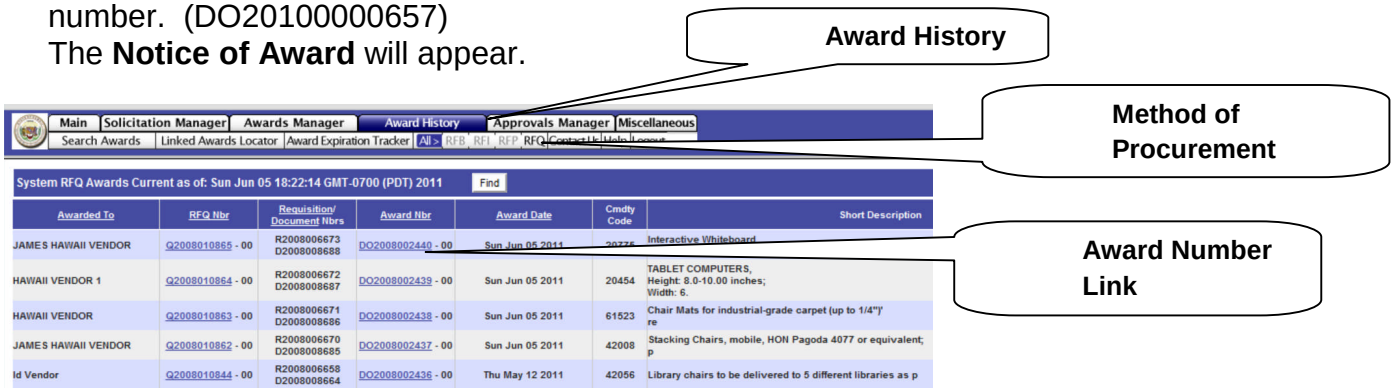
State Procurment Office
Hawaii eProcurement System ~ HePS

How Do I…
Find Awards in HePS

There are a number of ways to locate awards in HePS. This 'How Do I…' explains three search methods.

Method 1: Searching Your Awards

1. Log in. Select **Award History** main tab and the method of procurement subtab:
   RFQ = Small Purchase Request for Quote
   RFB = Request for Bid/Invitationfor Bid/Competitive Sealed Bid
   RFP = Request for Proposal/Competitive Sealed Proposal
2. Select the **award number link**.
   Award number will begin with a **D**O or **ID** followed by the 4-digit FY and then a number. (DO20100000657)
   The **Notice of Award** will appear.



3. Scroll Down to and select the **Select an Action** Dropdown.
4. Select from the following:
   Most Frequently used information:
   - **Review Abstract** = Calls up the abstract
   - **Certificate of Vendor Compliance** = A snapshot of the vendor compliance information in Hawaii Compliance Express as of the date of the HePS award.
   - **The Award Summary Report** = Summary of the solicitation, award, amendments. Must be submitted with PO for small purchase request for quotations.

   Other Information:
   - **Vendor Response Tracking** = a listing of:
     Vendors who responded,
     Vendor email recipient name
     Date and time of vendor response,
     Version acknowledged (addenda, if any),
     IP address from which the response was issued.
   - **View/Edit internal Comments** = view comments made by you but not sent to vendors.
   - **View Award email Date Info =** also allows you to edit the awardee email.
   - **Email document to below** = re-email to anyone the buyer selected to email the notice of award: (contact, deliver to address, self, other, etc.)

- **Re-email document to Vendor** = resend the notice of award email to the vendor.
- **Review eMail distribution** = review who was sent the email (contact, deliver to, self, other, etc.) Also allows buyer to add.
- **Award Notification email recipients** = vendors sent award notification and if the email was rejected.
- **On Disk Static History** = snapshots at various point of the solicitation.

Method 2: Searching for any Award

Use this if to find awards made by other buyers or if many awards have been made by the buyer and the listing is not adequate. Awards may be searched by 3 methods.

1. Select **Award History** main tab and **Search Awards** subtab.
2. You may search within a ***date range***, ***award number*** or a ***text search*** **within a date range**.
3. To search only your awards leave the default as **My Awards**. To search all awards, select **Agency Awards**. Select **Go**, **Get Award** or **Find by Text** as appropriate.

Search Within Date Range

Enter any number of days and sort either ascending (ASC) or descending (DESC) by:

- Award Date
- Award Number
- Solicitation Number
- Requisition Number
- Document Number

Select **Go**. Select from the **Select Award from List Box**.

Search by Award Number

Is a Reference Number = If the buyer entered a reference number for the award, and it is the desired parameter for search, check it and enter the reference number. Otherwise, enter the award number.

Search by Text within Date Range

Enter any number of days and text (shorter is better.). The search looks at the first 2000 characters of both the Requisitioner and Buyer edited Line Item Descriptions.

4. Select the round radio button under **View P.O.** The notice of award appears. The same dropdown box as described previously is available at the bottom of the page.

Note: When viewing another buyers award, the editing capabilities are not available.

Method 3: Searching for Any Award

You may search awards within your department in this search.

1. Log in. Select the Search System Icon and then anywhere in the pop-up. The **System Search** page will appear.
2. Under **Review Awards** enter text from the description (one or two words is best) or enter the commodity code.
3. Check **Department Buyers** to search awards from your department only or check **All Departments** to search all awards.

4. The list will appear in a separate frame at the bottom of the page. Select the radio button under View P.O. to view the Notice of Award. The dropdown box described earlier is at the bottom of the page.