State Procurement Office

Hawaii eProcurement System
HePS

For HePS Administrators – Part 2

Workshop No. HePS 354

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For HePS Administrators Part 2(HePS 254)

Who this Workshop is For

and What it is Intended to Do

- This workshop is designed for personnel who:
  - Are Department or CPO Jurisdiction HePS Administrators or Alternates;
  - have written delegated authority to be HePS Administrators; and
  - have taken HePS 100; and
- This workshop will:
  - Teach how to create, amend and delete approval routes;
  - Teach how to create alternates for buyers and approvers;
  - Show you some common problems users report or have been found; and
  - Demonstrate how to find resources/answers to common questions on the HePS section of the SPO website.
- This workshop is not intended to:
  - Teach you everything you need to know about procurement or award procedure. (There isn't enough time.) You must take the appropriate workshops for the method of procurement you are conducting or approving, reviewing, administering, etc.

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HePS Administrators Part 2 (HePS 354)

What Will be Covered
and What it is Intended to Do

- About Webinars/Housekeeping
- Reminders and Responsibilities
- HePS Workshops General Info for Attendees
- About Approval Routes: Process, Criteria
- Creating and Altering Approval routes
- Creating alternates
- Tools You Can Use
- Q & A
- HePS Administrator Discussion
  - Turning on Approval Routes for Amendments
  - New feature: moving the award of someone who has left.

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About SPO Webinars

- Participation encouraged.
- If we cannot get to all your questions we will provide answers at a later date (FAQ, etc.)
- If there is more than one person participating at a single computer.
  - Everyone registers for this webinar on the SPO Training website.
  - Only the person logging in should register on the Webinar site.
  - All attendees in the group (including the person registered on the webinar site) complete the SPO Webinar Group Attendance form, scan it in and send it to: state.procurement.office@hawaii.gov
  - **Send it in within 1 working day of the webinar**
  - The SPO Webinar Group Attendance form is on the SPO training schedule along with the handouts. http://hawaii.gov/spo click **Training for State and County Procurement Personnel**
  - **DO NOT send in the signed form prior to the workshop.**

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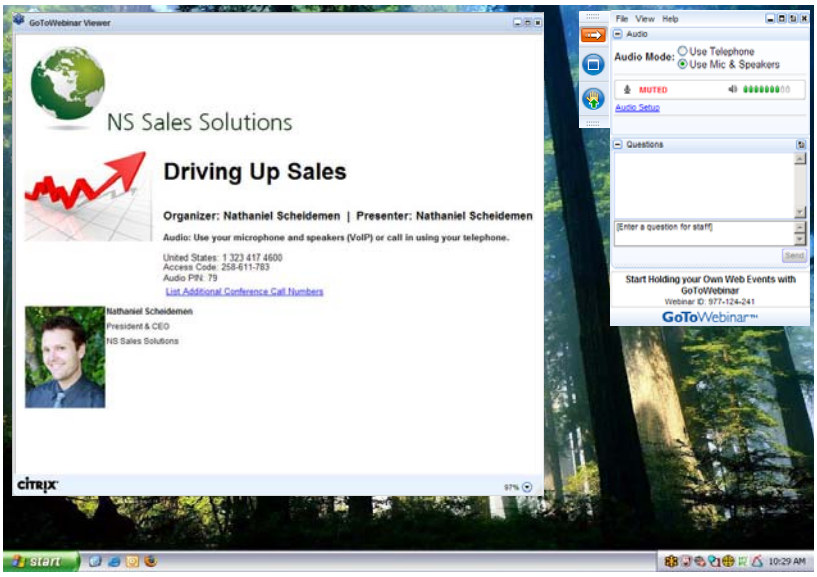
The GoToWebinar Attendee View



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Webinar Viewer Window

- Having trouble seeing?
  - Maximize your viewer window;

    and/or
  - Increase the magnification in your viewer window (usually in lower right corner.)

- To exit full screen mode-
  - GTW control panel menu View > window

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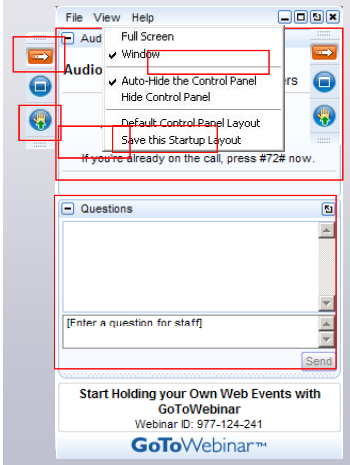
How to Participate Today



- Open and close your Panel
- View, Select, and Test your audio
- Submit text questions
- Raise your hand
- Q&A addressed at the end of today's session

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More About SPO Webinars

- If you log in you may see a pop-up stating the presenter has not arrived yet. You do not need to do anything further. When the presenter arrives the appropriate screen will appear.
- This most often happens on the few occasions webinars are scheduled one right after another.

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Slides that are (or Will be) in Most/All HePS Webinars

as appropriate*

- About webinars
- Written delegated authority
- HePS user responsibilities
- Reminder: HePS is a tool.
- Resources

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Before You Procure: Written Delegated Authority and Training*

- Before you approve a procurement or award you must:
- Have written delegated authority per signed and submitted (to SPO) Form SPO-036.
- **Note:** Delegation Memorandum 2010-01 addresses required delegation under the current administration.
  - See : http://hawaii.gov/spo
    > For State & County Personnel
    > Required Procurement Delegation (there is also a link to the training requirements site)
- Have taken all required training
  - See: http://hawaii.gov/spo
    >Training and Informational Sessions
    >Training for State and County Personnel
    >Training requirements: Which Workshops Do I need to Take?

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HePS Administrators should ensure:

- Ensure that all HePS users have proper written Delegation (form SPO-036) for
- The method of procurement
  - Small Purchase RFQ; and/or
  - Competive Sealed Bidding (IFB); and to use; and
- To use HePS for the method of procurement

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Required (Mandatory) Training

- You must also have taken all required training.
  - See http://hawaii.gov/spo
  - Training for State and County Procurement Personnel
  - Which Workshops Do I Need to Take?
- Look for Method of Procurement you are going to conduct or in which you participate.
- Ensure you take all workshops with an M (Mandatory) before you procure/participate in a procurement.

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Questions?

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Buyer Responsibilities*

- **Security-**
  - Change your password when you first get it.
  - Logins/passwords are not for sharing.
  - Keep your login/password secure.
- **Comply with statutes/admin rules, etc.**
  - Ensure you are in the Loop. Keep up to date. Check procurement circulars regularly. Check manuals, references, program guides, etc.
  - Ensure you have written delegated authority.
  - Ensure you have taken all required training. (Requirements change, check the website.)
  - Know your internal policies and procedures (Jurisdiction, department, division, office, etc.)
- **Adhere to code of ethics-**
  - Effective 7/6/10 - HRS 103D-101 Requirements of ethical public procurement
  - Redundant of HAR Procurement Code of Ethics in HAR Chapter 3-131.
  - No conflict of interest or appearance of conflict of interest.
    - Buyers have access to vendor information. Buyers cannot also be vendors to the State because of this access.
- *See also: User Responsibilities and General Information*
- *Reference:*
  Act 207 SLH 2010;
  HAR Chapter 3-131 Compliance;
  HAR Section 3-131-1.02 Procurement Code of Ethic

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HePS is a Tool*

- HePS is **not** a method of Procurement
  - It is a tool to make your procurement more efficient and transparent)
- It does not know all the statutes and rules.
  - You have to know them.
- It does not know specifications.
  - That is also your job.
- It is not artificial intelligence. To HePS, text is text.
  - Your intelligence is what counts.

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Approval Routing

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How Approval Routing Works

- 3 step process
  1. Create account (login/password) for the approver in HePS.
     - Buyers can also be approvers for other buyers with less experience.
  2. Create the route
     - Can have 1 to 5 levels (approvers in succession).
  3. Assign the route to a buyer

- Think of approval routing like an irrigation system-
  - Has to be built before you turn on the water
  - Cannot be changed for water already in the system (with a few exceptions)
- Approval Routing is **Not** Required in HePS
  - Do not have someone approve him/herself – that's silly.

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Criteria for Creating Approval Routing

- Type of document
  - At what point in the solicitation
  - Types of solicitations/awards
- Dollar Amount
- Commodity Code
- Approver Type

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Criteria for Approval Routing

Document Type

- **Solicitation**
  - Small Purchase RFQ
  - IFB
  - RFP
- **Award**
  - Definite quantity
  - Indefinite quantity
- **Required- have to select a document type**

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Criteria for Approval Routing

Dollar Amount

Any amount can be entered. These are examples

- **Equal to and Greater Than**
  - All solicitations where estimated amount is equal to or greater than $500,000
- **Less than**
  - All solicitations where estimated amount is less than $25,000
- **Between**
  - All solicitations where estimated amount is between $25,000 and $500,000
- Most often used: equal to or greater than $0.
- Other types are used some of the time.
- If using a combination of the types be careful not to create conflicting routes for a document. Example:
  - eRFQ equal to greater than $0 approver John–approval rte #179
  - eRFQ between $25,000 and $500,000 approver Joe –approval rte #256
  - Okay to have these 2 approval routes, cannot apply them to the same person.

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Criteria for Approval Routing
Commodity Code

- Examples
  - Commodity codes for IT could go to 1 approver
  - Commodity codes for office furniture could go to another approver
- Not used in Hawaii
  - HePS was initially used for small purchase only
  - As use increases for larger procurements (IFBs) this may be used.

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Criteria for Approval Routing
Type of Approver

- **Standard Approval**
  - Must approve/disapprove. Cannot change anything.
- **Fund accounting**
  - Must approve/disapprove. Able to change the fund accounting codes. Not used in Hawaii. Will come into play once HePS is interfaced with our accounting system.
- **CC**
  - Approver is sent a copy, does not approve
- Standard Approval is the one most used in Hawaii. If using CC, must be at the end of the approval chain.

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Approval Routing

Assignment of Routes to Buyers

- Must be assigned to buyers individually.
  - Done by the Department HePS Administer
  - HePS Administrators are not psychic.
  - (Neither is HePS.)
  - They have to be told by the division/branch/att. office administrator or per your department procedure.
  - Suggest it be done when the buyer account is created.
  - Check with your Department HePS Administrator as to the procedure for your department.

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Checking Approval Routes

- **Prior to conducting procurement, issuing award**
  - Do I have any approval routes? -Approval responsibilities.
  - Am I an approver in any routes? (Assigned Workflow Rtes.)
- **While solicitations/awards are in approval**
  - Where is the solicitation/award in the route?
  - http://hawaii.gov/spo
  - HePS
  - Buyer/Approver login

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Checking Approval Routes Prior to Issuing a Solicitation/Award Buyers

- Log in
- Select **Miscellaneous** tab
- Select **Session Info** subtab
- Scroll down
- **Assigned Workflow Routes** for…

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Checking Approval Routes Prior to Issuing a Solicitation/Award Approvers

- Log in
- Select **Miscellaneous** tab
- Select **Session Info** subtab
- Scroll down
- **Approval Responsibilities for**…
  - Will show the route and the position in the route.
  - Each route is identified by an ID number.
  - Will not show to whom routes are assigned.
  - As HePS Administrators you should Provide divisions/branches for **Report of Individuals Subject to the Route by Route ID**.

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Checking Approval Routes For Buyers and Approvers

- **Prior to conducting procurement, issuing award**
  - Do I have any approval routes? -Approval responsibilities.
  - Am I an approver in any routes? (Assigned Workflow Rtes.)
- **While solicitations/awards are in approval**
  - Where is the solicitation/award in the route?
  - http://hawaii.gov/spo
  - HePS
  - Buyer/Approver login

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Tracking Approvals in Approval Routing

- **Buyers**
  - Log in
  - **Approvals Manager**
  - My RFXs **in Approval**
  - View **Approvals**
- **Approvers**
  - Log in
  - **Approvals Manager**
  - **Awaiting My Approval**

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Any Questions?

We're about half way there…

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Alternates

- Alternates may be created for buyers and/or approvers.
- Creating an alternate for a buyer:
  - Workflow
- Creating alternate for an approver
  - Approval responsibilities
- The alternate function has been upgraded.
  - As in the past, only HePS Administrators may create alternates.
  - The user may activate and de-activate alternates.

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Alternates for Buyers

- Avoids interruption, delay or neglect of procurement.
- Created for those occasions when a user is out of the office for a period of time.
  - May only be created by the Department HePS Administrator upon notification. (Remember, they are not psychic)
  - HePS administrators must establish a procedure for requesting establishment of an alternate.
  - Once an alternate is created, the **buyer** may activate the alternate prior to going on a trip or vacation. (Do not have to ask the Department HePS administrator)
- Assigning and activating Alternates ensures procurements are not delayed, are open and transparent and have oversight if the buyer is not present by providing an alternate buyer.
- When the original buyer returns, the alternate may be turned off and the solicitation will return to the buyer as long as it has not been awarded. During the time the alternate is activated, the solicitation appears to be issued by the alternate. However, HePS internal notes reflect who created the solicitation.
- If a solicitation is awarded by an alternate it becomes the alternates solicitation.

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Alternates for Approvers

- If an approver does not approve or reject the solicitation/award the process is halted.
- Alternate approvers may be created.
  - May only be created by the Department HePS Administrator upon notification. (Tell your users that their HePS Administrator is not psychic.)
  - There must be a procedure for requesting establishment of an alternate.
  - Once an alternate is created, the **approver** may activate the alternate prior to going on a trip or vacation. (Do not have to ask the Departmental HePS administrator)
  - In real life… Need for alternate is not discovered until after the alternate is on vacation/has left. Create alternate, log in as administrator, log in as approver, activate alternate.

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Common Problems

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Common Problem in Approvals: Buyers

- Assume they have an approval route.
- Don't know if they have an approval route.
  - Need to check before issuing a solicitation
- Issue solicitation and then want an approval route created to approve the solicitation already released.
  - Not possible once a solicitation is issued.
- Buyer issues a solicitation, approver in the approval route has retired/taken another position/left.
  - Need to check before issuing a solicitation

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Common Problems
Reported by Buyers or Observed/Reported by Others

- Do not know what the Award Summary Report is or how to obtain it.
  - Small Purchase Reference; and also a How Do I…
- Don't know what to enter for specifications
  - Specifications Workshop Reference;
  - HePS
  - SPO Awards site
  - google
- For a service, enter what is wanted/desired but no minimum requirements of vendor.
  - As a result, anyone could submit the lowest price and meet specifications because there aren't any.
- Do not know who the PO is for their solicitation.

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When you need to *<Cancel, Amend, etc.>*
Who Authorizes the Action

- Authority to make the determination a solicitation or award shall be *<cancelled, amended, etc.>*
  - **Procurement officer for the solicitation**
- Enters the *<cancellation, amendment, etc.>* in HePS-
  - **HePS buyer**

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Slide on on PO Authority Causes a Number of Questions

- Am I the PO? How Do I Know if I am the PO?
- Who is the PO?
- How Do I Find Out Who the PO is?
- Who should be the PO?

- These questions cannot be answered by SPO as they are determined by the department for each procurement.
  - Definition of Procurement Officer
  - Written Delegated Procurement Authority
    - Distinction between conducts/participates and PO.

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Buyers: Do Your Homework First*

- Use Search functions
  - Check for commodity codes
  - Check for vendors
- Have your docs –
  - Specifications (including minimum qualifications). HePS doesn't do it for you.
  - General provisions?
  - Know the general instructions in HePS.
- Plan your timeline –
  - Allow time for Q & A, pre-bid conference, addenda, etc.
- Know the general instructions (in case you didn't see it above)

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Before You Procure Make Sure You:*

- Have written delegated authority per form SPO-036 signed and submitted with transmittal to SPO.
- Have taken all required training.
- Check procurement circulars for updates to statutes, administrative rules, policies and procedures.
- Check related statutes (recycled paper, energy efficient vehicles .)
- Check with your department, division, etc. for internal policies/procedures.
- Do your homework. Check for appropriate commodity codes. Are appropriate vendors in HePS?

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Retrieving Your Password*

- **If you forget your password:**
- Go to the HePS Login: http://hawaii.gov/spo
  - Hawaii eProcurement System
  - Buyer/Approver Login
  - Under "Forgot your Password?" enter your user ID or email (as it appears in HePS)
  - Your password will be emailed to you in about a minute.
- **Forgot your user ID?** Contact your Department/Jurisdiction HePS Administrator
- **If your email is incorrect in HePS:**
- Contact your Department/jurisdiction HePS Administrator

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HePS Administrator Meeting

- Does anyone have a microphone? You can be unmuted. Raise your hand.
- Approvals for Solicitation Addenda
- New feature in

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Approvals for HePS Solicitation Addenda

- HePS(Amendments)
  - Currently, approvals for addenda are turned off.
  - If they are turned on they have to be turned on for every department for all methods of procurement.

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New Feature

- When a buyer leaves the position and is de-activated, it is a problem if an amendment /supplemental agreement (called a change order in HePS) has to be made to an award.
- Now there is a way to forward the award to another buyer.

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Clearing up the Mystery about Webinar Registration

Why You Need to Register in Two Different Places

- Register first on the SPO training website.
  - Do not wait u[illegible]he last minute [illegible]ave to send you an ema[illegible] so yo[illegible] the invitation; by[illegible]
- Registering on the [illegible]
  - If you do not [illegible]ar site you will not receive [illegible]tion t[illegible]w to log in.
  - Webinar web[illegible]egistration take[illegible]2 or 3 minutes.

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Registration for SPO Workshops

- Registration for SPO workshops is now a 1 step process.
- On the Training Schedule and Registration page, select the date of the workshop and follow instructions for registering.
- For webinars you will register on the webinar site. You will not have to wait for SPO to send you the webinar invitation.
- If attending a webinar as a group
  - All members of the group must register on the webinar site.

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Registration for SPO Webinars

- If attending a webinar as a group
  - All members of the group must register on the webinar site including those who do not log in.
  - Everyone attending IN THE GROUP completes the Webinar Group Attendance Form, follows instructions and emails the form to the email address on the form.
  - Instructions are on the form and may also be access from the SPO Training Schedule and Registration page, select **About SPO Webinars**.

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Registration for HePS 100 and HePS 301

- If you are not already a HePS buyer, you must obtain permission from your Department HePS Administrator to attend.
- You must have written delegated authority to procure and to procure on HePS.
- You may obtain an account (Login/Password) only from your Department HePS Administrator. SPO does not provide HePS accounts.

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Resources for HePS Buyers

- http://hawaii.gov/spo > HePS > HePS for State Procurement Personnel
- > HePS Toolbox
  - HePS references/manuals/handbooks
  - How Do I's
  - Buyer FAQ
  - More Info
    - Procurement Delegation
    - Procurement Code of Ethics
    - More Information on Small Purchase Method of Procurement
    - For State and County Personnel webpage

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The New HePS Website

- The SPO home page is http://hawaii.gov/spo
  - Do not use the old http://www.hawaii.gov/spo as some of the database functions do not work well when you post information.
- Most of the other web pages in the SPO website have a different URL/web address. Your favorites/bookmarks directly to those pages will not work.
- From the home page > HePS
- Looking for something else on the SPO website?

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Resources for HePS Buyers

- http://hawaii.gov/spo > HePS > HePS for State Procurement Personnel
- > HePS Toolbox
  - HePS references/manuals/handbooks
  - How Do I's
  - Buyer FAQ
  - More Info
    - Procurement Delegation
    - Procurement Code of Ethics
    - More Information on Small Purchase Method of Procurement
    - For State and County Personnel webpage

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State Procurement Office

The end. Thanks for attending!

Please remember to complete any group attendance forms and email them to state.procurement.office@hawaii.gov

Questions?
http://hawaii.gov/spo

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  HePS, Awards Reporting System, SPO website (general),
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