

# VENDOR GUIDE

## “Doing Business with the State of Hawaii”

The State of Hawaii and its counties offer the business community many opportunities to sell their goods, services, and construction. In 1993, the Hawaii legislature took steps to ensure that vendors all work from a single source of procurement laws and rules. No matter what State of Hawaii government agency you deal with, only one law governs the procurement process within our State. This guide offers you a brief overview of the structure of purchasing in the state of Hawaii, and provides links to various websites and other sources of procurement information that will help vendors provide goods, services, and construction to the State of Hawaii.

The following website links and other procurement information can be accessed through the State Procurement Office website at [www.spo.hawaii.gov](http://www.spo.hawaii.gov)

### **The Organization of Hawaii Public Procurement**

Hawaii’s procurement function is decentralized. Due to the physical make up of the State (six main islands), [Chief Procurement Officers](#) (CPO) representing various State and other governmental jurisdictions are delegated the responsibility for the procurement of goods, services, and construction.

### **The Procurement Policy Board**

The implementation of [Administrative Rules](#) for procurement is centralized with the [Procurement Policy Board](#) (PPB), which is an autonomous board, made up of seven members. The PPB adopts rules consistent with the procurement statute found in [Chapter 103D, Hawaii Revised Statutes \(HRS\)](#).

### **The State Procurement Office**

The [State Procurement Office](#) (SPO) serves as the central authority on procurement statutes and rules for all governmental bodies of the State and its counties. Although Hawaii is decentralized in its procurement of goods, services, and construction, with each jurisdiction having authority to purchase; the SPO remains the central source on matters of procurement policy.

### **Frequently Asked Questions (FAQs)**

To view frequently asked questions by persons wanting to do business with the State of Hawaii, click on [FAQs](#).

### **HRS Chapter 103D, the Procurement Code**

Chapter 103D, HRS, is the section of the Hawaii Revised Statutes (HRS) that governs the procurement of goods, services, and construction by the State and its counties. To view the background, applicability of the procurement code, and methods of source selection, click on [Summary of HRS Chapter 103D, Hawaii Public Procurement Code](#).

## **HRS Chapter 103F, Health and Human Services**

Chapter 103F, HRS, is the section of the Hawaii Revised Statutes that governs the procurement of health and human services by the State. To view information on Chapter 103F, click on [Health and Human Services, Chapter 103F, HRS Procurements.](#)

## **Procurement Notices**

To view procurements that are currently being solicited throughout the State of Hawaii click on [Procurement Notices.](#) Please be aware that while most State and county agencies post their solicitations to this website, each jurisdiction may have their own procurement notices website.

## **Awards**

To view procurement awards made throughout the State click on [Awards.](#)

## **SPO Price List/Vendor List Contracts**

The SPO, as a part of their service, cooperatively bids commonly purchased commodities or services. To view the various price list and vendor lists contracts, click on [SPO Price List/Vendor List Contracts.](#)

A **price list** is issued for a specified time period for commonly used goods or services, sets contractual pricing, competitively solicited, unless available from a single source or from a governmental institution such as the Hawaii Correctional Industries. A vendor awarded a price list contract is obligated to provide the specified goods or services, at the contracted price and terms, to all purchasing agencies committed to the contract. In addition to State executive branch agencies, the University of Hawaii, Hawaii Health System Corporation, and any number of the seventeen purchasing jurisdictions utilize the price lists issued by the State Procurement Office. The SPO averages 60 price lists in effect at any given time, totaling a conservative estimate of \$29 million. For information contact the staff member listed in the specific price list.

A **vendor list** is issued for a specified time period and lists qualified vendors, competitively solicited, to provide commonly used goods or services, usually at discount rates from a vendor's established catalog or product lists. Examples of vendor lists include copiers and facsimile equipment and various WSCA equipment and services contracts. The number of vendor lists continues to increase as the State Procurement Office strives to provide purchasing agencies with contracts that appropriately allow selection from a range of goods or services provided by qualified vendors. For information, contact the staff member listed in the specific vendor list.

### **Hawaii Electronic Procurement System (HePS)**

The Hawaii Electronic Procurement System (HePS) is an Internet-based, on-line electronic procurement system. While there is no vendor registration fee with the HePS, there is a transaction fee applicable to vendors awarded contracts through the HePS. To view information about the HePS and to sign up, click on [Hawaii Electronic Procurement System \(HePS\)](#).

### **Hawaii Compliance Express (HCE)**

Under Hawaii law, vendors are required to furnish proof of compliance with the requirements of 103D-310(c), HRS, to receive certain contracts. The Hawaii Compliance Express (HCE) saves you time and hassle by providing an online “Certificate of Vendor Compliance” for your business entity rather than seeking individual clearances through the Department of Taxation, Internal Revenue Service, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs. To view additional information about the HCE and to sign up, click on [Hawaii Compliance Express](#).

### **Purchasing Card (pCard)**

The purchasing card (pCard) is similar to a corporate credit card, designed to streamline the state and county government’s small purchase payment process. It replaces the costly purchase order system by allowing employees to charge small purchases without having to prepare a purchase order and vendors are not required to prepare and submit invoices to receive their payment. Vendors receive payment within a few days versus within thirty days. To view additional information about the pCard, click on [pCard \(purchasing card\)](#).

### **Forms for Vendors and Contractors**

Vendors may be required at times to submit various procurement related forms to State agencies. To obtain copies of these forms, click on [Forms for Vendors/Contractors](#).

### **Preferences**

Chapter 103D, HRS, provides for various preferences to assist businesses when submitting an offer for State and county agencies solicitations. Click on [Preferences](#) to view these preferences.

### **Small Business Assistance**

Act 50, SLH 2005, created a small business set-aside to promote the growth and development of small business. A Small Business Utilization Council (SBUC) has been established as an advisory council to assist the Procurement Policy Board with recommendations on adopting and modifying size standard criteria to identify businesses as qualified to participate in the program, identify emerging industries and geographic areas within the State where the small business set-aside is needed, and coordinate with purchasing agencies to promote and encourage the use of the small business set-aside for their contracts. To view the current interim small business set-aside rules and the status of the SBUC, click on [Small Business Utilization Council](#).