

State Procurement Office
Hawaii eProcurement System
HePS

HePS for Supervisors

Workshop HePS 134

An overview for
staff who supervise personnel issuing procurements on HePS
but do not directly use HePS;
and other interested government personnel

1

HePS for Supervisors (HePS 134)

Who this Workshop is For And What it is Intended to Do

- This workshop is designed for state personnel who:
 - Supervise HePS buyers/approvers, or have oversight responsibility for procurements occurring on HePS; or
 - Are HePS Administrators.
- This workshop will:
 - Help supervisory staff better understand the basics of HePS and enable them to plan to use HePS to the best advantage for their department or division, branch, office, etc.; and .
- This workshop is not intended to:
 - Teach you everything you need to know about procurement/award procedure. (There isn't enough time.) You must take the appropriate workshops for the method of procurement you are conducting.
 - Serve in place of the handbooks/references SPO has produced and placed on the SPO website. Should you need more detailed instruction on mechanics of how to approve on HePS, take HePS 205 -For Approvers: Basics, Refresher and Beyond.

2

HePS for Supervisors (HePS 134) What Will Be Covered

- Housekeeping – Webinars
- A Little background on eProcurement
- Who- Roles and Responsibilities, - access
- What- what is done on HePS;
- When- Appropriate use of HePS; when HePS is not used
- How- does it all work, documentation
 - Functions
 - solicitations, , approvals, addenda, awards, change orders, historyetc.
 - How eProcurement is different
 - Recordkeeping and Documentation
- Related
 - HePS Procurement Notices Website

3

Webinars Why You Need to Register in Two Different Places

- Register first on the SPO training website.
 - Do not wait until the last minute - we have to send you an email invitation so you can accept the invitation; by
- Registering on the webinar site.
 - If you do not also register on the webinar site you will not receive the information telling you how to log in.
 - Webinar website registration takes just 2 or 3 minutes.

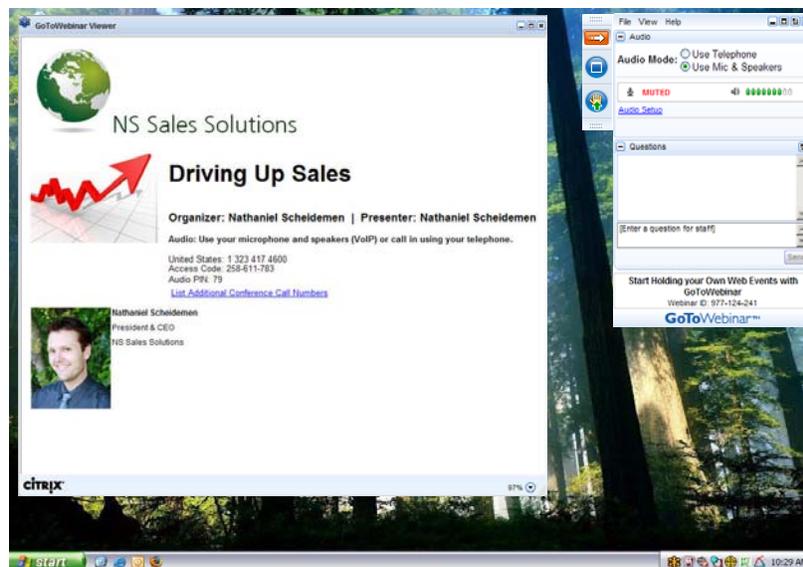
4

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**
- On the day of the webinar, the SPO Webinar Group Attendance form is placed 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.**

5

The GoToWebinar Attendee View



Citrix online

Webinar Viewer Window

- Having trouble seeing?
 - Maximize your viewer window; and/or
 - Increase the magnification in your viewer window (in lower right corner.)
- To exit full screen - GTW (GoToWebinar) control panel menu
 - click the button with the square on the tab or
 - View > window
- Note: Attendee Quick Reference is available
 - <http://hawaii.gov/spo>
 - Click **Training for State and County Procurement Personnel**
 - Click **About SPO Webinars** or wherever 'webinar' is a link
 - Click **FAQs and Quick Reference**



7

How to Participate Today

A screenshot of the GoToWebinar interface. The 'Audio' menu is open, showing options like 'Full Screen', 'Window', 'Auto-Hide the Control Panel', and 'Hide Control Panel'. A 'Questions' panel is also visible, with a text input field and a 'Send' button. The interface is overlaid on a presentation slide with the GoToWebinar logo and contact information.

- 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

chpx online

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.
 - 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
 - If you attended by yourself (not as part of a group), no need to send in the group webinar attendance form.
 - **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 and Informational sessions**
> **Training for State and County Personnel**
- **DO NOT send in the signed form prior to the workshop.**

9

About Public Sector Procurement *Why can't we 'Just Do it' (The Big 3)*

- We use taxpayer funds;
 - Our “shareholders” are the taxpayers (everyone).
 - Like the private sector, we want best value **AND** we have additional obligations:
- 1. We must be open/transparent.**
 - Everyone has a right to know and have easy access.
 - 2. We must be fair to all qualified vendors.**
 - Everyone has the right to compete.
 - 3. We ARE accountable.**
 - Keep an auditable trail. (document, document, document!)
 - Follow standardized rules and procedures.
(Statutes, Administrative Rules, Procurement Circulars, Internal Procedures)

10

When We Procure

- We must procure in accordance with statutes and rules.
 - Hawaii Revised Statutes (HRS) Chapter 103D, The Hawaii Public Procurement Code
 - Hawaii Administrative Rules (HAR) Chapters 3-120 to 3-132
 - Procurement Circulars
- There are 6 methods of procurement (source selection). Each of the methods:
 - has specific procedures;
 - shall be used under certain conditions;
 - more than one method may be applicable;
- When more than one method is applicable, choose the most appropriate method (generally the most competitive).
- **HePS is not a method of procurement.**

11

Methods of Procurement

Method	Bases for Use	Bases of Award
Competitive Sealed Bids	Always used unless it is not feasible or practicable.	Lowest responsive, responsible bid.
Small Purchases	Purchases of smaller quantities for goods and services of less than \$100,000 and construction less than \$250,000.*	Lowest responsive, responsible quotation.
Competitive Sealed Proposals	Competitive sealed bidding is not practicable; price is not the most critical factor.	Based on RFP evaluation criteria.
Multi-step Bid	Used when pre-qualification of offerors necessary before considering price.	Lowest bidder of qualified offerors.
Sole Source	Only one source for the required good, service, or construction.	Approved single source at agreed prices.
Emergency	Used to respond the needs that are immediate and serious that are a threat to life, public health, welfare, or safety.	Lowest responsive and/or responsible offeror.
Professional Services	Professional services as defined in rules and statutes	Qualified respondent that meets determined criteria; prices are agreed to.
Request for Interest (For Federal Grants)	Used prior to applying for the Federal grants where time is limited or economic situations require a "quick" selection process.	Criteria determined in RFI.

12

Background

- HRS 103D-305- Amended by Act 283 SLH 2006
 - Raised small purchase threshold from less than \$25,000 to less than \$50,000 **provided** all purchases between 25,000 and less than \$50,000 are conducted on an eProcurement system.
 - Competition. Simplicity. No Parceling.
- Procurement Circular 2006-07, Am 1, Replaced by 2009-15,
 - For executive branch all procurements of \$15,000 and above shall be issued through HePS
 - Compliance documents shall be obtained for purchases from \$15,000. (This has changed! Just letting you know history.)
 - Then came Act 175 SLH 2009 and Act 190 SLH 2011 ...

13

*Act 175, SLH 2009 Changes Small Purchases Temporarily

- Increased the thresholds from \$50,000 to:
 - goods and services: less than \$100,000
 - Construction: \$250,000
- For construction, performance bond is required for purchases of \$50,000 and greater.
- This act was repealed **July 1, 2012**

14

Act 190 SLH 2011 and Procurement Circular 2011-02

- Effective, 7/1/11, verification of proof of compliance for Small Purchases of \$2,500 is required as indicated in HRS 103D-310 (c)
- Procurement Circular 2011-02 states that acceptable proof shall be via Hawaii Compliance Express.
- *Reference:*
Procurement Circular 2011-02
Watch for update of Procurement Circulars 2009-14 and 2009-15)

15

* Act 173, SLH 2012 Procurement Circular 2012-04 Small Purchases and Performance Bonds for Construction

- Act 173, SLH 2012 established the thresholds for small purchase as
 - goods and services: less than \$100,000
 - Construction: \$250,000
- For construction, performance bond is required for purchases of \$50,000 and greater.
- Instructions for the Procurement Circular also changed the posting requirement for small purchases from \$15,000 or more to **\$2,500** or more.
- Note: Procurement Circular 2012-04 applies to Executive Branch. Procurement Circular 2012-05 applies to CPOs for other Jurisdictions.

16

When Solicitations Must be Issued on HePS

- If the small purchase method of procurement is being used, eProcurement is required above the minimum threshold.
- For executive branch, small purchases \$15,000 and above must be issued on HePS.
- Agencies may use HePS for small purchases that will be less than \$15,000.
- Other methods of procurement that do not require use of HePS can be utilized (including Competitive Sealed Bid (IFB/CSB), Request for Proposals (RFP), Professional Services).

17

What is HePS?

HePS is the electronic procurement system for the State of Hawaii, a system for issuing solicitations, receiving responses, and issuing notices of award.

18

About eProcurement

- **Vendor registration**
 - (including profiles: (NIGP) Commodity Code category profile)
- **Vendor email notification**
- **Electronic forms**
- **Vendor response** through HePS
- **Notice of Award** through HePS to all responding vendors
- **Award amendments** on HePS
- **History** – search, research and restage

19

Vendor Registration

- Vendors register on HePS by entering standard information such as company name and address, business type.
- Each vendor also creates a **commodity profile** selecting the categories of goods, services or construction the vendor provides.
- Procurement personnel search HePS prior to issuing a solicitation to ensure vendors are registered for the goods, services or construction they need to procure.

20

Electronic Solicitations Vendor Access and Notification

- **Electronic Solicitations:** Government purchasers (called buyers in HePS) enter their solicitations on electronic forms and may attach files, if needed.

Once the solicitation is completed, it is released to the internet via HePS, and the electronic solicitations are automatically available in a standard format to all vendors registered on HePS.

- **E-mail Notification:** Each evening e-mails are sent to vendors registered for the categories of goods and services being procured, providing a link directly to the solicitation.

Amendments are also issued electronically with e-mail notifications sent to vendors.

21

Submission of Responses, Bid Opening and Award

- **Submission of electronic bids:** Vendors submit bids electronically in as few as three clicks and may also add comments or attach files as appropriate. A vendor may amend the bid electronically as many times as necessary up to the submission due date and time.

After the submission deadline, **bid opening is virtual**. Vendors may see an abstract containing all responding vendors and the bid amount submitted on HePS.

- **Electronic award:** After the response submittal deadline the HePS buyer reviews the submissions. When a decision is made, the buyer issues a notice of award on HePS and the awarded vendor receives a notice of award in an e-mail. Non-selected offerors are also notified who was awarded.

22

Searchable Database Solicitations, Awards, Vendors

- **Vendor information:** Prior to issuing a solicitation, a buyer should search the database to ensure vendors are registered in HePS.
- **Reduces duplication of work:** When a buyer needs to re-solicit for the same goods/services as a previous solicitation, the buyer searches HePS and 'restages' for a new solicitation adjusting information previously entered.
- **Sharing of expertise:** All solicitations in HePS can be searched, restaged and issued as a new solicitation.

23

HePS as a Service

- The HePS system is a service provided by SicommNet, the state's contractor for eProcurement.
- SicommNet is an application service provider (ASP). That means there is no software to download and users can access HePS from anywhere there is an internet connection.
- SicommNet also has other customers (other government agencies on the mainland). Mainland vendors in HePS are interested in Hawaii solicitations.
- HePS is funded by vendor fees. (It is an unfunded initiative.) Vendors pay nothing to register or respond to solicitations. If awarded, a vendor pays .85% of the awarded amount to SicommNet (\$8.50 for every \$1,000 awarded). Payment is due upon delivery of the goods, services, or construction and there is a cap of \$5,000 per award for each vendor.

24

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.

25

Who is Using HePS and for Which Methods of Procurement

- Executive Branch Departments including:
 - OHA
 - Department of Education- OSFSS
 - All other executive departments whose CPO = SPO Administrator
- Judiciary
- Legislative Branch
- **Small Purchase Request for Quotes**
(all of the above)
- **Competitive Sealed Bids (IFB/CSB)**
(SPO, DAGS, DOH, DOT, DBEDT, AG, DOE-OSFSS)
- **Requests for Proposals (RFP)**
(SPO)

26

Some Stats

2005 Number of Awards	47
• 2005 Value Awards	\$79,655
2008 Number of Awards	654
2008 Value of Awards	\$36,292,347
Average Award Amt.	\$55,492
2011 Number of Awards	1138
2011 Value of Awards	\$42,550,790
On internet solicitations 7/19/11	48
On internet solicitations 7/10/12	30

27

HePS Terminology

- **RFQ** = Request for Quotation - for the Small Purchase method of procurement
 - **RFB** or **IFB** = Request for Bid, also called Invitation for Bid or the Competitive Sealed Bid method of procurement.
 - **RFP** = Request for Proposals or the Competitive Sealed Proposals method of procurement.
 - **RFI** = Request for Information
 - **RFx** = Any or all of the above
 - **Internal Vendor Number/Code** = an optional field when creating an award. If the buyer knows the DAGS vendor number they may enter it, however, it is not necessary to enter anything in this field.
 - **P.O.** = Notice of Award (other states use the notice as an electronic PO/contract, however, Hawaii does not.)
-
- See the *HePS Terminology Reference for more*

28

User 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.**
 - 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.)
- **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.
- *Reference:*
Act 207 SLH 2010;
HAR Chapter 3-131 Compliance;
HAR Section 3-131-1.02 Procurement Code of Ethics

29

HePS Roles and Responsibilities

- **Vendors**
 - Register , create commodity profile, respond to solicitation, etc.
 - over 4,000 in Hawaii,(approx 55,000 interested in Hawaii solicitations)
- **Buyers**
 - Conduct the solicitation in accordance with statutes, rules, procurement circulars, manuals, etc., add attachments, answer questions, issue amendments (addenda)
 - Over 850 – only 419 have actually used the system
- **Approvers**
 - Approve or disapprove and provide reason
 - Only approvers=78, individuals who are in approval routes=148
- **Departmental Administrators** (53 including alternates)
 - Departmental HePS oversight, ensure appropriate users are on HePS, maintain delivery/billto addresses, add/deactivate users, departmental instructions.
- **HePS System Administrator**
 - Overall oversight and coordination, training, instructions, updates, etc.

30

Functions in HePS

- Requisition
 - The request,
 - who (is requesting)
 - what (are you buying) specifications,
 - how (special instructions on how it is to be delivered)
 - when (is it needed by) delivery or start and end of service,
 - where (delivery address/site(s) service is to be conducted) contacts,
 - billing address and instructions;
- Solicitation
 - Submittal due date/time, Q & A, prebid conference, administrative requirements, special instructions, etc.
 - Solicitation Addenda (Amendments)- changes to the solicitation
- Award
 - Notice, what, when, where, how, etc.
 - Amendments/change orders/supplemental agreements
- History

31

How eProcurement is Different

- More open and fair than 3 quotes.
- More accessible to more vendors.
 - Specifications need to be written.
 - Minimum qualifications for vendors when applicable.
 - Vendors notified of solicitations.
 - Responses submitted only on HePS.
 - Offerors notified of results.
- Better documentation
- 'Wet' signatures not required for submission of solicitation.
- Less paper

32

How eProcurement is Different

(continued)

- Use of commodity code categories to connect buyers and vendors.
- Automatic public notice - not necessary to post on PNS separately (*watch for procurement circular*).
- If using attachments that vendor must complete, they must be fillable and separated from other information.
- AG general conditions can be automatically attached in instructions. Can have other automatic instructions specific to a department.
- Approvals can be electronic.
(Approval paths and assignments must be created ahead of time.)
- Amendments are easier. Vendors are notified by e-mail.

33

How eProcurement is Different

(continued)

- Buyers can keep track of whether vendors have responded and can extend the submittal deadline via an amendment. (Can also check to see if a vendor has looked at a solicitation/amendment.)
- Submitting a response on HePS meets the requirements for electronic signatures. (*HRS Chapter 489E Uniform Electronic Transactions Act*)
- **All responses shall be made in HePS.** No hand-carried or mailed responses. No need for timestamping, checking incoming mail for responses.
- Opening is virtual – For bids, no formal bid opening required.
- **Non-awarded vendors are notified** when notice of award is issued in HePS.
- Language and some terms are a little different. Competitive sealed bids are called an eRFB (Electronic Request for Bid) on HePS.

34

Documentation in HePS

- HePS is a database
 - Documents created ‘on the fly’
 - ‘Static’ copies
- Solicitation
- Amendments
- Abstract
- Notice of Award
- **Award Summary Report**
(contains elements of all of the above)
 - (required for small purchase request for quotes)

35

The Award Summary Report

- Serves as a reference-solicitation and award Numbers
- Notes- when processes occurred
- Short description of solicitation and each line item in HePS, amendments
- Number of vendors sent the notice
- Responses- vendor name, vendor address and amount
- Awardee and amount.
- Justification for not selecting lowest price
- Compliance in Hawaii Compliance Express

36

What to Check on the Award Summary Report

- Solicitation number (FY)
- Number of notifications sent
- Date issued, date closed (sufficient time)
- Responses, award, competition comments if not to lowest quote
- Compliance
- If a change order, reason for change order

37

Vendor Test Account

- For Approvers, Supervisory staff and other State employees with reason to know.
 - This account is not intended for vendor use. Do not give access to this account to vendors
 - <http://hawaii.gov/spo>
 - Hawaii eProcurement System (HePS)
 - Click Vendor Log in
 - Enter Vendor ID/password click **Marketplace login**
 - **Agency Opportunities** Tab
 - **Quotations** subtab
 - Select round radio button to see details.
 - Vendor Quick Reference- Shows how vendor can view abstracts and awards for past 2 years.
 - <http://hawaii.gov/spo>
 - Hawaii eProcurement System (HePS)
 - For Vendors, Contractors and Service Providers

38

Executive Branch Requirements (CPO=SPO Administrator)

- All small purchases of **\$15,000** and above shall be procured on HePS.
- Breaking up small purchases so they are less than \$15,000 to avoid using HePS is a violation.
- Verification of Proof of Compliance via Hawaii Compliance Express (HCE) is required for all small purchases of **\$2,500** and above and must be verified prior to award now statutory.
- Effective 7/1/12 all awards for small purchases requests for quotes of **\$2,500** and above shall be posted on the Awards Reporting Site of PANS (Posting/Reporting **P**rocurement **A**wards, **N**otices and **S**olicitations.)

39

Parceling

- Purchases of goods, services and construction shall not be parceled by dividing purchases that are same, like or related into smaller quantities.
- The expenditure threshold applies for **any 12-month period**. (Not FY or calendar year)
- Purchase may be for more than 12 months if the **total** expenditure does not exceed small purchase thresholds—includes recurring annual service contracts.
- Purchases shall not be artificially divided because of various funding sources.

40

***When More than One Method of Procurement May be Used
Professional Services Less Than \$100,000****

- May be procured through either
 - professional service method of procurement;
 - professional services small purchase (HRS 103D-304(j)); or
 - small purchase method of procurement
- Exception – Procurement of design professional services furnished by licensees under HRS chapter 464 shall be procured by the professional method of source selection.

(Ref: HAR, Section 3-122-67;

*Act 173 SLH 2012, Procurement Circular 2012-04

41

Common Questions on Small Purchase Request for Quotes Conducted on HePS

**How Many Quotes Must be Obtained when
Using HePS?**

HePS provides for adequate competition,
provided buyer ensures appropriate
vendors are in the system and procures
properly.

42

Common Questions on Small Purchase Request for Quotes Conducted on HePS

Do we Have to Use HePS when we Purchase from SPO Price Lists/Vendor List Contracts (PL/VL)

- Not at this time. HePS is for the purpose of soliciting.
- Cooperative Purchasing (solicitation already conducted)
- Purchasing agencies delegated procurement authority and committed to its use shall use SPO PL/VL unless exempt or approval granted to purchase outside the SPO PL/VL. (*Ref: Form SPO-5, SPO Price List Purchase Exemption*).
- Agencies may choose to use SPO Western States Contracting Alliance (WSCA) contracts; however, when not used, applicable procurement procedures must be followed.

43

Common Questions on Small Purchase Request for Quotes Conducted on HePS

What Happens when Quotes are Over the Small Purchase Threshold ?

- Quantity may be reduced if lowest priced vendor agrees. However, another RFQ for the reduced amount shall not be solicited for 12 months.
- If it is a service, scope shall not be broken up and re-solicited.
- Can cancel and conduct a Competitive Sealed Bid/Request for Proposal

See also the HePS Buyer FAQ

44

Common Questions on Small Purchase Request for Quotes Conducted on HePS

What if No Quotes Received on eProcurement System?

- Were specifications clear, concise, realistic?
Did they make sense?
- Was the solicitation open for a reasonable period?
Recommendation for small purchase is 7 days/5 working days – average is 10-21 days.
- Were the correct commodity code used? Did the right vendors get notified?
- Did the buyer do the due diligence, check vendors in database, contact the vendors they would like to respond and advise that a solicitation would be coming out on HePS?
- HOPA may determine that it is neither practicable nor advantageous to the State to issue a new solicitation. Given the solicitation was conducted properly, must consider:
 - Can specifications be revised?
 - Time constraints?
 - Competition in the marketplace?
 - Document and place in procurement file.

45

When buyers are just beginning to use HePS...

- K.I.S.S.
- Keep it simple. Don't make it hard on yourself by trying to do something beyond your training: multiple line items awarded to different vendors, splitting an award, alternates, etc. **are more advanced.**
- On to HePS and creating a small purchase request for quote solicitation <http://hawaii.gov/spo> click Hawaii eProcurement System (HePS)

46

What's Ahead for HePS

- Competitive Sealed Bids on HePS (IFBs)
- ~~HePS Procurement Notices of Solicitations Website~~ (done)
- Requests for Proposals on HePS
- HePS Award Reporting System
- HePS Price Lists in a Catalog
- HePS Vendor Lists in Certified Vendor List
- Professional Services on HePS
- Emergency and Sole Source on HePS

47

State Procurement Office

The end. Thanks for attending!

*Remember to complete any group attendance forms and email them to
state.procurement.office@hawaii.gov
WITHIN 1 WORKING DAY*

Questions?

<http://hawaii.gov/spo>

- Mara Smith 587-4704
mara.smith@hawaii.gov
- Bonnie Kahakui 587-4702
bonnie.a.kahakui@hawaii.gov
- Wendy Orita 586-0563
wendy.m.orita@hawaii.gov

48

State Procurement Office Contacts for General and Specific Info

- **Donn Tsuruda-Kashiwabara** 586-0565
donna.tsuruda-kashiwabara@hawaii.gov
RFPs, specifications, emergency, sole source, prof. svcs., exemptions
- **Mara Smith** 587-4704
mara.smith@hawaii.gov
HePS, PANS (Reporting/Posting Awards, Notices and Solicitations), SPO website (general)
- **Kevin Takaesu** 586-0568
kevin.s.takaesu@hawaii.gov
IFBs, Preferences, emergency, sole source, prof. svcs., exemptions
- **Bonnie Kahakui** 587-4702
bonnie.a.kahakui@hawaii.gov
Travel, pCard, emergency, sole source, prof. svcs., exemptions, HePS
- **Wendy Orita** 586-0563
wendy.m.orita@hawaii.gov
Hawaii Compliance Express (HCE), Price and Vendor lists, HePS
- **Stanton Mato** 586-0566
stanton.d.mato@hawaii.gov
Delegated Procurement Authority, Price and Vendor Lists
- **Corinne Higa** 587-4706
corinne.y.higa@hawaii.gov
Health & Human Services (all procurement methods)
- **Stacey Kauleinamoku** 586-0571
stacey.L.kauleinamoku@hawaii.gov
Training