HePS
Hawaii eProcurement System
User Responsibilities and General Information

- You are responsible for your user ID/password. Do not share it with anyone except your supervisor. Do not "lend" your HePS user ID/password. Your HePS user ID/password gives you access to confidential information and serves as a tracking tool for solicitations conducted on HePS. You are responsible for anything done on HePS in your name.
- As a buyer or approver, it is your responsibility to know and comply with applicable procurement requirements including statutes, administrative rules and procurement circulars for issuing small purchase request for quotations and changes or modifications. Ensure you are "in the loop" for receiving new procurement circulars and other communications issued to and through your department. Note the FAQ for Buyers question, "*What statutes, administrative rules, procurement circulars etc. do buyers need to know to conduct a small purchase request for quote on HePS?*" HRS 103D-305 and HAR 3-122: http://hawaii.gov/spo > **Statutes and Rules.** Procurement circulars: http://hawaii.gov/spo > **Procurement Circulars** (under Quicklinks).
- You are responsible for compliance with any departmental procedures.
- **Protests:** Vendors may protest small purchase request for quotes. You must know appropriate procedures.HAR Chapter 3-126 contains procedures to be followed in the event of a protest. Note that once a protest is received, all action on the solicitation ceases until it is resolved. Please contact SPO if you need assistance. http://hawaii.gov/spo > **Statutes and Rules**
- **Solicitation Instructions:** Each solicitation issued on HePS has mandatory instructions. Review the instructions each time you issue a solicitation as they may change. Make sure you do not issue contradictory or confusing instructions or you may have to issue the solicitation again.
- **Quotes Received:** When procuring on HePS, responses may only be accepted through HePS and cannot be submitted/received in person, via e-mail, fax or phone.
- **Notice of Award:** When a solicitation is issued on HePS you must also issue the notice of award on HePS in a timely manner.
- **Training Requirement:** In addition to HePS classes, you must attend all required training on small purchases offered by SPO. (Procurement Circular 2008-05 http://hawaii.gov/spo > **Training for State/County Procurement Personnel.**
- The SPO website, HePS section provides additional and helpful information such as the FAQ for Buyers, manuals, the HePS small purchase reference, etc. Visit the website prior to conducting each solicitation as the website (including the manuals and FAQ) changes often as information is added/modified as needed. http://hawaii.gov/spo > **Hawaii Electronic Procurement System (HePS).**
- Contact SPO when you have a question about procurement. HePS-related questions/ technical problems: Mara Smith (587-4704 mara.smith@hawaii.gov) Wendy Orita (586-0563 wendy.m.orita@hawaii.gov) or Bonnie Kahakui (587-4702 bonnie.a.kahakui@hawaii.gov)

Important Links

Procurement Statutes and Rules

http://hawaii.gov/spo > **Statutes and Rules**
(HRS 103D-305 and HAR 3-122, Subchapter 8 are on small purchases)
See also the **Buyer FAQ** for additional statutes and rules you may need to know.

Procurement Circulars

http://hawaii.gov/spo > **Procurement Circulars** (under Quicklinks)

- 2009-07-Procurement Related legislation
- 2009-15 ACT 175, SLH 2009: PART I, SECTION 2 - Small Purchases Procurement and Performance Bonds for Construction
- 2009-08 ACT 175, SLH 2009: PART II, SECTION 3 - Guidance on Procurement of Fresh Meats and Produce, and Animals and Plants
- 2009-11 HAR Chapt 3-124, Subchapt 9 (Interim) Small Bus. Preference Rules & HAR §3-125-13 (Interim) Price Adjustment Construction Contract
- 2009-12 HAR Chapter 3-133 Procurement for the Expedient Use of American Recovery and Reinvestment Act (ARRA) Funds
- 2009-16 ACT 175, SLH 2009: PART III, SECTIONS 7, 9 and 10 Procurement Protests and Disputes
- 2008-09 SPECIFICATIONS Pursuant to HRS Chapter 103D, Part IV, and HAR, Chapter 3-122, Subchapter 3

See also the **Buyer FAQ** for additional procurement circulars you may need to know.

Buyer FAQ

http://hawaii.gov/spo > **Hawaii Electronic Procurement System (HePS) > FAQ for Buyers**

HePS Reference Manual for Buyers & Other Information

http://hawaii.gov/spo > **Hawaii Electronic Procurement System (HePS)**

Upcoming Procurement Training

http://hawaii.gov/spo >Training for State and County Procurement Personnel
Check this site at least monthly as new training is added. Includes required training

Questions/technical assistance needs of buyers, approvers or departmental system administrators:

SPO - Mara Smith 587-4704 or Bonnie Kahakui 587-4702 or Wendy Orita 586-0563
mara.smith@hawaii.gov or bonnie.a.kahakui@hawaii.gov or wendy.m.orita@hawaii.gov
If none are available **and** it is an emergency: Frank Pierce, SicommNet 341-8782.

Where to refer vendors who want to register on HePS:

http://hawaii.gov/spo click **Hawaii Electronic Procurement System (HePS)** click **For Vendors, Contractors and Service Providers** and **HePS Vendor Registration**
HePS **Vendor Walkthrough Instructions** are available on the site.
There is also an **FAQ for Vendors**. Buyers should also be familiar with it.

When vendors have questions:

Questions about HePS, Procurement Procedures/Policy
SPO - Mara Smith 587-4704 or Bonnie Kahakui 587-4702 or Wendy Orita 586-0563
mara.smith@hawaii.gov or bonnie.a.kahakui@hawaii.gov or wendy.m.orita@hawaii.gov

For Vendors Only: How to register, How to submit a quote, How to refine a profile
Michael Matsumoto (Vendor Liaison) 371-4274 mmatsumoto@sicomm.net
Note: Michael works for SicommNet, our vendor providing HePS, and is the contact for vendor assistance only. Buyer/approver questions or technical assistance requests shall be addressed to SPO.