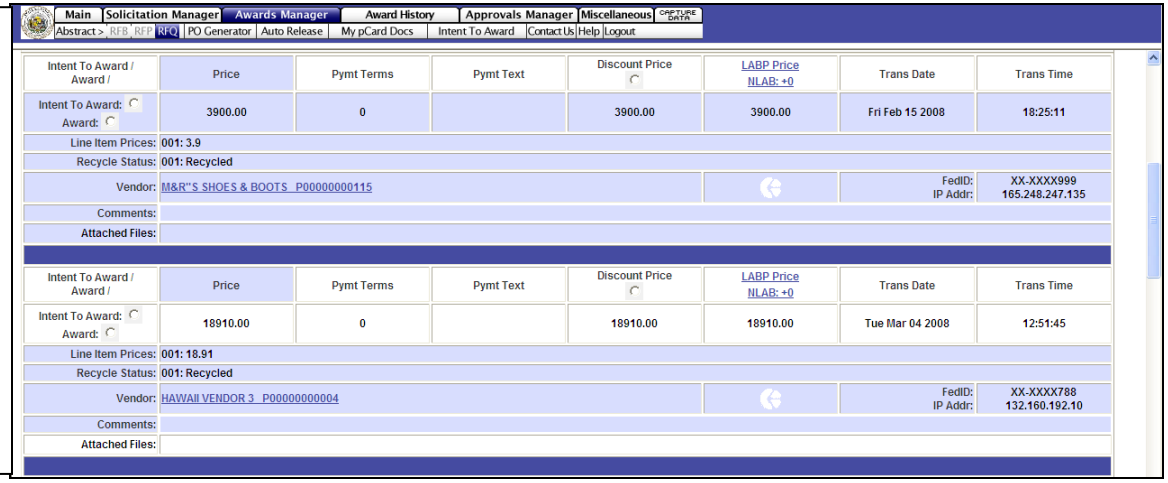
Hawaii eProcurement System
HePS
How Do I…
Create an Intent to Award

The **Intent to Award** feature is an email notification system that can be used for a number of different purposes. Primarily it is used to contact a selected vendor about your intention to award a purchase order or contract to them and request additional information or forms such as compliance documents. It can also be used to send optional emails to all the non-selected vendors telling them of your selected vendor and why their quotation, bid, or proposal was not selected.

NOTE: Intent to Award does **NOT** create the actual award notification to the vendor. It will move the award process to a separate spot on the menu bar and keep it as pending award until you go back and finish the process. If the selected vendor cannot meet the requirements or cannot provide the additional documentation it is possible to cancel the **Intent to Award** and select another vendor for possible award. Please refer to the Hawaii Administrative Rules for the conditions, procedures and documentation necessary to move to the next vendor.

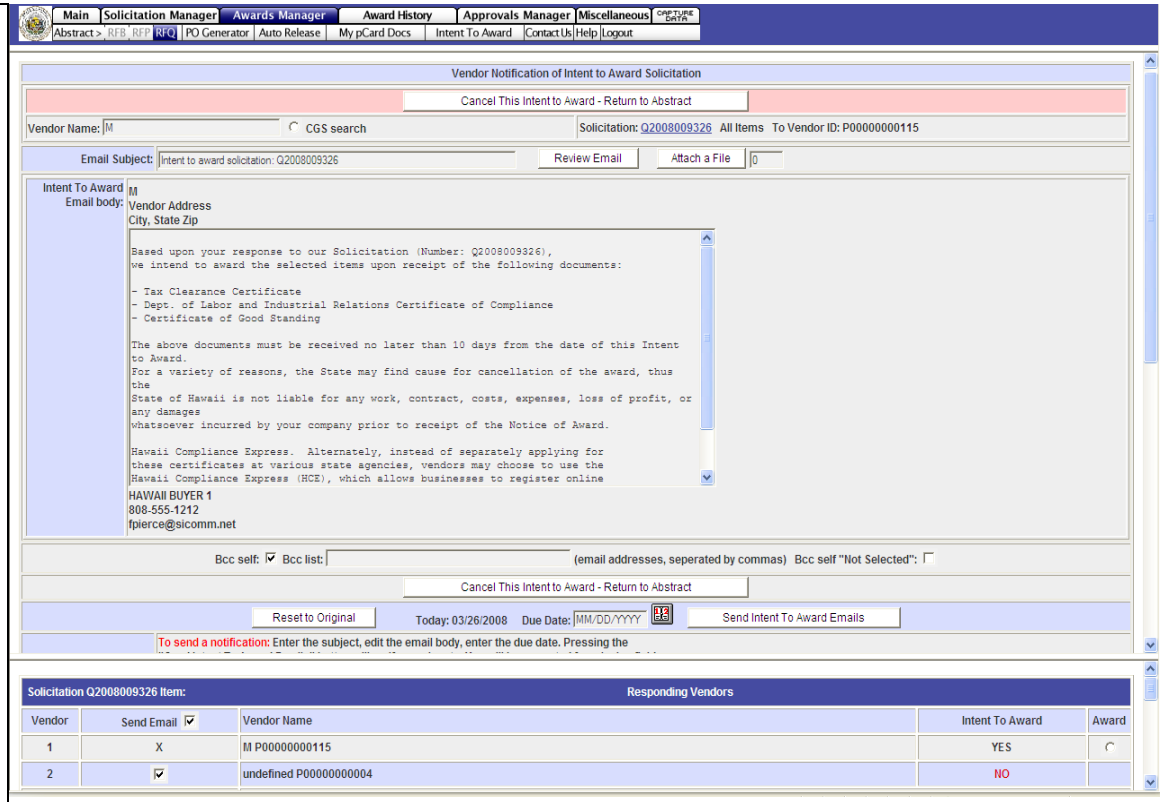
Intent to Award is found on the **Awards Manager/Abstract** page next to each vendor's response.
Click the round button next to **Intent to Award** to begin using the functionality.
Answer **Okay** to the confirming pop-up message.



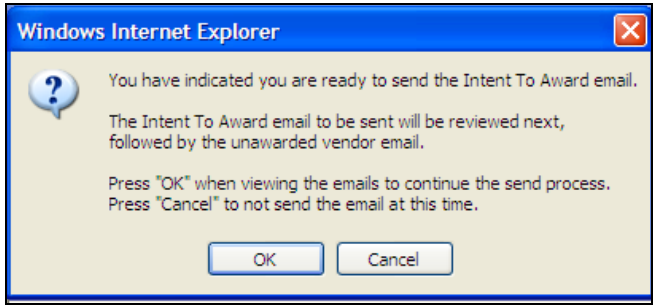
The next screen will have two (2) email selection areas. The upper email in light blue is for the intended awardee. The lower email in pink is for the non-selected vendor(s).

The bottom frame contains a list of all responding vendors. Check boxes on the left side are for indicating which vendors will receive the email.
Uncheck the vendor to disable the email to that vendor. (No e-mail will be sent to the vendor.)
For the intended awardee:

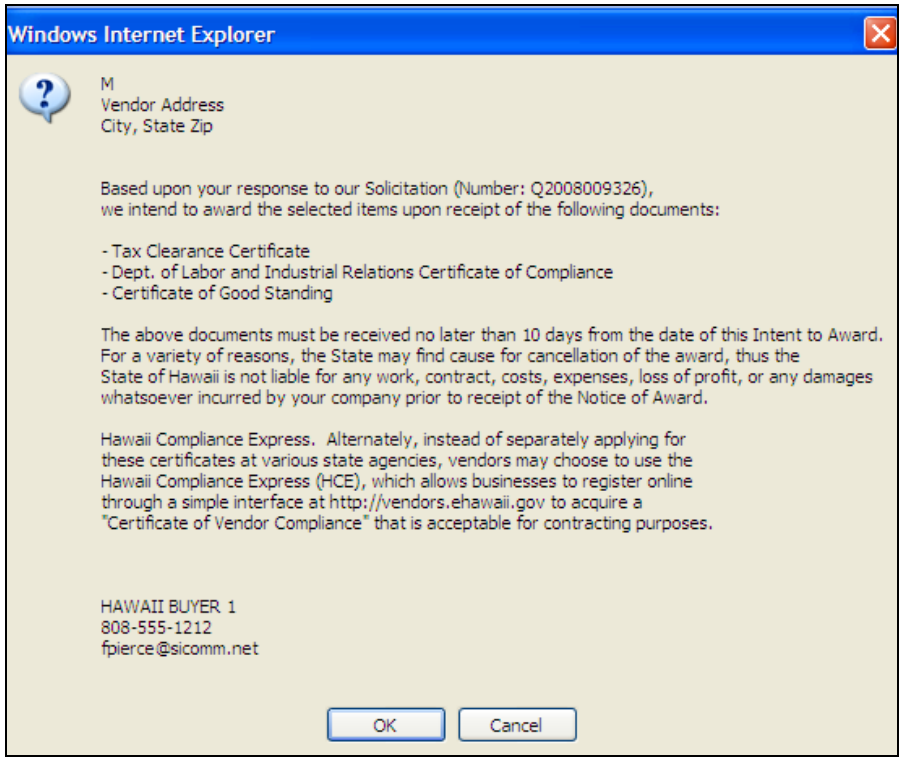
1. Edit the text in the upper email as required. Add attachments if necessary.
2. Enter a **due date** using the calendar at the bottom. The due date will give the vendor a time period in which they must respond to your email if you are requesting documentation.
3. If you are not sending emails to the non-selected vendors, **uncheck** them in the bottom frame.
4. Click **Send Intent to Award Emails**.



The following pop-up will appear:

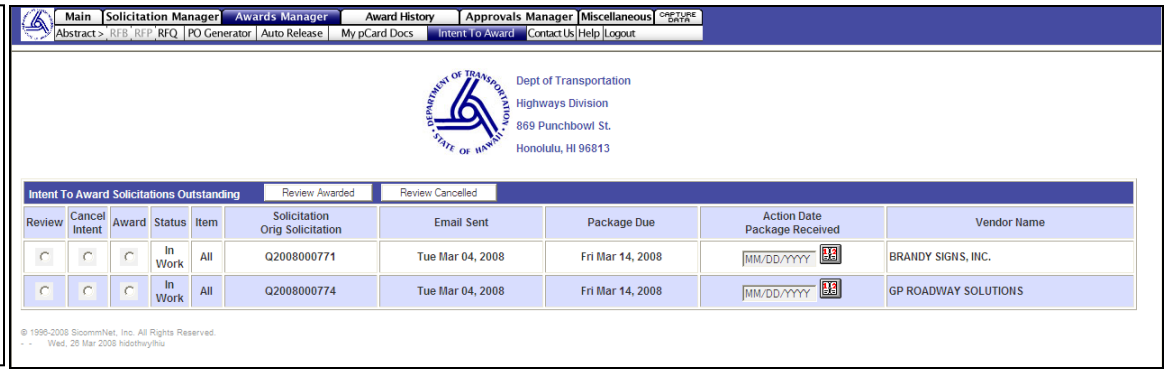


A pop-up will allow you to review the email you are sending.
If you are also sending emails to the non-selected vendors, those emails will be displayed next.



The **Intent to Award** email is saved under **Awards Manager/Intent to Award**. There is a place to record the date that the vendor returned requested information to you, if required.

To complete the award process click on **Award** which will take you to the award input page for completing the award process like normal.



If you elect to use the second email notification feature for the non-selected vendors, follow the following procedure.

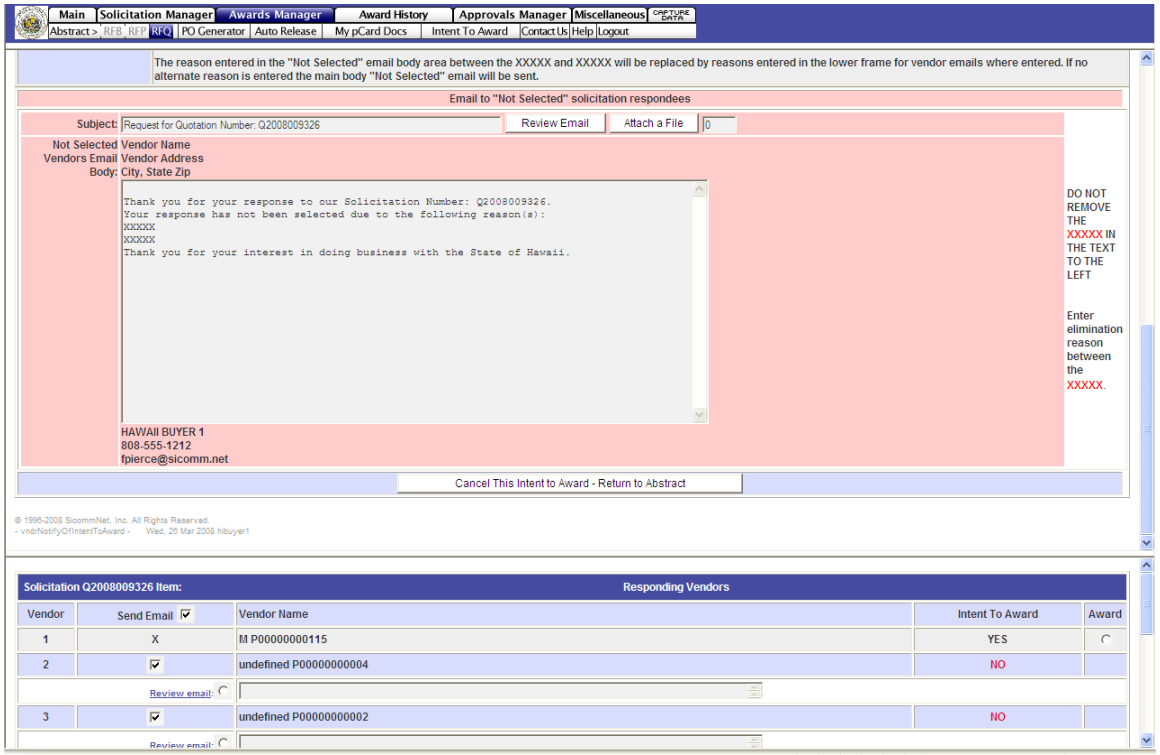
Fill out the lower, pink email. The reason for the non-selection is typed in between the two **XXXXX** lines. Do not remove the X's, they will not appear on the email. Their purpose is just to define the area where you can enter text in the email.

Example:

XXXXX
Your response offered an item that did not meet the specifications.
XXXXX

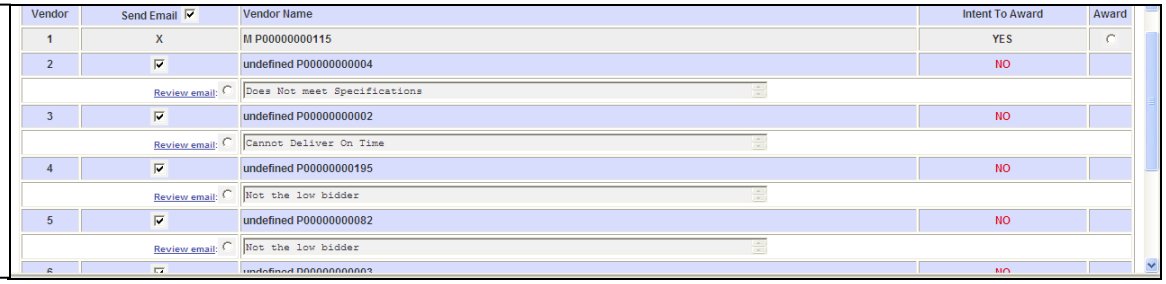
This email will become the default email that will go to all non-selected vendors.

Optionally you may customize a reason for non-selection to each vendor.

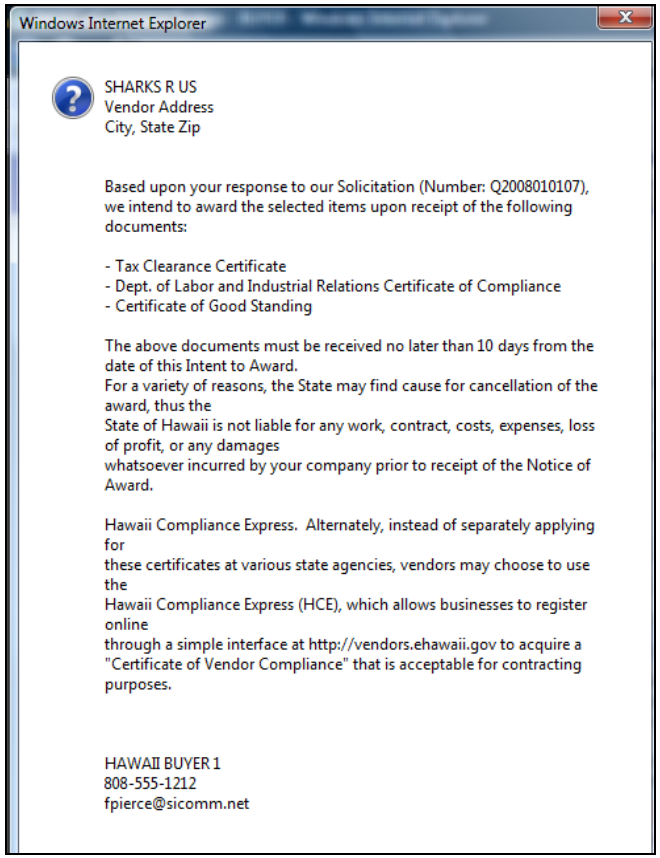


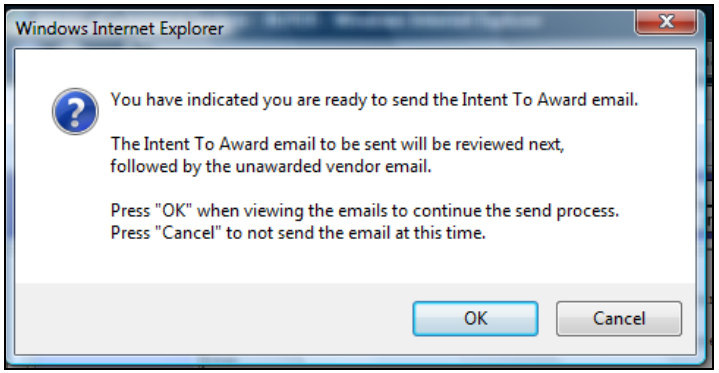
In the space available by each vendor in the bottom frame, enter a reason for non-selection. This text will replace what you had entered above in the pink email area.

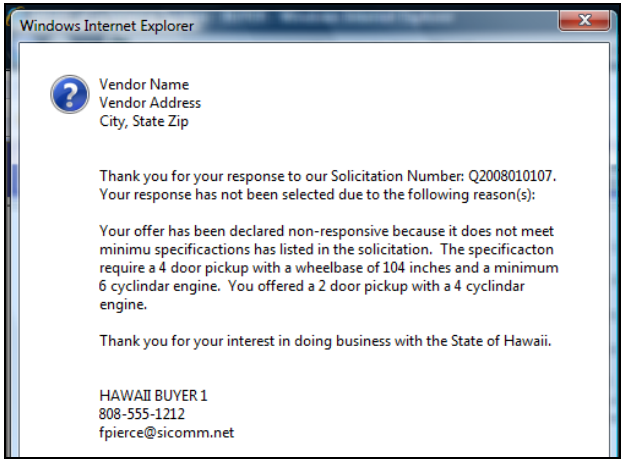
Click on the **Send Intent to Award Emails** button at the bottom of the upper email (between the blue and pink).

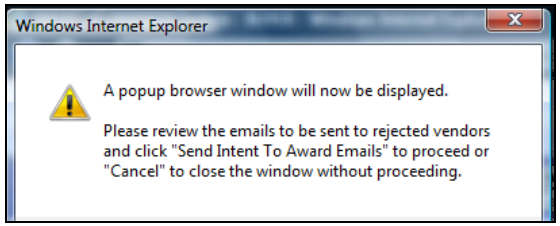


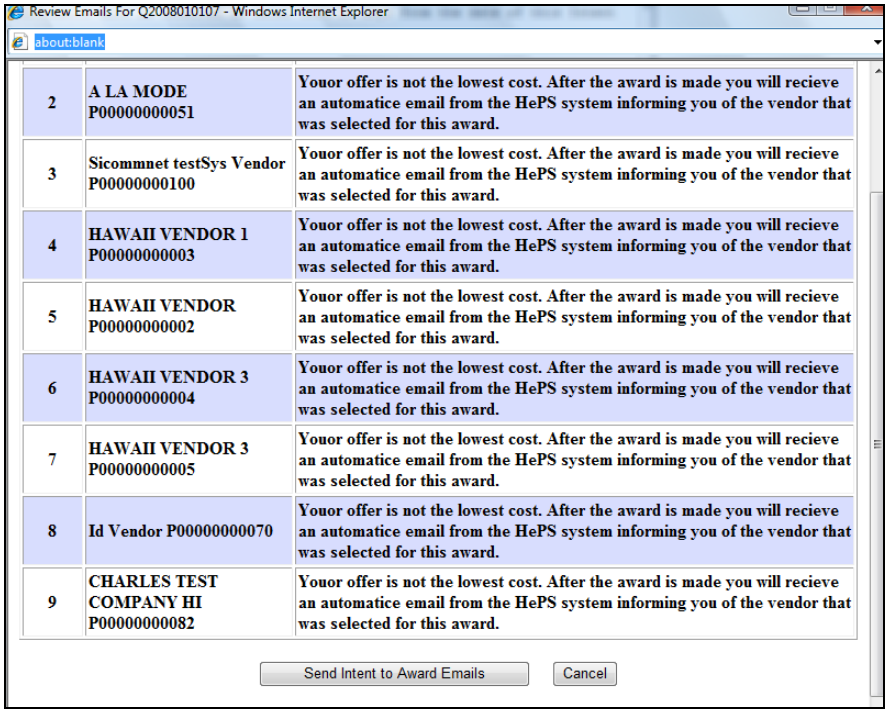
You will be presented with a preview of the emails you are sending for confirmation.











2	A LA MODE P00000000051	Youor offer is not the lowest cost. After the award is made you will recieve an automatice email from the HePS system informing you of the vendor that was selected for this award.
3	Sicommnet testSys Vendor P00000000100	Youor offer is not the lowest cost. After the award is made you will recieve an automatice email from the HePS system informing you of the vendor that was selected for this award.
4	HAWAII VENDOR 1 P00000000003	Youor offer is not the lowest cost. After the award is made you will recieve an automatice email from the HePS system informing you of the vendor that was selected for this award.
5	HAWAII VENDOR P00000000002	Youor offer is not the lowest cost. After the award is made you will recieve an automatice email from the HePS system informing you of the vendor that was selected for this award.
6	HAWAII VENDOR 3 P00000000004	Youor offer is not the lowest cost. After the award is made you will recieve an automatice email from the HePS system informing you of the vendor that was selected for this award.
7	HAWAII VENDOR 3 P00000000005	Youor offer is not the lowest cost. After the award is made you will recieve an automatice email from the HePS system informing you of the vendor that was selected for this award.
8	Id Vendor P00000000070	Youor offer is not the lowest cost. After the award is made you will recieve an automatice email from the HePS system informing you of the vendor that was selected for this award.
9	CHARLES TEST COMPANY HI P00000000082	Youor offer is not the lowest cost. After the award is made you will recieve an automatice email from the HePS system informing you of the vendor that was selected for this award.

To complete the process and send emails click on the **Send Intent to Award Emails** button as the final step.

The pending award will be moved to **Awards Manager** tab - **Intent to Award** sub menu. From there you can record when the email response or required documentation was received from the vendor.

To complete the award process, select **Award; o**r

To return the solicitation back to the **Abstract** to stage for awarding to a different vendor select **Cancel Intent.**

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