



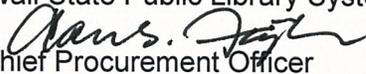
**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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April 14, 2011

PROCUREMENT DELEGATION NO. 2010-01, Amendment 1

TO: Chief of Staff, Office of the Governor
Chief of Staff, Office of the Lieutenant Governor
Executive Department Heads (Excludes DOE, UH, OHA and HHSC)
State Librarian, Hawaii State Public Library System

FROM: Aaron S. Fujioka, Chief Procurement Officer 

SUBJECT: Delegation of Procurement Authority

This amendment to Procurement Delegation No. 2010-01 dated December 6, 2010 is to remind all departments that by April 30, 2011, all SPO-036 shall be compiled and reported on the *Procurement Delegation Transmittal Form*, signed and authorized by the Department Head, for submittal via e-mail to state.procurement.office@hawaii.gov.

As previously offered, additional time may be requested if your department or agency will not be able to meet this end date for submittal of forms. The following forms and Instructions are currently available at <http://hawaii.gov/spo>, click *Forms for State Agencies*, to assist in documenting and preparing your procurement delegation submittal:

- *Procurement Delegation Form SPO-036*;
- *Procurement Delegation Transmittal Form SPO-036 Transmittal*; and
- *Procurement Delegation Form SPO-036 Instructions*.

Form SPO-036 is the required new form that replaces previously submitted forms (SPO-36A to SPO-36G) for personnel delegated procurement authority and for new delegations.

As stated in Procurement Delegation No. 2010-01:

DELEGATION OF PROCUREMENT AUTHORITY

This procurement authority may be further delegated by the department head to personnel as designated procurement officers or authorized to conduct and participate in procurement activities in accordance with HAR §3-121-16. Participation in procurement activities includes small purchases, developing/drafting a solicitation, reviewing, approving, conducting, managing, and administering the procurement/contract.

“Procurement officer” means any person with the delegated authority to enter into and administer contracts and make written determination with respect thereto. The term includes an authorized representative acting within the limits of authority. The delegated authority is received from the chief procurement officer directly or through the head of purchasing agency.

Delegation of procurement authority to a procurement officer is based on their expertise, knowledge and proficiency to carry out procurement duties, while seeking economy and efficiency to achieve program operations. Careful consideration shall be taken when granting procurement authority, as you remain ultimately accountable to the CPO for this procurement delegation to authorized procurement officers within your office/department.

EDUCATION AND TRAINING

Procurement officers and personnel with delegated procurement authority to conduct and or participate in the procurement process are required to attend applicable State Procurement Office (SPO) training workshops. Applicable training ensures delegated procurement personnel receive the appropriate training, and are in compliance with HRS §103D-110, as amended by Act 194, SLH 2008 and HRS §103F-301 for purchases of health and human services. See Procurement Circular No. 2010-05.

Procurement officers and personnel without written delegated procurement authority and/or who have not completed the applicable mandatory training for HRS chapters 103D and 103F shall not conduct, approve, or participate in the procurement.

Beginning May 1, 2011, procurement requests submitted to the SPO from departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned.

Your staff may contact Stanton Mato at 586-0566 if they have any questions, or you may call me at 587-4700. Thank you for your cooperation and assistance.