State Procurement Office

Health and Human Services
HRS Chapter 103F
State Contracting Process and Timeline

Legislative Meeting
with
Senator Suzanne Chun Oakland
and
Non-Profit Organizations

February 23, 2011

Activities	Responsible Entity	Approximate Time to Complete
Service Planning:		2 months to 1+ year
Scope of Services	Purchasing Agency	
Performance Outcome Measurements	Purchasing Agency	
Geographic Location(s)	Purchasing Agency	
Population Served	Purchasing Agency	
Single or Multiple Awards	Purchasing Agency	
Service Prioritization	Purchasing Agency	
Contract Requirements	Purchasing Agency	
Term of Contract	Purchasing Agency	
Method of Payments/Unit Rate	Purchasing Agency	
Level of Funding	Purchasing Agency	
Proposal Evaluation Criteria	Purchasing Agency	
Request for Information (RFI)	Purchasing Agency in accordance with HAR §3-142-202	Public Notice - Minimum 7 calendar days
Release of Request for Proposals (RFP) to Proposal Submittal Deadline	Purchasing Agency in accordance with HAR §3-143-202	Public Notice - Minimum 28 calendar days
Pre-proposal Orientation	Purchasing Agency in accordance with HAR §3-143-203	5 to 15 working days after public notice issued
Addenda Issued, as needed	Purchasing Agency in accordance with HAR §3-143-301	At least 10 days before submittal deadline, or within a sufficient time before submittal deadline for service provider(s) to prepare proposal

Activities	Responsible Entity	Approximate Time to Complete
After Proposal Submittal Deadline:		
Evaluation of Proposals	Purchasing Agency in accordance with HAR §3-143-205	Depending on the complexity of the service and the number of proposals received - Average 1 month
Discussion with Applicants, as needed	Purchasing Agency in accordance with HAR §3-143-403	Average 1 to 2 weeks
Final Revised Proposals, as needed	Purchasing Agency in accordance with HAR §3-143-607	Average 1 to 2 weeks
Notice of Award (Statement of Findings and Decision)	Purchasing Agency in accordance with HAR §3-143-303	Average 1 week after completion of evaluations
Protest:		
Protest of Award by Aggrieved Party	Purchasing Agency in accordance with HAR §3-148-301	Filing of notice of protest: Within 5 working days of the postmark of the notice of award
Settlement and Scheduling Conference	Purchasing Agency in accordance with HAR §3-148-302	Within 3 working days of receipt of notice of protest
Protest Reply By Purchasing Agency, Reply by Protestor, Decision by the Head of the Purchasing Agency	Purchasing Agency in accordance with HAR Chapter 3-148	To the extent practicable, within 10 working days for submission of protest, responses, requests for clarification and replies, and 5 working days for head of the purchasing agency's written decisions; more time may be allowed at the discretion of the head of the purchasing agency.
Request for Reconsideration	Service Provider in accordance with HAR §3-148-401	Within 5 working days after receipt of the decision of the head of the purchasing agency
Chief Procurement Officer Written Decision	Chief Procurement Officer (State Procurement Office for the Executive Branch, excluding the Department of Education, University of Hawaii, Office of Hawaiian Affairs, and Hawaii Health Systems Corporation)	Within 15 calendar days of the receipt of the request for reconsideration unless chief procurement officer determines an extension is necessary
Contract Execution by:		
Service Provider	Service Provider	1 week to1+ months
Dept. of the Attorney General	Department of the Attorney General	1 week to 3+ months
Purchasing Agency	Purchasing Agency	1 to 2 weeks

Activities	Responsible Entity	Approximate Time to Complete
Contract Management	Purchasing Agency	Term of contract
Contract Performance and Fiscal Monitoring	Purchasing Agency	Term of contract
Contract Performance and Fiscal Evaluation	Purchasing Agency	Term of contract
Contract Payment	Purchasing Agency and Department of Accounting and General Services	Term of contract

Activities	Departments and Agencies Involved with the Process of Contracting with the State:	Approximate Time to Complete
Responsible for the implementation of the HRS Chapter 103F, Purchases of Health and Human Services	State Procurement Office	Continuous
Promulgates the Hawaii Administrative Rules (HAR) and issues Procurement Directives, as required	Procurement Policy Board (PPB) in accordance with HRS Chapter 103F	As required
Disclosure of government records	Office of Information Practices (OIP) and Purchasing Agency in accordance with HRS Chapter 92F	As required
Requires applicable code of ethics for government employees and officers	State Ethics Commission and Purchasing Agency in accordance with HRS Chapter 84	As required
Permits and Licensing of Hospitals and Medical Facilities; Alcohol and Drug Abuse Counseling Certification	Department of Health	As required
Licensing and certification: Adult Care; Home and Community Based Case Management Agency; Community Care Foster Family Homes; Nurse's Aide	Department of Human Services	As required
Contracting Requirements:		
• Certification of compliance with state laws for A-6 Tax Clearance and the Internal Revenue Service	Department of Taxation, Internal Revenue Service, and Service Provider in accordance with HRS §§103-53, 103-55	Required to enter into contract

Activities	Departments and Agencies Involved with the Process of Contracting with the State:	Approximate Time to Complete
• LIR#27 Labor Certification [Workers' compensation (WC),temporary disability insurance (TDI), unemployment insurance, pre-paid health (PHC)]	Department of Labor and Industrial Relations and Service Provider in accordance with HRS Chapter 386 (WC), 392 (TDI), 393 (PHC), and HRS §103-55	If applicable, prerequisite to entering into contract
• Certificate of Good Standing	Department of Commerce and Consumer Affairs (DCCA)	If applicable, prerequisite to entering into contract

Activities	Responsible Entity	Approximate Time to Complete
Other related administrative requirements:		
Executive Memorandums available at http://hawaii.gov/budget/, includes Budget Execution Policies requiring Governor's approvals for expending funds	Governor	Continuous
Finance Memorandums available at http://hawaii.gov/budget/, includes B&F requirements	Department of Budget and Finance (B&F)	Continuous
Comptroller Memorandum available at http://hawaii.gov/dags/cm, such as: • Certificate of Insurance (Ref. CM 2010-39) on contractor's insurance policies • Contract Execution Date (Ref. CM 2009-14) for retroactive contracts approval • Personal Services Contractor Procedural Manual • Pre-Audit review/approval request for payment processing/vouchering	Department of Accounting and General Services	Continuous

Activities	Responsible Entity	Approximate Time to Complete
Other related administrative requirements:		
Contract forms; contract approval as to form • AG-103F1 Competitive Purchase of Service • AG-103F2 Treatment Purchase of Service • AG-103F3 Restrictive Purchase of Service • AG-103F4 Crisis Purchase of Service • AG-103F5 Small Purchase of Service • AG-103F6 Transactions Exempt from Chapter 103F, HRS • AG-103F7 Provider's Acknowledgement • AG-103F8 Certificate of Exemption from Civil Service • AG-103F9 Provider's Standards of Conduct Declaration • AG-103F13 General Conditions • AG-103F15 State of Hawaii Supplemental Contract	Department of the Attorney General (AG)	Continuous