Management</a>	<a href="#">GS-1313 Geophysics</a>
<a href="#">GS-457 Soil Conservation</a>	<a href="#">GS-1315 Hydrology</a>
<a href="#">GS-460 Forestry</a>	<a href="#">GS-1320 Chemistry</a>
<a href="#">GS-470 Soil Science</a>	<a href="#">GS-1321 Metallurgy</a>
<a href="#">GS-471 Agronomy</a>	<a href="#">GS-1330 Astronomy and Space Science</a>
<a href="#">GS-480 General Fish and Wildlife Administration</a>	<a href="#">GS-1340 Meteorology</a>
<a href="#">GS-482 Fishery Biology</a>	<a href="#">GS-1350 Geology</a>
<a href="#">GS-485 Wildlife Refuge Management</a>	<a href="#">GS-1360 Oceanography</a>
<a href="#">GS-486 Wildlife Biology</a>	<a href="#">GS-1370 Cartography</a>
<a href="#">GS-487 Animal Science</a>	<a href="#">GS-1372 Geodesy</a>
<a href="#">GS-493 Home Economics</a>	<a href="#">GS-1373 Land Surveying</a>
<a href="#">GS-510 Accounting</a>	<a href="#">GS-1380 Forest Products Technology</a>
<a href="#">GS-511 Auditing</a>	<a href="#">GS-1382 Food Technology</a>
<a href="#">GS-512 Internal Revenue Agent</a>	<a href="#">GS-1384 Textile Technology</a>
<a href="#">GS-601 General Health Science</a>	<a href="#">GS-1386 Photographic Technology</a>
<a href="#">GS-630 Dietitian and Nutritionist</a>	<a href="#">GS-1420 Archivist</a>
<a href="#">GS-631 Occupational Therapist</a>	<a href="#">GS-1510 Actuary</a>
<a href="#">GS-633 Physical Therapist</a>	<a href="#">GS-1515 Operations Research</a>
<a href="#">GS-635 Corrective Therapist</a>	<a href="#">GS-1520 Mathematics</a>
<a href="#">GS-637 Manual Arts Therapist</a>	<a href="#">GS-1529 Mathematical Statistician</a>
<a href="#">GS-638 Recreation/Creative Arts Therapist</a>	<a href="#">GS-1530 Statistician</a>
<a href="#">GS-639 Educational Therapist</a>	<a href="#">GS-1550 Computer Science</a>
<a href="#">GS-644 Medical Technologist</a>	<a href="#">GS-1701 General Education and Training</a>
<a href="#">GS-665 Speech Pathology and Audiology</a>	<a href="#">GS-1710 Education and Vocational Training</a>
<a href="#">GS-690 Industrial Hygiene</a>	<a href="#">GS-1720 Education Program</a>
<a href="#">GS-696 Consumer Safety</a>	<a href="#">GS-1725 Public Health Educator</a>
<a href="#">GS-801 General Engineering</a>	<a href="#">GS-1730 Education Research</a>
<a href="#">GS-803 Safety Engineering</a>	<a href="#">GS-1740 Education Services</a>
<a href="#">GS-804 Fire Protection Engineering</a>	<a href="#">GS-1750 Instructional Systems</a>

# PROFESSIONAL SERVICES

## HRS §103D-304

### HAR Chapter 3-122, Subchapter 7

**PROCUREMENT OF PROFESSIONAL SERVICES** shall be pursuant to §103D-304, or:

- Competitive sealed bids (§103D-302)
- Competitive sealed proposals (§103D-303)
- Small purchase (§103D-305)
- Sole source (§103D-306)
- Emergency (§103D-307)

Design professional services (Chapter 464) shall **only** be pursuant to §103D-304 or §103D-307. (HRS Chapter 464, design professional service for Engineers, Architects, Landscape Architects)

**STEP 1** Notice to providers of professional services identifying the professional services; Post notice on Procurement Notices System (PNS).

**STEP 2** REVIEW COMMITTEE

- Minimum of three committee persons; each person completes SPO Form-24
- Shall review and evaluate all submissions
- Prepare a list of qualified persons

**STEP 3** SELECTION COMMITTEE

- Minimum of three committee persons; each person completes SPO Form-24
- Utilize selection criteria in descending order of importance:
  1. Experience and professional qualifications relevant to the project type;
  2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
  3. Capacity to accomplish the work in the required time; and
  4. Any additional criteria as determined by the selection committee, made known to the providers.
- Evaluate the submissions.
- Conduct confidential discussions
- Rank a minimum of three providers, submit to head of the purchasing agency (HOPA)
- HOPA shall negotiate a contract with first ranked person
  1. If not able to reach agreement, negotiate with second ranked person
  2. If not able to reach agreement with any on the initial list, selection committee may be asked to submit a minimum of three additional persons for HOPA to resume negotiations
  3. Contract file shall contain all documentation to support selection.

**STEP 4** AWARD

- Awards \$5000 or more shall be posted on SPO webpage within **7 days of award**.

**STEP 5** DEBRIEFING of non-selected provider

- Non-selected provider may submit a written request for debriefing within **3 working days** after posting of award
- Agency shall conduct debriefing within **7 working days**

**STEP 6** PROTEST

- Shall be filed within **5 working days** of the posting of the award; or
- Following a debriefing, a protest shall be filed within **5 working days**