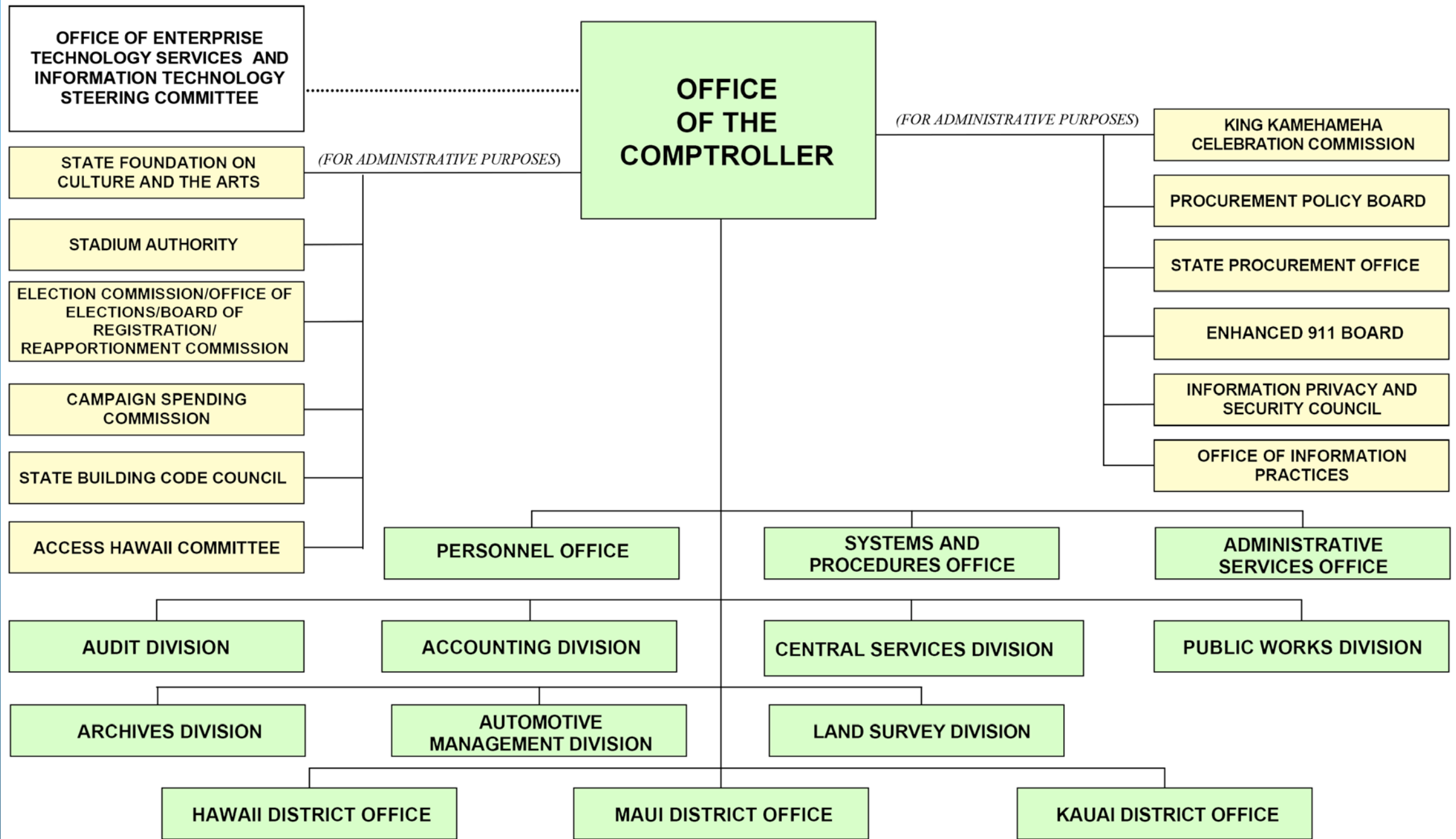


# Department of Accounting and General Services

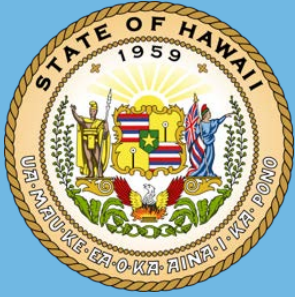
Procurement Informational Briefing  
Wednesday, August 4, 2021



# Procurement Delegation

- Chief Procurement Officer delegates to Executive Department Heads (HOPA)
- Executive Department Heads delegate to Program Administrators & Attached Agency Heads
- Program Administrators delegate to personnel as Procurement Officer or authorized to conduct in procurement activities

Procurement  
Delegation  
2010-01 and 2010-02



# Procurement Delegation

## Active Delegations

**State of Hawaii Executive Branch: 5,500  
(Approximately)**

**DAGS: 790**

**ePROCUREMENT BUYERS – 882**

**DAGS: 103**

New Employee → Program Administrator → Program Administrator →  
Completes Required SPO Training      Verifies training completion      Submits form SPO-036 Procurement Delegation form to Administrative Services Office (ASO)

ASO reviews → Comptroller (HOPA) → Comptroller → ASO submits →  
then routes to Comptroller for approval      approves      returns to ASO      to SPO

Procurement Delegation is “in force” upon transmittal to SPO

# DAGS Delegation Process

# DAGS Procurement Officers

Department of Accounting and General Services - Procurement Officers		Procurement Methods Delegated:					
Program ID	Procurement Officers	Competitive Sealed Bids	Competitive Sealed Proposals	Professional Services	Small Purchase	Sole Source	Emergency
ALL	Comptroller Head of Purchasing Agency (HOPA)	X	X	X	X	X	X
AGS101 Accounting-Systems Accounting Br.	Program Administrator	X	X	X	X	X	X
AGS102 Accounting-Pre Audit Br.	Program Administrator	X	X	X	X	X	X
AGS103 Accounting-Uniform Acctg. Rep. Br.	Program Administrator	X	X	X	X	X	X
AGS104 Audit	Program Administrator	--	--	X	X	X	X
AGS105 Office of Information Practices	Director	--	--	--	X	X	X
AGS111 Archives	Program Administrator	X	X	X	X	X	X
AGS-130/131 Enterprise Technology Svcs.	Chief Information Officer	X	X	X	X	X	X
AGS-130/131 Enterprise Technology Svcs.	IT Governance Officer	X	X	X	X	X	X
AGS203 Risk Management Office	Business Management Officer	X	X	X	X	X	X
AGS211 Land Survey	Program Administrator	--	--	--	X	X	X
AGS221/223 Public Works & Leasing	Program Administrator	X	X	X	X	X	X
AGS231FA Central Services-Custodial (Oahu)	Program Administrator	X	X	X	X	X	X
AGS232FE/FW Central Services-Grounds (Oahu)	Program Administrator	X	X	X	X	X	X
AGS233FK Central Services Building Repairs	Program Administrator	X	X	X	X	X	X
AGS240/244 State Procurement Off. & Surplus Property	Chief Procurement Officer (acting)	X	X	X	X	X	X
AGS251/252 Automotive Management	Program Administrator	X	X	X	X	X	X
AGS221/231/232/233/807 Hawaii District Office *	District Engineer	X	X	X	X	X	X
AGS221/231/232/233/807 Maui District Office *	District Engineer	X	--	--	X	--	--
AGS221/231/232/233/807 Kauai District Office *	District Engineer	X	--	X	X	X	X
AGS807AB Administrative Services Office	Business Management Officer	X	X	X	X	X	X
AGS807AC Personnel Office	Dept. Human Resources Officer	--	--	--	X	X	X
AGS807AE Systems and Procedures Office	IT Systems Manager	--	--	--	X	--	--
AGS818 King Kamehameha Celebration Commission	Director	--	--	--	X	X	X
AGS871 Campaign Spending Commission	Director	--	--	--	X	X	X
AGS879 Office of Elections	Director	X	X	X	X	X	X
AGS881 State Foundation on Culture and the Arts	Director	X	X	X	X	X	X
AGS889 Stadium Authority	Stadium Manager	X	X		X	--	--
AGS891 Enhanced 911	Director	--	--	X	X	X	X

\* Neighbor Islands, District Engineers are the procurement officer for their district relating to AGS221 Public Works, AGS231/232/233 Central Services, and AGS807 School Repair & Maintenance.

# Procurement Training

Statewide through  
Department of Human Resources  
and Development

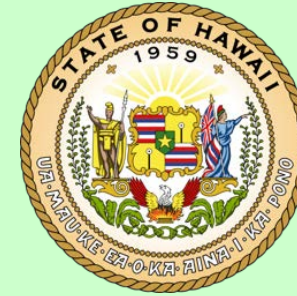
Procurement Circular 2010-05 and  
Procurement Delegation 2010-02



LEARNING HOMEPAGE FOR  
Hawaii DHRD

Log In

# Training Attendance



<u>Fiscal Year</u>	<u>Number of Attendees</u>
<b>FY 2020</b>	<b>13,220</b>
<b>FY 2021</b>	<b>8,107</b>





## Procurement Training Offered by State Procurement Office

### General

- SPO 001: Procurement Basics -
- SPO 127: Understanding Detecting and Preventing Antitrust Violations
- SPO 135: Contract Administration
- SPO 137: Contract Law Fundamentals
- SPO 150: Insurance Requirements for Contracts
- SPO 155: Intra and Out-of-State Travel Procedures
- SPO 160: Inventory Management
- SPO 175: pCard Overview and Updates
- SPO 176: pCard Program Changes and Updates
- SPO 183: Procurement Pricing
- SPO 190: SPO Price and Vendor List Contracts and Cooperative Purchasing
- SPO 191: Cooperative Purchases
- SPO 195: Surplus Property

### Goods, Services and Construction

- SPO 100: Competitive Sealed Bidding
- SPO 105: Competitive Sealed Proposals
- SPO 110: Emergency and Sole Source Procurements
- SPO 115: Professional Services
- SPO 120: Small Purchase Method of Procurement
- SPO 122: Basics of Writing Specifications/ Scope of Work
- SPO 125: Exemptions from HRS Chapter 103D
- SPO 126: Procurement Code of Ethics and Compliance
- SPO 130: Construction Procurement
- SPO 135: Contract Administration
- SPO 145: Green Purchasing
- SPO 170: Overview of Procurement Practices HRS Chapter 103D
- SPO 185: Prevailing Wage, Certified Payroll & Contracting Agency Responsibilities

### Health and Human Services

- SPO 200: Basics of Procuring Procurement Basics
- SPO 205: Planning, Using the Request for Information (RFI), and Collaboration for Health & Human Service
- SPO 210: Treatment, Restrictive, Crisis and Small Purchase Methods of Procurement and Exemptions from HRS Chapter 103F
- SPO 215: Request for Proposals (RFP) Process for Health & Human Services
- SPO 220: Evaluating Proposals for RFPs for Health and Human Services
- SPO 225: RFPs: Getting from a Notice of Award to an Executed Contract for Health & Human Services
- SPO 230: The SPO Website for Planning, Procuring and Contracting for Health & Human Services
- SPO 299: POST (State Purchase of Service Team) for Health & Human Services

# Procurement Training Offered by State Procurement Office

## General

<u>TRAINING</u>	<u>NUMBER OF EMPLOYEES TRAINED</u>
▪ SPO 001: Procurement Basics	1640
▪ SPO 127: Understanding Detecting and Preventing Antitrust Violations	1188
▪ SPO 135: Contract Administration	577
▪ SPO 137: Contract Law Fundamentals	307
▪ SPO 150: Insurance Requirements for Contracts	684
▪ SPO 155: Intra and Out-of-State Travel Procedures	997
▪ SPO 160: Inventory Management	414
▪ SPO 175: pCard Overview and Updates	643
▪ SPO 176: pCard Program Changes and Updates	366
▪ SPO 183: Procurement Pricing	238
▪ SPO 190: SPO Price and Vendor List Contracts and Cooperative Purchasing	929
▪ SPO 191: Cooperative Purchases	177



# Procurement Training Offered by State Procurement Office

## Goods, Services and Construction

<u>TRAINING</u>	<u>NUMBER OF EMPLOYEES TRAINED</u>
▪ SPO 100: Competitive Sealed Bidding	<b>Part 1: 874 Part 2: 705</b>
▪ SPO 105: Competitive Sealed Proposals	<b>Part 1: 701 Part 2: 621</b>
▪ SPO 110: Emergency and Sole Source Procurements	<b>954</b>
▪ SPO 115: Professional Services	<b>778</b>
▪ SPO 120: Small Purchase Method of Procurement	<b>1461</b>
▪ SPO 122: Basics of Writing Specifications/ Scope of Work	<b>506</b>
▪ SPO 125: Exemptions from HRS Chapter 103D	<b>919</b>
▪ SPO 126: Procurement Code of Ethics and Compliance	<b>1089</b>
▪ SPO 130: Construction Procurements	<b>466</b>
▪ SPO 135: Contract Administration	<b>577</b>
▪ SPO 145: Green Purchasing	<b>193</b>
▪ SPO 185: Prevailing Wage, Certified Payroll & Contracting Agency Responsibilities	<b>413</b>
▪ SPO 170: Overview of Procurement Practices HRS 103D <i>Only for Directors, Deputy Directors, and Chairs</i>	<b>All current Directors and Deputies in the Executive Branch</b>



# Procurement Training Offered by State Procurement Office

## Health and Human Services

<u>TRAINING</u>	<u>NUMBER OF EMPLOYEES TRAINED</u>
▪ SPO 200: Basics of Procuring Procurement Basics	<b>Part 1: 223    Part 2: 197    Part 3: 208</b>
▪ SPO 205: Planning, Using the Request for Information (RFI), and Collaboration for Health & Human Service	<b>204</b>
▪ SPO 210: Treatment, Restrictive, Crisis and Small Purchase Methods of Procurement and Exemptions from HRS Chapter 103F	<b>203</b>
▪ SPO 215: Request for Proposals (RFP) Process for Health & Human Services	<b>227</b>
▪ SPO 220: Evaluating Proposals for RFPs for Health and Human Services	<b>185</b>
▪ SPO 225: RFPs: Getting from a Notice of Award to an Executed Contract for Health & Human Services	<b>202</b>





Average attendance: **110+** Government Procurement Professionals  
Representing **4 Islands**



# Small Purchase

HRS Section 103D-305 ~ HAR Chapter 3-122, Subchapter 8

## Under \$5,000

- ▶▶ Adequate and reasonable competition is recommended
- ▶▶ Award to vendor offering lowest quote, or best value when not able to award to lowest price
- ▶▶ SPO-10 and SPO-10A are optional

## \$5,000 to less than \$15,000

- ▶▶ Obtain minimum three quotes
- ▶▶ Document: SPO-10, *Record of Procurement*
- ▶▶ Award to vendor offering lowest quote, or best value when not able to award to lowest price

## Electronic Procurement

### \$25,000 to less than \$250,000

- ▶▶ Obtain minimum three quotes
- ▶▶ Document: SPO-10 / 10A
- ▶▶ Award to vendor offering lowest quote, or best value when not able to award to lowest price

## Hawaii Electronic Procurement System (HlePRO)

### \$15,000\* to less than \$100,000 (or \$250,000 for construction)

- ▶▶ Solicitation shall be conducted on HlePRO
- ▶▶ Award to vendor offering lowest quote, or best value when not able to award to lowest price
- ▶▶ Document: HlePRO Contract Award Summary Report
- ▶▶ Obtain compliance documents (i.e. HCE)

\*Required for Executive departments (Except DOE, UH, HHSC, & OHA)

# Competitive Method of Procurement

## Invitation for Bids (IFB)

## Request for Proposals (RFP)

### IFB

HRS §103D-302

HAR chapter 3-122, Subchapter 5

- Detailed specifications
- Procurement Notice on \*HANDS
- Pre-Bid conference for construction or design-build project, total est. contract \$500,000 or more
- No discussions
- Award to lowest price, technically acceptable
- Post award on HANDS
- Protest filed within 5 working days of the posting of the award

### Multi-Step IFB

HRS §103D-303 & 103D-302

HAR chapter 3-122, Subchapter 6.5

#### Combination IFB/RFP:

##### Step 1:

- Procurement Notice on \*HANDS
- Unpriced technical Proposals
- Pre-Bid conference (same as IFB process)
- Discussions
- Determine acceptable proposals

##### Step 2:

- Award to bidder offering lowest priced acceptable proposal
- Post award on HANDS
- Protest filed within 5 working days of the posting of the award

### RFP

HRS §103D-303

HAR chapter 3-122, Subchapter 6

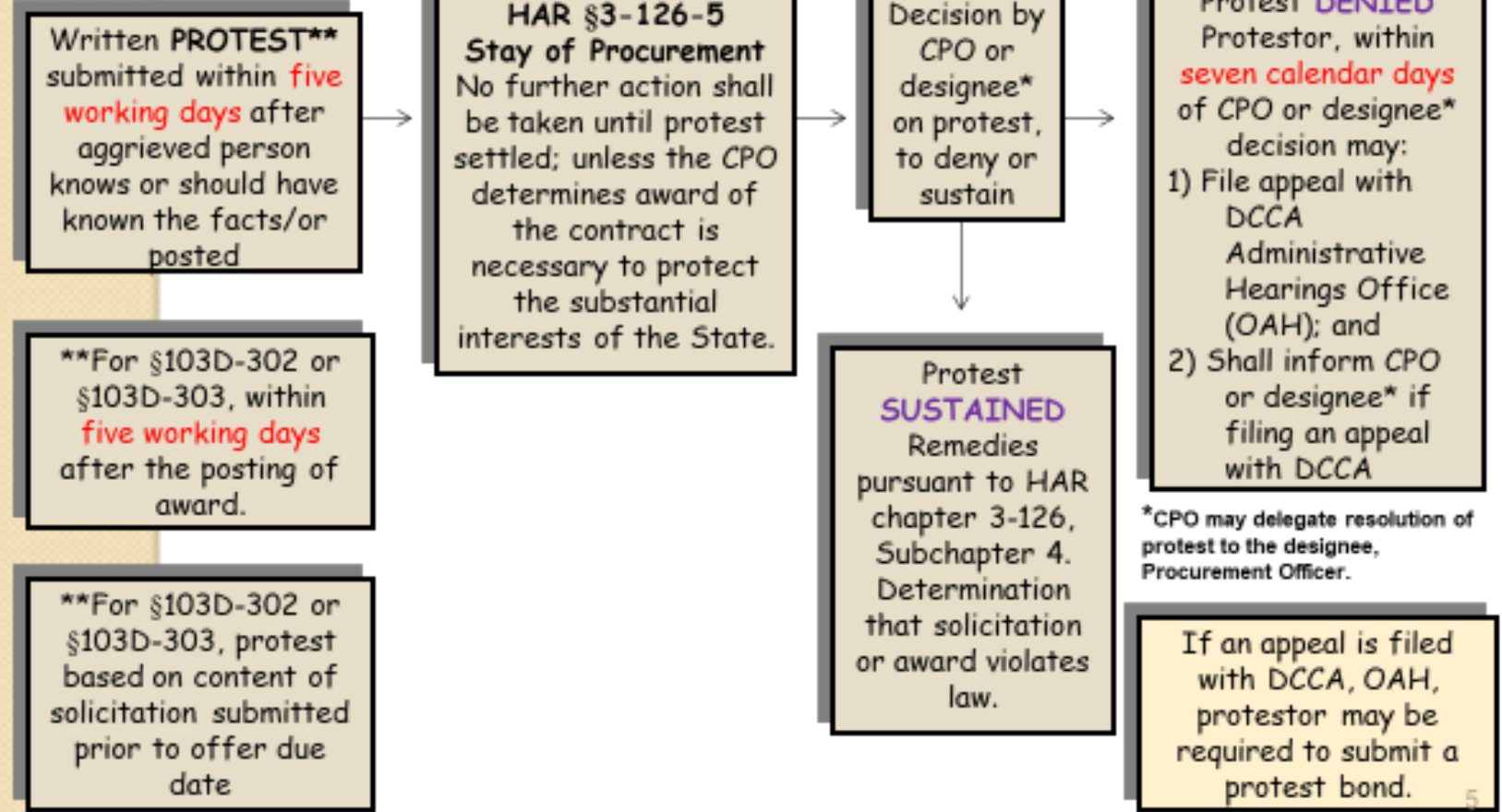
- Solution to a problem
- Procurement Notice on \*HANDS
- Evaluations
- Discussions
- Pre-Proposal conference for construction or design-build projects, total est. contract \$100,000 or more
- Best and Final Offers (optional)
- Award based on various criteria – price may be a factor
- Post award on \*HANDS
- Protest filed within 5 working days of the posting of the award
- Debriefing of requesting non-selected offeror within 3 working days
- Protest filed within 5 working days after last debriefing

# Protest Process HRS Section 103D-701

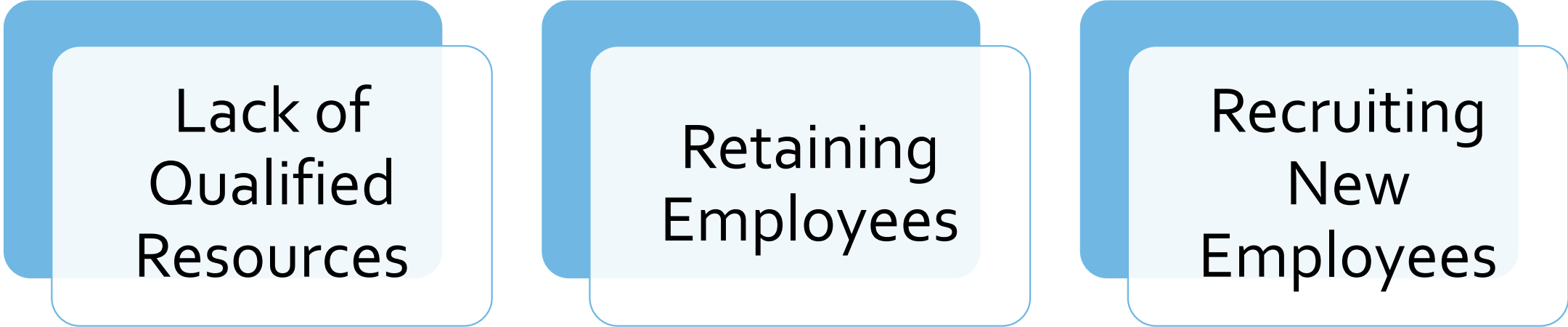
Hawaii Public Procurement Code

## PROTESTS

Authority to Resolve Protested Solicitations and Awards, HRS §103D-701







Lack of  
Qualified  
Resources

Retaining  
Employees

Recruiting  
New  
Employees

Challenges

## Recommendations

- ❖ Centralized procurement unit within each department
- ❖ Procurement Certification program