



## **STATE PROCUREMENT OFFICE**

**Aaron S. Fujioka, Administrator**

**Hawaii Revised Statutes (HRS) Chapter 103F  
Purchases of Health and Human Services  
Information Available  
on the State Procurement Office Website**

**<http://hawaii.gov/spo>**

**LEGISLATIVE MEETING  
WITH  
SENATOR SUZANNE CHUN OAKLAND  
AND  
NON-PROFIT ORGANIZATIONS**

**February 23, 2011**

# State Procurement Office (SPO)

http://hawaii.gov/spo

Click on “Health and Human Services...”

The screenshot shows the homepage of the Hawaii State Procurement Office (SPO). The header features the Hawaii.gov logo and the State of Hawaii seal. The main navigation bar includes links for Site Map, Accessibility, Contact, and Governor Lingle. The page title is "State Procurement Office" with the tagline "Integrity in an Open, Fair and Transparent Process".

The main content area is divided into three columns:

- Left Column (Navigation):** Home, Program Overview (PDF), Procurement Policy Board, Procurement Policy Board - Agenda and Minutes, Community Council on Purchases of Health & Human Services, Small Business Utilization Council, Chief Procurement Officers, Contact SPO, FAQs (PDF), Statutes and Rules, For State and County Procurement Personnel, SEARCH Documents, DAGS Home, State of Hawaii Home, Hawaii Electronic Procurement System (HePS), FAQs.
- Center Column:** A large yellow hibiscus flower image. To its right, text describes the SPO's role as the central authority on procurement statutes and rules for all governmental bodies. Below the image is a section titled "Where can I find information on..." with a list of links: Awards, Doing Business with the State: Information for Vendors, Contractors and Service Providers, Hawaii Electronic Procurement System (HePS), Health and Human Services, Chapter 103F, HRS Procurements, Procurement of Goods, Services, & Construction - Chapter 103D, HRS, SPO Price List/Vendor List Contracts, Training for State And County Procurement Personnel, and pCard (purchasing card). Below this is a "What's New" section with a link to "WSCA Small Package Delivery Services Price List".
- Right Column:** Contact Information (Kalanimoku Bldg., 1151 Punchbowl St., Honolulu HI 96813, PO Box 119, Honolulu HI 96810-0119, Ph: 808 587-4700, Fax: 808 587-4703, E-mail: SPO), Hawaii Date & Time (04/21/2010 08:40 (HST), Refresh page for current time), and Quicklinks (Forms for State Agencies, Forms for Vendors/Contractors/Service Providers, Hawaii Compliance Express, Procurement Circulars, Procurement Directives, Procurement Notices, State/County Public Notices).

At the bottom left, there is a search box with a "Search" button and a link to "Advanced Search..."

For procurements of health and human services, the SPO website provides information relating to the procurement of health and human services:

- Statutes and rules,
- Procurement forms and procedures for purchasing agencies and providers
- Current and archived request for proposals (RFP)
- Procurement Notices
- Procurement Training
- Contract Awards

# Finding Information about Procurement of Health and Human Services on the Website

**Hawaii.gov** Official site for the State of Hawaii

**State Procurement Office**  
Integrity in an Open, Fair and Transparent Process

Site Map Accessibility Contact Governor Lingle

You are here: Home → Health and Human Services, Chapter 103F, HRS Procurements

**Procurement of Health and Human Services (SPOH)**  
How the state plans, procures and contracts for health and human services.

**Where can I find information on...**

- ▶ Opportunities to Compete for Health and Human Services Contracts
- ▶ Planning and Requests for Information
- ▶ Awards (contracts database) and Chief Procurement Officer Approvals
- ▶ Hawaii Revised Statutes and Administrative Rules

**What's New?**

The Health and Human Services section of the SPO website is in the process of changing its look and is under construction. If you find a broken link, please let us know. Thanks.

- ▶ **Hawaii Compliance Express**  
Tired of running all over town to get tax clearances, etc.? Subscribe.
- ▶ **HePS - The Hawaii eProcurement System**  
What is it? More information and how to register.
- ▶ **Training for Purchasing Health and Human Services**  
Updated Procurement Training Schedule for State Agency Personnel

**Contact Information**  
Kalanimoku Bldg.  
1151 Punchbowl St.  
Rm 230-A  
Honolulu HI 96813  
Ph: 808 587-4706  
corinne.y.higa@hawaii.gov

**Quicklinks**

- Forms and Instructions for Private Providers/Applicants
- Forms, Templates and Instructions for State Procurement personnel
- Procurement Notices Website
- The RFP Website

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Refresh page for current time.

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## Where can I find information...

### For Private Service Providers

Provides links to information of interest to health and human services private providers who are interested in contracting with the state. The private providers page is at <http://hawaii.gov/spo>, click 'Health and Human Services...' then 'For Private Providers.'

### For State Agencies

Provides links to information of interest to state agency personnel who plan, procure and contract for health and human services. The state agency page is at <http://hawaii.gov/spo>, click 'Health and Human Services...' then 'For State Agencies.'

### Awards and Approvals by the Chief Procurement Officer

Awards may be accessed at <http://hawaii.gov/spo>, click 'Health and Human Services...' and 'Awards (contract database) and Chief Procurement Officer Approvals'

#### Contracts Database

The contracts database lists all health and human services contracts for the Executive Branch and includes a brief service description, geographic area served, amounts funded by source of

funds and fiscal year, provider name, state purchasing agency, and point-of-contact information. Effective June 1, 2005, the CDRS made contract information available “in real time,” streamlining the contract information reporting for state agencies. Contract information is required to be posted within seven days of the notice of award. This provides current, effective planning and coordination tool for government agencies, private providers and community planners and advocates. The database may be searched or sorted by fiscal year funding, provider name, department division, population and geographic area. The database contains information beginning with fiscal year 2005. Information for previous years is also available.

### ***Awards Exempt from Procurement Practices***

Hawaii Administrative Rules (HAR) Section 3-141-503 provides circumstances under which certain purchases may be exempt from procurement practices. Information provided for the listed HRS Chapter 103F exempt awards that are subject to approval by the chief procurement officer (CPO) pursuant to HAR Section 3-141-503(c), includes purchasing agency name, provider awarded, service, contract funding, term of contract, request status and a link to the request.

### ***Restrictive Purchase of Services Awards (Sole Source)***

A restrictive purchase is a “sole source” award made on the basis that there is only one provider who can perform the service. State purchasing agencies are required to obtain approval from the CPO to utilize this method. The listing names the purchasing agency, provider awarded, service, contract funding, term of contract, request status and a link to the request.

### ***After-the-Fact Secondary Purchases of Health and Human Services***

An after-the-fact secondary purchase enables a purchasing agency to utilize the service or part of the service that has already been procured by another purchasing agency using a competitive request for proposals process pursuant to HAR Section 3-143-608. Awards for after-the-fact secondary purchases are subject to the approval of the CPO. The listing names the purchasing agency, provider awarded, service, contract funding, term of contract, request status, and a link to the request.

### ***Crisis Purchase of Services***

This method of procurement allows a state agency to purchase health or human services in times when the life, health or safety of any person is seriously threatened, and the immediate need cannot be met by any state purchasing agency or under other provisions of HRS Chapter 103F. State agencies must obtain approval from the CPO. The listing names the purchasing agency, provider awarded, service, contract funding, request status and a link to the request.

## **Opportunities to Compete for Health and Human Services’ Contracts**

### ***Requests for Proposals Website (RFPW)***

State agencies issue requests for proposals (RFPs), an open, competitive process, to contract with private providers for health and human services. This site allows interested applicants to view and download the health and human services RFPs. State agencies including the Departments of Health, Human Services, Labor and Industrial Relations, Public Safety, Education

and the Attorney General post RFPs on this site. The listing can be sorted by due date, RFP number or department, and can be searched by service and geographic area. Solicitations remain on the site until the proposal submittal deadline (due date). If interested applicants check the site regularly they will not miss opportunities to compete for contracts. A link is also provided to the Judiciary's website for RFPs.

An archive of RFPs issued in the past is also maintained for interested parties' information and planning purposes. This archive contains detailed service specifications for services contracted by the state.

Go to <http://hawaii.gov/spo>, click 'Health and Human Services...' then 'Opportunities to Compete for Health and Human Services Contracts' then 'The RFP Website.' To access the archive click on 'Closed RFPs.'

### ***Procurement Notices***

Procurements for goods, services, and constructions pursuant to HRS Chapter 103D, and health and human services pursuant to HRS Chapter 103F are online at <http://hawaii.gov/spo>. Under Quick Links, click on 'Procurement Notices.' Providers should check the procurement notices website for availability of solicitations, then check the Request for Proposals website for the solicitation and its addenda.

### **Forms and Instructions**

For **Use By Private Service Providers/Applicants** to download and respond to solicitations. Where necessary, examples are also included.

- SPOH 200 & 200A - Proposal Application Identification Form and Proposal Application
- SPOH 205, 205A and 205B - Budget, Organization-wide Budget by Source of Funds, Organization- wide Budget by Program
- SPOH 206 series - Budget Justifications: Personnel, Travel, Subcontracted Services, Depreciation, Program Activities, Equipment, Motor Vehicle, etc.
- SPOH 800 series - Protest and Request for Reconsideration Forms, step by step procedure description and Flowchart, Notice of Protest, Request for Clarification, Response to Request for Clarification, Formal Protest, Reply, Request for Reconsideration

Forms are at <http://hawaii.gov/spo>. Under 'Quick Links' click 'Forms and Instructions for Private Providers/Applicants.'

### **For Use By State Agencies:**

- Competitive Method of Procurement Response to Proposals (Sample formats for: Statements of Findings and Decision and Statements of Rejection)
- SPOH 150 - Request for Exemption from Chapter 103F, HRS
- SPOH 300 - Request for After-the-Fact Secondary Purchase
- SPOH 500 - Request for Restrictive Purchase of Service

- SPOH 600 - Request for Crisis Purchase of Service
- SPOH 800 series - Protest Forms, step by step procedure description and Flowchart, Settlement and Scheduling Conference, Scheduling Order, Request for Clarification, Response to Request for Clarification, Response to Formal Protest
- Other forms: To request information on contract data and anticipated or future procurements

Forms are at <http://hawaii.gov/spo>, click 'Forms for State Agencies.'

## Service Provider Lists

### ***Treatment List of Qualified Private Providers***

Treatment services are services to individuals and families by health or social work professionals, which attempt to alleviate physical or mental illness or behavioral problems. State agencies may utilize this list when: 1) the need for the treatment services arises from time to time, but the need cannot be anticipated accurately and any delay in treatment could render the problem worse than at the time of diagnosis and assessment; 2) the contract will be for \$100,000 or less; and 3) the term of the contract is for one year or less. Providers interested in applying to be on this list will find a link to enter their contact information so they will be notified of the next solicitation.

The Treatment List may be accessed at <http://hawaii.gov/spo>, click on 'Health and Human Services...' then 'For Private Providers,' then 'Treatment Method of...'

## Statutes and Rules Governing Purchases of Health and Human Services

- HRS Chapter 103F, Purchases of Health and Human Services
- Hawaii Administrative Rules for HRS Chapter 103F.

Available in both HTML (for easy navigating) and Adobe Acrobat format (for printing). Go to <http://hawaii.gov/spo>, click on 'Health and Human Services...' then 'Hawaii Revised Statutes and Administrative Rules.'

## Planning and Requests for Information

### ***FAQ (Frequently Asked Questions) on Requests for Information***

The request for information process is a community-planning tool utilized by state agencies to obtain feedback on various aspects of health and human services.

### ***Requests for Information***

Utilizing the request for information (RFI) in contracting for health and human services

Go to <http://hawaii.gov/spo>, click on 'Health and Human Services...', 'Planning and Requests for Information', then 'Requests for Information.'

## Methods of Procurement

### ***Five Methods of Procurement: References and Flowcharts***

There are five methods of procurement (competitive, restrictive, treatment, small purchase, and crisis) that state agencies utilize when purchasing health and human services. Information and references are provided that describe each method along with flowcharts illustrating the procurement process.

## Informational Sessions

For Private Service Providers Doing Business With the State. An informational session for private service providers of health and human services (HRS Chapter 103F), Purchases of Health and Human Services. The session provides an overview of HRS Chapter 103F and how to maneuver through the SPO website, including the:

- Procurement Notices System (PNS) website
- Request for Proposals Website (RFPW)
- Contracts Database Reporting System (CDRS)

Go to <http://hawaii.gov/spo>, click on 'Doing Business with the State...'

## Hawai'i Compliance Express (HCE)

The Hawaii Compliance Express (HCE) service is an efficient way to obtain an online "Certificate of Vendor Compliance" for a business entity. This single certificate eliminates the need to obtain individual copies of clearances with the Internal Revenue Service, Department of Labor, Department of Commerce and Consumer Affairs, and State tax offices. There is a nominal yearly fee to register. Information and registration is available at <http://hawaii.gov/spo>. Under Quick Links, click on 'Hawaii Compliance Express.'

## Hawaii e-Procurement System (HePS)

HePS is the electronic procurement system for the State of Hawaii, a system for issuing solicitations, receiving responses, and issuing notices of award. The eProcurement system is hosted by SicommNet and has the following elements: vendor registration, electronic solicitations, e-mail notification, submission of electronic quotes, electronic award, searchable. Information and registration on HePS is available at <http://hawaii.gov/spo>, click on 'Hawaii Electronic Procurement System.'

**Questions or comments** about the procurement of health and human services, contact Corinne Higa at (808) 587-4706 or [corinne.y.higa@hawaii.gov](mailto:corinne.y.higa@hawaii.gov).