

State Procurement Office
Hawaii eProcurement System

HePS for Approvers: Basics, Refresher and Beyond

SPO Workshop No. HePS 205

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For Approvers: Basics, Refresher and Beyond

Who this Workshop is for

- This workshop is designed for state personnel who:
 - Are in a HePS approval route; that is, are responsible for approving solicitations or awards on HePS.
- This workshop will:
 - demonstrate the mechanics of how to approve on HePS; and
 - indicate some common mistakes buyers make when using HePS
- This workshop is not intended to teach you everything you need to know about procurement procedure. (There isn't enough time.) For procurement procedures, you must take the appropriate workshops for the method of procurement.

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For Approvers: Basics, Refresher and Beyond What Will be Covered

- Housekeeping- Webinars
- Before you Approve : Delegated Authority and Training
- Approver Responsibilities
- A Little Bit About Approval Routes
- Common Problems in Solicitations (RFQs, IFBs) and Awards
- How to: The Mechanics of Approving on HePS
- Summary
- Resources

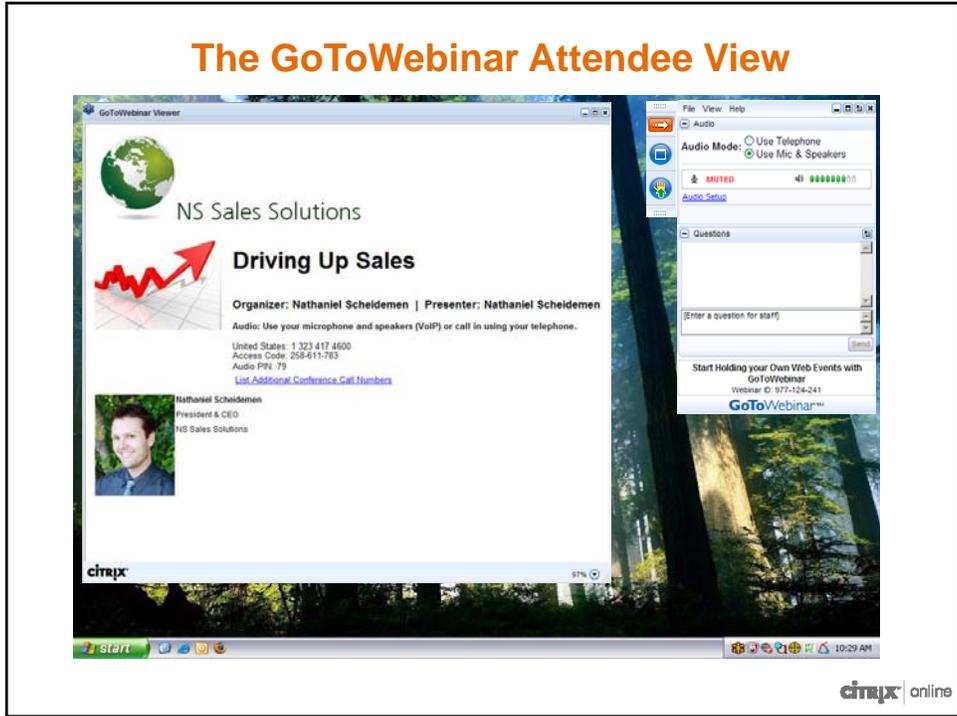
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About SPO Webinars

- 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 webinar website.
 - On the day of the webinar, the SPO Webinar Group Attendance form is placed on the SPO training schedule.
 - 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**
- <http://hawaii.gov/spo>
 - Training and Informational Sessions
 - Training for State and County Personnel
- **DO NOT send in the signed form prior to the workshop.**

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The GoToWebinar Attendee View

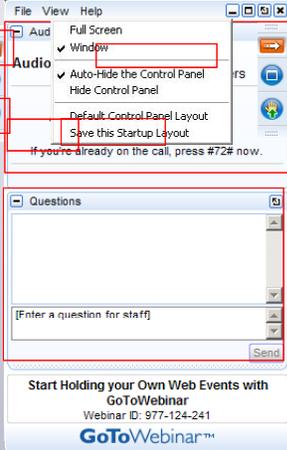


Webinar Viewer Window

- 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**



How to Participate Today



The screenshot shows a GoToWebinar control panel. The 'Audio' section is highlighted with a red box and contains options: 'Full Screen', 'Window', 'Auto-Hide the Control Panel', 'Hide Control Panel', 'Default Control Panel Layout', and 'Save this Startup Layout'. Below it, a 'Questions' section is also highlighted with a red box, featuring a text input field with the placeholder '[Enter a question for staff]' and a 'Send' button. At the bottom, there is a banner for 'Start Holding your Own Web Events with GoToWebinar' and the text 'Webinar ID: 977-124-241'.

- Open and close your Panel
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- Raise your hand
- Q&A addressed at the end of today's session

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Before You Procure/Administer Contract: Written Delegated Authority and Training

Before you develop/draft/participate in a solicitation, review, approve, conduct, manage, or administer a procurement/contract, you must:

- **Have written delegated authority per signed and submitted (to SPO) Form SPO-036.**

Note: See Procurement Delegation Memorandum 2010-01, Amendment 1. If a SPO Form SPO-036 has not been submitted to SPO you do not have delegated authority. Check with your ASO/BMO if you are unsure.

- See : <http://hawaii.gov/spo>
 - > For State & County Personnel
 - > Required Procurement Delegation Authority (there is also a link to the required (mandatory) training requirements site)

- **Have taken all required training.**

Reference: Procurement Circular 2010-05

Note: Some requirements have changed. Check the website periodically.

- See: <http://hawaii.gov/spo>
 - > Training & Informational Sessions
 - > Training for State and County Personnel
 - > Training Requirements: Which Workshops Do I need to Take?

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Training For HePS Approvers

- It isn't just about taking the HePS 205 workshop,
- It is about taking the required workshops for the method of procurement for which you will be approving. (Generally, Small purchase or Competitive Sealed Bidding)

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About Public Sector Procurement *Why can't we 'Just Do it'*

- 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)

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HePS is a Tool

- HePS is **not** a method of Procurement
 - It is a tool to make our procurements more efficient and transparent.
- HePS does not know all the statutes and rules.
 - Your buyer and you have to know them.
- HePS does not know specifications.
 - That is also your buyers job and yours to oversee.
- HePS is not artificial intelligence. To HePS, text is text.
 - **Your** intelligence/knowledge of statutes, rules, policy and procedures is what counts.

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Approver Responsibilities

- **Keep it secure**
 - Change your password if you have not done so already.
 - No “sharing of accounts.”
 - Vendor information in HePS.
- **Adhere to Procurement Code of Ethics**
 - No conflict of interest or appearance of conflict of interest.
 - HePS Users have access to vendor information. Users cannot also be vendors to the state because of this access.
- **Comply with Statutes, Rules, Policies, procedures**
 - Ensure you have written delegated authority for the method of procurement and
 - Have taken all required/mandatory training prior to approving the procurement
- **Stay in the Loop**
 - Approver responsibility to keep abreast of any changes to statutes, rules, policies and procedures.
- **Do your homework**
 - Know what can and cannot be done pursuant to statutes, rules and procurement circulars.
 - Know methods of procurement and which is most appropriate for the goods/services to be procured.
 - Ensure your buyer has found your vendors and ensured they get registered HePS.
 - Ensure your buyer has used the correct commodity codes.
 - Ensure you have written procurement delegation and have taken all mandatory training.
- *Reference:*
Act 207 SLH 2010; Codified as HRS 103D-101 Requirements of Ethical Public Procurement
HAR Chapter 3-131 Compliance;
HAR Section 3-131-1.02 Procurement Code of Ethics

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About Approval Routes:

Why You Didn't Get to Approve a Solicitation or Award

- Approval routes have to be created in HePS by your Department HePS Administrator.
- Separate approval routes have to be created for solicitations and awards. (Approvals can be created based on additional factors as well)
- Once the approval route has been created, it must be assigned to each buyer.
- HePS doesn't know. (It is not psychic.)
- Your department HePS Administrator is probably not all seeing/all knowing. Check with your Department HePS Administrator as the procedures for notifying them when an approval route needs to be created/assigned.
- Approval routes can have more than one level of approval. If you are in an approval route that has multiple levels and you do not approve, the solicitation/award will not move on **until** you approve.
- If you are going on vacation, alternates can be created. Check with your Department HePS administrator.
- Approval routes are NOT required. If you are a buyer DO NOT make yourself your approver.

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Approval Routing How it 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
- Approval Routing is **Not** Required in HePS
 - Do not have someone approve him/herself

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Criteria for Approval Routing

- Type of document
 - Solicitations: Small Purchase RFQ, IFB, RFP, RFI,
 - Awards: Definite Quantity, Indefinite Quantity
- Dollar Amount
 - Equal to/greater than
 - Less than
 - Between
- Commodity Code
 - Commodity code for IT could go to 1 approver
 - Commodity code 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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Any Questions?

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Common Problems to Watch for: Solicitations

- Unit of Measure and Quantity
- Specifications (vague or lacking)
- Minimum qualifications of vendor ads appropriate (vague or lacking)
- Administrative Requirements
- (For small purchase request for quotes) total price-
 - exceeding the small purchase limit; and
 - parceling
- Consistency
 - HePS instructions and specs/administrative requirements
 - HePS unit of measure and offer form (if there is one)
 - Addenda

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Common Problems to Watch for: Unit of Measure and Quantity

- The unit of measure is important. It tells vendors how to respond in a uniform way so you are comparing apples to apples.
- Most common units of measure:
 - Each
 - Lot
 - Job
 - Measure of time (such as a year, month, hour)
 - If the unit of measure is something other than these, make sure they make sense for the intent of the unit of measure.
- Not okay:
- '2 each' when some/all of the items are different:
example: 2 each vehicles (1 is a van and 1 is an SUV)

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Common Problems to Watch for: Specifications

- The HePS generated description (generally all in caps) is NOT the specifications. They are just general descriptions of the NIGP commodity code category and are placed in the description field so the buyer is reassured he selected the right commodity code category. If you see all caps, be suspicious.
- Specifications need to include exactly what is needed. They are **specific**.
- Specifications may need to include minimum specifications or requirements of the vendor.
How do you know the vendor can do the job?
- If the solicitation asks a vendor to propose something other than price, then small purchase request for quote (RFQ) and invitation for bids (IFB) are NOT the proper method of procurement. The method of procurement to be used is competitive sealed proposal, also known as request for proposal (RFP) and is **not** conducted on HePS.

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Common Problems to Watch for: Price

- For small purchases (RFQ) there is a dollar threshold.
- The dollar threshold is for the total price of the contract and includes all extensions.

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Common Problems to Watch for: Consistency

- If there are attachments, they must be consistent with what is in HePS. Can't say one thing in the attachment and something else in HePS. Leads to confusion, protests, having to resolicit.
- There are instructions in HePS.
 - Mandatory, (cannot be deleted by the buyer)
 - Optional (buyer can choose whether to include them)
 - Buyer can also add an instruction.
- The instructions, attachments, etc. cannot contradict one another.

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Common Problems to Watch for: Notice of Awards

- Not awarding to lowest priced vendor with no justification or wrong justification. (Competition Comments)
- Changing the amount, quantity, etc. without justification entered in HePS or poor justification.
- **Awarding when the vendor is not compliant in HCE** (Verify compliancy **before** awarding.)
- Failing to change the start date or delivery date to some time after the notice of award date.
- Anything you allow that is questionable has repercussions beyond the current procurement. It sets a precedent for future procurements.

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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.
 - Ask your HePS Administrator for **Report of Individuals Subject to the Route by Route ID.**

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How to Locate Solicitations/Awards Awaiting Your Approval

- Wait for the email, click on the link.
 - You can check other approvals as well, not just the one emailed.
- Log in-
 - <http://hawaii.gov/spo>
 - click Hawaii eProcurement System HePS
 - Click Buyer/Approver Login

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Review Solicitations on the Internet HePS Test Vendor Account

- **Only** for state employees with a need to see HePS Solicitations.
- <http://hawaii.gov/spo> > Hawaii eProcurement System
- Log in - vendor log in
- Enter login/password > Marketplace Login
- Select Agency Opportunities
- Select Quotations
- Select round radio button to see details.
- See Vendor Quick Reference for reminders and details.
 - Hawaii eProcurement System
 - HePS for Vendors, Contractors and Service Providers

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Any Questions?

- On to the website:
 - <http://hawaii.gov/spo>
 - [Hawaii eProcurement System](#)
 - Buyer/Approver Login
(real/production site)
 - Buyer /Approver Training Site Login
(where buyers practice)

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In Summary

Before Approving Make Sure you:

- Have written delegated authority per forms SPO-036 and Procurement Delegation Authority Memorandum 2010-01, as amended.
- Have taken all **required** training.
- Check procurement circulars for updates to statutes, administrative rules, policies and procedures.
- Check related statutes (such as: recycled paper, energy efficient vehicles.)
- Check with your department, division, etc. for internal policies/procedures.
- Review the most common problem areas closely.
- Before your buyers procure, check with buyers whose solicitations or awards you must approve or with your Department HePS Administrator to ensure the buyers have your approval routes assigned to them. (Request the report **Users Subject to an Approval Route**. Ask for it to be sorted by route number. You can find your route number(s) and check who is assigned to the route.)

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Review the Most Common Problem Areas

- Solicitation
 - Specifications;
 - Unit of Measure and Quantity;
 - Consistency (instructions in HePS, attachments, etc.);
 - Price (estimated) within threshold for small purchases as applicable;
 - No parceling of same, like related goods, services or construction.
- Award
 - Justification for not awarding to lowest priced vendor;
 - Change in quantity or price & justification/documentation;
 - Compliance;
 - Delivery or Start Date.

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Resources for HePS Users

- <http://hawaii.gov/spo>
- > HePS
- > HePS for State Procurement Personnel
- > HePS Toolbox: references/manuals/handbooks, etc.
 - How Do I's
 - Buyer FAQ
- Check also More Info:
 - Small Purchase Method of Procurement
 - Competitive Sealed Bidding Method of Procurement
 - Procurement Code of Ethics
 - Procurement Delegation
 - For State and County Personnel

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Other Useful Info on the SPO Website

<http://hawaii.gov/spo>

- For State and County Personnel (*bookmark this site*)
 - Posting Procurement Awards, Notices and Solicitations (PANS)
- Forms
- Information on Methods of Procurement and Online Procurement Manuals
- Awards Public Site
- Price and Vendor Lists
- Travel Services
- Inventory Management and Excess Property
- pCard Information
- Training for State and County Procurement Personnel
- Procurement References
 - Hawaii Revised Statutes & Hawaii Administrative Rules
 - Procurement Circulars

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State Procurement Office

The end. Thanks for attending!

As applicable, complete the SPO webinar group attendance form and email to spo.training@hawaii.gov within 1 working day of the webinar.

Questions?

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