Vendor Quick Reference Guide

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General Information

What is eProcurement?

eProcurement is an open and transparent system for vendors to compete for state contracts electronically; that is, on line: Solicitations and addenda are issued online. Vendors ask questions, view answers, and submit offers online. Bid openings are online. Even the contract award notice is issued online.

When does the State use eProcurement? Is it used for all solicitations?

eProcurement is not used for all solicitations. For executive branch departments under the jurisdiction of the SPO Administrator it is used as follows:

(Required) Departments must use eProcurement for small purchase procurement method where purchase is:

- $15,000 - $100,000 for goods and services and
- $15,000 - $250,000 for construction.

(Optional) Departments may choose to use eProcurement for:

- Competitive sealed bidding method of procurement (IFB) pursuant to section

- 103D-302.
- Small purchase method of procurement for purchases of less than $15,000.
- Small purchases of services pursuant to HRS section 103F-405.

The State Procurement Office uses eProcurement for all solicitations it issues including RFPs (Requests for Proposals).

What is HIePRO not used for?

- For Goods Services and Construction:
  - Competitive Sealed Proposals (RFPs) (except for State Procurement Office (RFPs)
  - Professional Services method of procurement
- For Health and Human Services
  - Competitive Purchases of Services Requests for Proposals (RFP) -
  - Treatment Purchases of Services - HRS

Who may have a HIePRO account?

Any vendor interested in doing business with the State may obtain an account. A vendor may have more than one account when there is more than one individual authorized to submit an offer on behalf of the vendor. Vendors must ensure that multiple offers are not submitted for a single solicitation unless it is specifically stated as permitted in the solicitation.

Is there a fee fore HIePRO?

There is no fee to register in HIePRO or submit an offer. There is a fee to the awarded vendor. The fee is .75% of the award or estimated award (for instance, the fee is $75 for an award of $10,000) and is due upon receipt of invoice, 30 days net. It is payable to Hawaii Information Consortium, LLC (HIC) the vendor powering the HIePRO application. The fee is capped at $5,000 per award. You will receive an invoice from HIC upon notice of award.

How to Use HIePRO

Vendor Registration

There is a vendor registration how-to video available for your convenience.

What you'll need to get started

- FEIN or SSN (if sole proprietor)
- Business name and address

Steps:

1. Go to: hiepro.hawaii.gov
2. Click 'Vendor Registration'
3. Select 'I need to create an eHawaii.gov account' (If you already have an eHawaii.gov account skip to step 10)
4. Click 'Create an eHawaii.gov account'
5. Enter your email address
6. Click Continue
7. Enter all the required information then select 'Create Account'
8. Click 'here' to continue
9. Click 'Vendor Registration' to go back to the vendor registration page
10. Select 'Log in and register as a vendor'
11. Login using your eHawaii.gov account credentials
12. Fill in your business information (be sure your FEIN or SSN is correct)
13. Fill in your contact information
14. To add commodity codes to the code table enter a keyword associated with your industry and select 'Search'
15. Select all the codes AND descriptions that apply to your business
    0. Note: The commodity code and description must match the solicitation exactly to receive email notifications
16. Click 'Add Selected Codes'
17. Check the 'Affirmation' box
18. Click 'Submit Form'
19. Click 'Continue'
20. That's it! You're a registered vendor!

About Commodity Codes

HIePRO currently uses the North American Industry Code System (NAICS) codes to connect vendors to the solicitations they are interested in receiving email notifications.The NAICS is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and

publishing statistical data related to the U.S. business economy. To search NAICS, go to https://www.census.gov/naics/ and enter keyword or code in the 2022 NAICS Search.

Add Commodity Codes

There is an adding commodity codes video available for your convenience.

1. Go to: hiepro.hawaii.gov
2. Login using your credentials
3. Scroll down and click 'Update My Vendor Profile'
4. Click the 'Commodity Codes' tab
5. Click 'Remove' if you want to remove a commodity code
6. To add commodity codes go the commodity code search
7. Type a word associated with your business (example: Tree)
8. Click 'Search'
9. Select all the codes AND descriptions that apply to your business
   0. Note: The commodity code and description must match the solicitation exactly to receive email notifications
10. Click 'Add Selected Codes'
11. Scroll to the bottom and click 'Update'
12. Logout

View Solicitations

Option 1:

1. Go to: hiepro.hawaii.gov
2. Login using your credentials
3. Scroll to the bottom and click 'View My Solicitations'
4. This is a custom list of solicitations that match the commodity codes on your profile
5. Click on the solicitation to view it
6. The tabs will lead you to more information about the solicitation
   0. **General Information**: lists all dates relevant to the solicitation (release date, close date, contract start date, etc). Attachments on the general information tab apply to all line items.
   1. **Line Items**: Details of the specifications will be in the line items. If there are attachments then the attachment will apply to a specific line item.
   2. **Instructions**: Includes general instructions about the solicitation.
   3. **Questions and Answers** (as applicable): You may enter questions and view answers after the answer close date.

Option 2:

1. Go to: hiepro.hawaii.gov
2. Login using your credentials
3. Click 'Search'
4. Enter search criteria (or leave blank to search all)
5. Scroll to the bottom and click 'Search'
6. Click on the solicitation number to view it
7. The tabs will lead you to more information about the solicitation
   0. **General Information**: lists all dates relevant to the solicitation (release date, close date, contract start date, etc). Attachments on the general information tab apply to all line items.
   1. **Line Items**: Details of the specifications will be in the line items. If a line item includes an attachment then that attachment applies to that specific line item.
   2. **Instructions**: Includes instructions about the solicitation.
   3. **Questions and Answers** (as applicable): You may enter questions and view answers after the answer close date.

Respond to a Solicitation

There is a responding to a solicitation video available for your convenience.

1. Go to: hiepro.hawaii.gov
2. Login using your credentials
3. Click 'Search'
4. Enter the solicitation number
5. Scroll to the bottom and click 'Search'
6. Click the solicitation number to view it
7. The tabs will lead to you more information about the solicitation
8. Scroll to the bottom and click 'Respond to Solicitation'
9. Click 'Details'
10. Enter the unit price (note: the unit price will be multiplied by the quantity so be sure the 'Total Line Item Price' is the total amount you want to offer)
11. To upload an attachment click 'Browse'
12. Select the file from you computer and click 'Open'
13. Click 'Upload'
14. Repeat steps 11-13 for all attachments you want to upload
15. Scroll to the bottom and click 'Save'
16. Click 'Submit Offer'
17. Click 'Continue'
18. Your dashboard will say 'You made an offer for solicitation QXXXXXXX'
19. Logout

Make a Payment

1. Go to hiepro.ehawaii.gov/payment.html
2. Enter the solicitation number
3. Click 'Search and Pay'
4. Choose your award (this will only show if there was more than one award for this solicitation)
5. Select your preferred payment method
6. Click 'Continue'
7. Fill in your payment information
8. Click 'Continue'
9. Click 'Pay Now'
10. Click 'Continue'
11. Click 'Return to Home'