

**State Procurement Office  
Hawaii eProcurement System ~ HePS**

**How Do I...  
Create a Split Award?**

A split award in HePS is one in which a single line item is awarded to more than one vendor. This most typically occurs in HePS when the unit of measure is **one lot** and an attached offer form is used for the offeror to enter prices as there is a long list of related items (greater than 10). An advantage to creating a solicitation this way is not having to create 10 or 20 line items individually in HePS. (They are all on an attached form.) A disadvantage is that vendors do not have access to attachments when submittal due date/time has passed. They only have access to prices entered in HePS and cannot open attachments. The buyer is responsible for providing the detailed information to vendors requesting it at the appropriate time as required by HRS and HAR.

HePS handles creation of multiple awards for a solicitation by creating new “child” solicitation/document numbers and abstract. Track them in Awards Manager > **Linked Awards Locator**.

To create a split award, the buyer awards in succession, that is, the award to the first vendor is completed and then awards to the second vendor after completing the first award. The buyer amends the description of each award to indicate specifically what is awarded to each vendor.

1. Create the first award: Select the **Create an Award** icon and pop-up select **RFP** or **IFB**; or  
Select main tab **Awards Manager** and subtab **Abstract** > **RFQ** or **IFB**, as appropriate.



Or



2. Begin the creation of the award. (See the HePS References for Small Purchase Request for Quotes or Invitation for Bids.)

- To modify the description to indicate the items being awarded:  
 At the bottom of the page, select the **Review/Edit Award** button (next to the **Select an Action** and **Execute** buttons.) An editable view of the Notice of Award will appear.  
 Scroll to the description. Under the existing description, enter the items awarded to the vendor and their unit prices.  
 Change the total amount awarded as appropriate.

Item No	Description	Quantity UOM	Unit Price
Item 1 Other Edits	<p>Line Item Description ( displayed on PO ):    Resize Text Box: (+) (-)    Characters Remaining: 6098</p> <p>Assorted widgets per attached specifications and general provisions. All widgets must meet industry standard as defined in the specifications. Awards for this solicitation will be to multiple vendors and will be by line item, that is, award to be to lowest responsive, responsible vendor per line item. vendor 3 is awarded for the following widgets and unit prices:</p> <p>7 inch, plastic - .42            8 inch, plastic - .42            11 inch, plastic - .47</p> <p>( 553-45 )    ( NT )    Not Taxable</p>	1 LOT	\$44.34
Extd Amt: \$44.34			

Amend the description to indicate items awarded to vendor.

Amend the price to items awarded and total estimated quantity here.

Select **Apply Changes**.

This PO has no approval route.

Amend Changes and Awards may not be done in the same transaction. Changes will not be applied if an Add is done at the same time, and will need to be done in a separate transaction.

Select Apply Changes    Close    No Action    **Apply Changes**    Move Deletes to:    Go Deletes    Print Page    Help    Reset

When the pop-up appears, select **OK**.

Changes made from this page to all but the following fields:  
 General Comments  
 General Comments Internal  
 Free hand special Instruction

become effective immediately, the PO does not require further saving.

Are you sure you want to apply the changes made?

If "OK" the appropriate actions will occur and the window will close.  
 You may re-select "Review / Edit PO" to review or again access changes.

OK    Cancel

- The previous page will appear, complete, and release the award.

**COMPLETE AWARD**

Complete Award    and    **Execute Action**    OR:    Review / Edit Award

To create the award to the second vendor:

- Select main tab **Awards History** and subtab **All > RFQ** or **IFB**, as appropriate. When the list appears, select the **award number**, which is a link that opens the Notice of Award.

System RFQ Awards Current as of: Tue Jun 14 20:26:19 GMT-0700 (PDT) 2011						
Awarded To	RFQ Nbr	Requisition/ Document Nbrs	Award Nbr	Award Date	Cmdty Code	Short Description
HAWAII VENDOR 3	Q2008010871 - 00	R2008006678 D2008008700	ID2008002513 - 00	Tue Jun 14 2011	65346	Assorted widgets per attached specifications and gene

6. Scroll to the **Select an Action** dropdown box, open and select **Cancel/Split/Re-Award Award** and then **Execute Action**. A new page appears.

and an agency issued contract, purchase order, and/or notice to proceed.

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and

The dropdown menu contains the following options:

- Print Document
- View AWARD Email Date Info
- Email Document to below
- Re-Email Document to Vendor
- Cancel/Split/Re-Award Award** (selected)
- Re-view Email Distribution
- Certificate of Vendor Compliance
- Award Notification Email Recipients
- AWARD Summary Report
- Document Status Report
- On Disk Static History
- Select an action.

7. In the **Internal Reason** text box, enter "Split Award" and the reason for the split award.

**Purchase Order Cancellation/Modification:** ID2008002513

**Internal Reason: Must be entered**

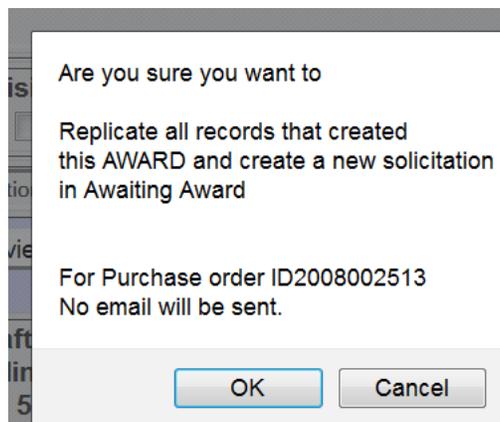
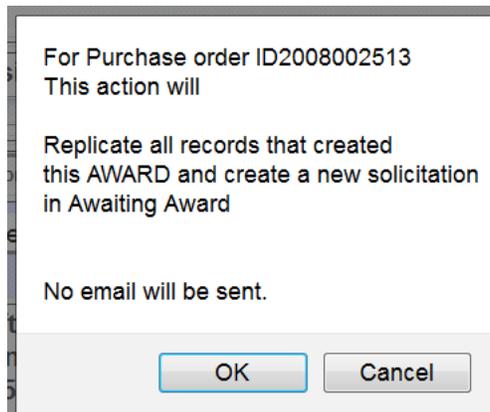
Split Award. This solicitation included 43 items in 1 lot to be awarded by item to lowest priced vendor. This vendor is awarded for items in which the quote was the lowest, 10 items.

8. Scroll down to the **Actions** area and select **Duplicate Sol/AWARD for another award**.

to send a notification, select a purchase order, enter the subject, email body and recipient for missing fields.  
Verification of sending the email will be requested prior to submission.

**Actions:**

- Two pop-ups will appear indicating that the solicitation and abstract will be duplicated (a new number will be given) and placed in **Awaiting Award**. Select **OK**.



- Follow steps 1 through 4 to find the new solicitation number and complete the award to the second vendor.

Find all training references/tools including **How Do I's...**, **HePS Quick References**, **Buyer FAQs**, sample forms, etc. on the SPO website at: <http://hawaii.gov/spo> select **Hawaii eProcurement System (HePS)** and **HePS for State and County Procurement Personnel**.