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April 27, 2005

PROCUREMENT CIRCULAR NO. 2005-02

TO: Executive Department Heads  
Superintendent, Department of Education  
Administrative Director of the Courts, The Judiciary

FROM: Ruth E. Yamaguchi, Acting Administrator 

SUBJECT: Reporting of Health and Human Services Purchases Pursuant to Chapter 103F,  
HRS

For departments procuring health and human services pursuant to Chapter 103F, HRS, effective June 1, 2005, all health and human service purchases shall be reported on the Health and Human Service Contracts Database Reporting System (CDRS) website. Developed with the assistance of the Department of Accounting and General Services, Information and Communication Services Division, the CDRS will:

- Streamline the reporting process by replacing the annual reports required pursuant to sections 3-143-619, 3-144-602, 3-145-608, 3-146-602, and 3-147-601, HAR administrative rules for Chapter 103F, HRS;
- Provide accurate and timely reporting of all health and human service purchases; and
- Enable state agencies and community members to effectively plan and coordinate services.

The CDRS website is located at [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click "Health and Human Services," then "For State Agencies" and "Health and Human Services Contracts Database." State agencies shall follow procedures in the "Health and Human Services' Contracts Database Reporting System Handbook" available on the State Procurement Office (SPO) website.

1. All contracts active on July 1, 2004 shall be posted to the CDRS by June 6, 2005.
2. All contracts executed from July 1, 2004 to May 31, 2005 shall be posted to the CDRS by June 6, 2005.
3. All contracts executed on or after June 1, 2005 shall be posted to the CDRS no later than five working days after execution. Purchases by purchase orders shall be posted to the CDRS within five working days after issuance of the purchase order.

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The SPO has scheduled training sessions for the CDRS, and will utilize the "Health and Human Services' Contracts Database Reporting System Handbook" which provides instructions on reporting purchases. The handbook and registration for the training sessions are available on the SPO website, [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click "Health and Human Services," then "For State Agencies."

Training sessions will be at the Keoni Ana computer lab, 1177 Alakea Street, Room 303, Honolulu on:

Session 1 – Tuesday, May 10, 2005, 1:15 PM	Session 4 – Thursday, May 12, 2005, 2:30 PM
Session 2 – Tuesday, May 10, 2005, 2:30 PM	Session 5 – Friday, May 13, 2005, 1:15 PM
Session 3 – Thursday, May 12, 2005, 1:15 PM	Session 6 – Friday, May 13, 2005, 2:30 PM

Should there be any questions, your staff may call Mara Smith at 587-4704 or Corinne Higa at 587-4706.

c: Chief Procurement Officers