

## **Hawaii eProcurement System HePS Terminology**

**RFQ/eRFQ** = Request for Quote; this is the HePS function to be used when conducting a Small Purchase method of procurement. It is a solicitation.

**RFB/eRFB or IFB** = Request for Bid or Invitation for Bid. This function must be used when conducting an invitation for bid, also known as a competitive sealed bid. It is a solicitation.

**RFP/eRFP** = Request for Proposals. This function must be used when issuing a request for proposals on HePS (for goods, services and construction, it is also known as a competitive sealed proposals method of procurement for goods,). It is a solicitation.

**RFI/ or eRFI** = Request for Information

**RFX/eRFX** =Any or all of the above.

**Requisition** = the function in HePS that provides the following information for a solicitation:

- who is requesting the goods/services/construction,
- what is to be purchased (specifications),
- where it is to be delivered/conducted,
- when it is needed,
- quantity/unit of measure;
- commodity code.

In HePS this a function separate from the creation of the solicitation. Some states/counties using HePS have centralized purchasing. End users create the requisition and buyers take the requisition, provide solicitation information and conduct the solicitation. For Hawaii, the creation of requisition is set up so it automatically leads to the creation of the solicitation as procurement is not centralized.

**Amendment/Addenda** = addenda to a solicitation when a change/additional information is to be provided during the period a solicitation is open/on the internet.

**Purchase Order or P.O.** = In HePS, this is the term for the notice of award. Other states using HePS use the notice of award as an electronic purchase order and/or contract. Hawaii does not. Buyers must create a paper purchase order or contract, as appropriate. Check your internal departmental procedures.

**Change Order** = in HePS, this is the generic term for all amendments to awards. Buyers can select the proper term from a list when creating the amendment.

**Awaiting Award** =for a solicitation, the period from just after the solicitation submittal due date/time until it is awarded.

**Intent to Award** = an optional function in HePS allowing the buyer to send the potential awardee an email requesting additional documentation such as compliance documentation. Buyers should not use this function if not needed. If used, the buyer must also complete the award in HePS when the documentation is received.

**In Approval** = the period of time a solicitation or award is in an approval route waiting to be approved.

**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.

**Parent Document/Solicitation/Award** = in solicitations where more than one award is issued, the parent is the original document/set of documents (solicitation, award, etc.)

**Child Documents/Solicitation/Awards** = in solicitations where more than one award is issued, the child is the subsequent document/set of documents

**Linked Awards Locator** = the location showing the relationship between parent and child awards.