

STATE PROCUREMENT OFFICE
 PROCUREMENT OF HEALTH AND HUMAN SERVICES
 HRS CHAPTER 103F

**COMPETITIVE PURCHASE OF SERVICE METHOD OF PROCUREMENT
 HAR CHAPTER 3-143**

Brief Description	Request for proposals (RFP) process to competitively solicit for delivery of health and human services.
Bases for Use	Purchasing agency has budgeted funds and/or the legislature has appropriated funds for purchase of health and human services.
Procedures	A request for information (RFI) shall be conducted in preparation for issuing an RFP. Public notice of the RFP is required. All criteria that will be used to evaluate proposals and the relative importance of the criteria shall be included in the RFP. An orientation for applicants shall be conducted. Proposals are not publicly opened so as to avoid disclosure of contents to competing applicants during proposal evaluation. Discussions may be held with applicants in accordance with the RFP or administrative rules for clarification purposes. Notice of award (findings and decision) shall be sent to all responsive and responsible applicants.
Solicitation Required	Yes, via request for proposals (RFP). The public notice shall be posted on the procurement notices website (PNS) and the RFP shall be posted on the RFP website (RFPW).
Term limit of Contract	As stated in the RFP.
Monetary Cap	Limited by availability of funds.
Protests	May protest a purchasing agency's failure to follow HRS Chapter 103F statutes, its administrative rules, or the RFP. Also contains a request for reconsideration process.
Posting/Reporting Requirements	Awards shall be posted to the contracts database (CDRS) within five working days of contract execution.
Other Comments	Procurement method used most often. The procurement file shall not be available for public inspection until after the contract has been executed by all parties.
Reference	Hawaii Revised Statutes §103F-402 Competitive Purchase of Services §103F-501 Protested Awards §103F-502 Right to request Reconsideration §103F-503 Award of Contract Suspended During a Protest §103F-504 Exclusivity of Remedies and Hawaii Administrative Rules (HAR)