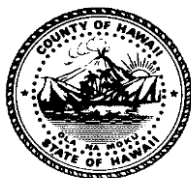


*Mitchell D. Roth*  
Mayor



*Deanna S. Sako*  
Director

*Steven A. Hunt*  
Deputy Director

*Diane Nakagawa*  
Purchasing Agent

## **County of Hawai`i**

PURCHASING DIVISION  
DEPARTMENT OF FINANCE  
25 Aupuni Street, Suite 1101  
Hilo, Hawai`i 96720

January 6, 2021

### **PUBLIC PURCHASE ELECTRONIC BIDDING SYSTEM**

Dear Vendor,

The County of Hawai'i Purchasing Division uses the electronic bidding and vendor management software, Public Purchase to post and receive bid and quote documents electronically. Public Purchase is an easy to use web based e-procurement service for on-line bidding and vendor management used by many government organizations. **There is no cost for vendor's to use the system to receive and submit bids for the County of Hawaii.** Public Purchase does offer additional bid search services at a cost, but these additional services are not required to receive notifications and submit bid documents for the County of Hawai'i.

Vendors interested in using the system must first register. The registration process is broken down into two steps, first registering with Public Purchase and then with the County of Hawai'i. Registration for each step should only take a few minutes each, and vendors are recommended to have their business information available throughout the registration process.

Vendors must complete both Steps 1 and 2 to be able to receive and submit quotes and bids through Public Purchase.

## **STEP 1 – REGISTER WITH PUBLIC PURCHASE**

Vendors are to first go to the system's website (<https://publicpurchase.com/gems/register/vendor/register>) and follow the on-line instructions, clicking "next step" at the bottom of each page to complete the first registration step. After completing this Step 1 registration process, it can take up to twenty-four hours for the account to become active in the Public Purchase system. Once active, a notice will be received from [notices@publicpurchase.com](mailto:notices@publicpurchase.com) informing the account is active and proceed to Step 2 to complete the registration process. It is recommended to add this email address to the computers contact list to avoid this and other emails from Public Purchase being sent to the junk folder.

## **STEP 2 – REGISTER WITH THE COUNTY OF HAWAI'I**

Once the activation notice has been received from Public Purchase, proceed to the Public Purchase website ([www.publicpurchase.com](http://www.publicpurchase.com)), log into the system using the username and password, and accept the system's terms and conditions.

Next, click on the following link (<http://www.publicpurchase.com/gems/hawaiiico,hi/buyer/public/home>) to complete the step by step registration process (clicking "next step" at the bottom of each page to move through the registration process). It is recommended that vendors have a listing of the items / services they provide, as vendors will need to select the classification codes in Public Purchase for the items they want to receive an email notification for. In addition, a County of Hawai'i vendor registration form will be required to be completed.

Vendors are responsible for maintaining and keeping its vendor information current and up-to-date. Vendors can go into the system at any time and update their information.

## **WHY USE PUBLIC PURCHASE**

The County of Hawai'i uses Public Purchase and its online bid submittal and vendor management software to streamline the procurement process for both the County and vendor, maintain a real time listing of bid and quote opportunities on its website, and provide historical information of past bid opportunities in the system. Furthermore, the Public Purchase system

will alert vendors of upcoming quotes or bids by sending automated emails to vendors with matching classification codes of the items the County is interested in purchasing. Lastly, vendors can ensure their contact information in the system is up-to-date and current, and make the changes as necessary.

If assistance is needed with registering as a vendor, please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com), or use the Live Chat feature located in the upper left-hand corner of the Public Purchase website ([www.publicpurchase.com](http://www.publicpurchase.com)), available during business hours.

Thank you for your interest in becoming a vendor for the County of Hawai'i and using Public Purchase, the County's e-procurement system. I can be contacted at 808.961.8440 or [diane.nakagawa@hawaiicounty.gov](mailto:diane.nakagawa@hawaiicounty.gov) with questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Diane Nakagawa", is written over a horizontal line.

Diane Nakagawa

Purchasing Agent