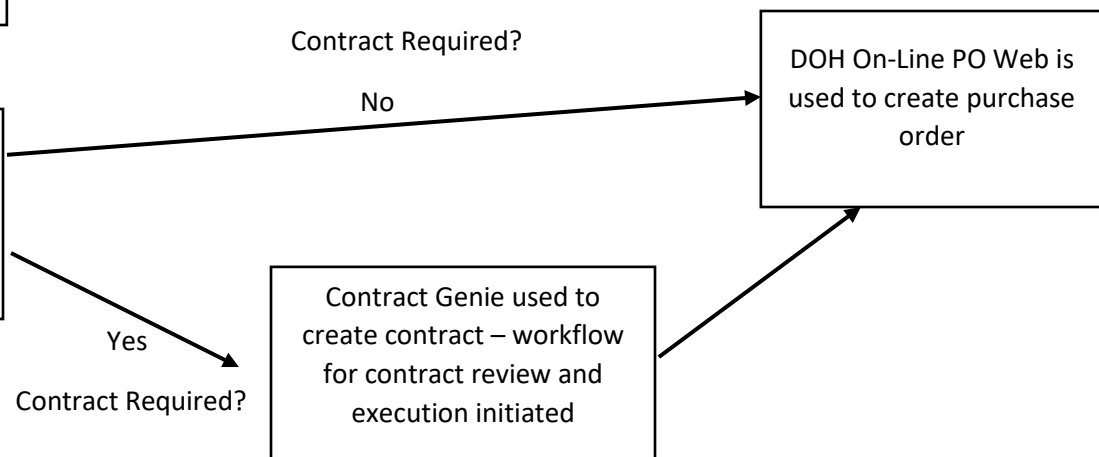
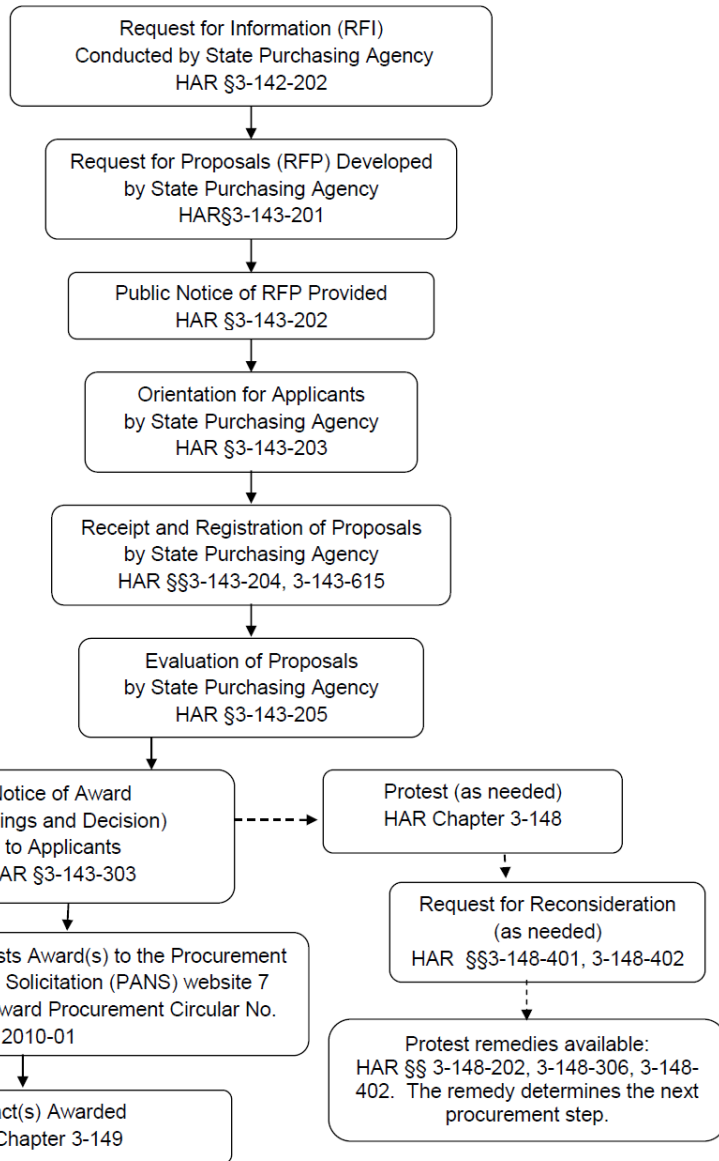


- This is the standard process for the acquisition of goods and services at DOH (103D).
- Each program is responsible for developing specifications and selecting the appropriate solicitation process.
- The procurement documents are submitted to ASO-CAPS for review and forwarding for final approval.
 - If no contract is required, the program initiates an on-line purchase order through the DOH PO web system. Supporting documentation is attached to the purchase order document and is sent through electronic workflow for the approval process.
 - If a contract document is required, a separate process for review by the Attorney General’s office (AG) is implemented. Contract Genie is used to develop the contract and an electronic workflow process is used to send the documents for review and edit. A purchase order is created once the contract is fully executed. (Note: in some cases, a C-41 document is used)



**HRS Chapter 103F
Competitive Purchase of Services
HAR Chapter 3-143**



Timeline for 103F Purchases

- Request for Information (RFI) – Minimum 7 Days
- RFP/Public Notice – Minimum of 28 Days
- Contracting Process (per Slide 11 of PowerPoint)
 - Contract Development to Execution: 25-40 Business Days*
 - Purchase Order Initiation to Encumbrance: 7-10 Business Days*

Total Processing Time for 103F: 67- 85 Business Days*

*NOTE: Processing Times dependent on DOH program response and submission of revised/corrected documents.

Source Selection – HRS Chapter 103D

Method	Bases for Use	Bases of Award
Competitive Sealed Bidding (IFB)	Minimum specifications/scope of work are definable.	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 (RFP)	Competitive sealed bidding is not practicable; price is not the most critical factor.	Based on RFP evaluation criteria.
Multi-step Competitive Sealed Bidding	Used when pre-qualification of offerors necessary before considering price. Follows RFP as 1 st step; IFB as the 2 nd step.	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.

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Timeline for 103D Purchases

- Method of Procurement
 - Small Purchase: 1-5 Business Days
 - Competitive Sealed Proposals: 30 Business Days
- Contracting Process (per Slide 11 of PowerPoint)
 - Contract Development to Execution: 25-40 Business Days*
 - Purchase Order Initiation to Encumbrance: 7-10 Business Days*

Total Processing Time for 103D:

With Contracting Process: 63- 80 Business Days*

Small Purchase: 8-15 Business Days*

*NOTE: Processing Times dependent on DOH program response and submission of revised/corrected documents.