

STATE PROCUREMENT OFFICE

**‘Doing Business with the
State of Hawaii’
2013**

<http://hawaii.gov/spo>

1

STATE PROCUREMENT OFFICE

OVERVIEW: Chief Procurement Officers “ Who are my potential Customers ? ”

- **Legislative**
 - Speaker of the House
 - Senate President
- **Judicial**
 - Administrative Director of the Courts
- **Executive**
 - Chairperson, Office of Hawaiian Affairs board
 - President, University of Hawaii
 - Superintendent, Dept of Education
 - CEO, Hawaii Health Systems Corporation
 - Administrator, State Procurement Office (SPO) - for the remaining executive branch departments (i.e. DAGS, DOT, DHHL, DLNR, DOH, etc.)
- **Counties**
 - Executive Branch, the respective finance directors
 - Legislative Branch, the respective chairpersons of the councils
 - Managers and chief engineers, the respective water supply boards

2

STATE PROCUREMENT OFFICE

OVERVIEW: Methods of Procurement
“What processes government uses to purchase?”

- *Competitive Sealed Bids or Invitation for Bids (IFB)
- *Competitive Sealed Proposals or Request for Proposals (RFP)
- *Professional Services
- Emergency
- Sole Source
- **Small Purchase (Act 173,SLH2012, procurements of less than \$100,000 for goods & services, or \$250,000 for construction effective 7/01/2012.
*Requires Procurement Notices posted on the internet at:
<http://hawaii.gov/spo/notices>.
**Small Purchases are conducted on HePS at
<http://hawaii.gov/spo/eprocurement/heps>

3

STATE PROCUREMENT OFFICE

“How do you become a Contractor with the State ?”

- Register for the **Hawaii Electronic Procurement System (HePS)** at <http://hawaii.gov/spo/heps>;
- Register on the **Hawaii Compliance Express (HCE)** at <http://vendors.ehawaii.gov/hce/splash/welcome.html>; and
- Marketing and promotion by the vendor/contractor to potential government customers.
- View **Procurement Notices** of solicitations estimated at \$50,000 or more posted on the SPO homepage at <http://spo/general/procurement-notices-for-solicitations>;

4

STATE PROCUREMENT OFFICE

“What products or services does the State buy?”

- View **SPO Price & Vendor List Contracts** at <http://spo3.hawaii.gov/pvl/price-vendor-lists>
- View **AWARD** information at <http://www.hawaii.gov/spo2/source/>
- Other jurisdictions Price Schedules, etc.

5

STATE PROCUREMENT OFFICE

“How do I get paid?”

State agencies utilizes the following payment methods:

- Petty Cash (usually for small \$ amounts);
- Purchase Orders – requires original invoice + 3 copies to process payment;
- pCard (MasterCard Credit Card) for purchases less than \$2,500 is mandatory for Executive Branch dept/agencies . May use pCard > \$2,500 but subject to their credit limit.
- Written Contracts – requires original invoice; payment made within 30-days of receipt of invoice or satisfactory delivery of goods or performance of the services

6

STATE PROCUREMENT OFFICE

“How large or small are the contracts?”

- A contract may be a purchase order or a formal agreement.
- Contracts, formal agreements that are signed by the contractor and state, are usually at least for \$50,000 or more.
- Award of a contract may require contract security (bonds), insurance requirements, contractor’s license, compliance documents for taxes, labor, and business registration, etc., as specified in the solicitation document.

7

STATE PROCUREMENT OFFICE

SUMMARY

- Know your government - your customer;
- Do your ‘homework’ - READ the solicitation carefully, each jurisdiction may have unique needs and requirements;
- When in doubt, ask questions of the purchasing agency;
- Visit the State Procurement Office (SPO) webpage at <http://hawaii.gov/spo> for procurement related information.

THANK YOU

8