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June 22, 2010

PROCUREMENT CIRCULAR NO. 2005-04, Amendment 4

TO: Office of the Governor
Office of the Lieutenant Governor
Executive Department Heads
State Librarian

Chief Procurement Officers:

Department of Education, Superintendent
University of Hawaii, President
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Health Systems Corporation, Chief Executive Officer
Judiciary, Administrative Director of the Courts
Senate, President
House, Speaker of the House of Representatives
Counties of Hawaii, Kauai, Maui and City & County of Honolulu:
Executive Branch, Finance Director
Legislative Branch, Chairperson of the County Council
Boards/Departments of Water Supply, Manager/Chief Engineer

FROM:

Aaron S. Fujioka

SUBJECT: Hawaii Compliance Express (HCE)

Pursuant to Procurement Circular No. 2005-04, Amendment 3 dated June 29, 2007:

"If a vendor is participating in HCE, departments and agencies are required to verify compliance via HCE and shall not require vendors to submit paper certificates. Vendor's who decline to participate in HCE shall submit paper certificates in a timely manner or risk award to the next vendor."

This circular is issued as a reminder that for HRS Chapters 103D and 103F procurements, the purchasing agency is responsible to verify and print HCE participating vendor/provider compliance certificates. This applies to awards, contracts and final payments. Paper compliance certificates shall only be requested from non-participating HCE vendors/providers. Note: Vendors/providers are not required, but are encouraged, to register on HCE for an annual fee of \$12.00.

Information on HCE access for purchasing personnel to obtain compliance certificates is available at <http://vendors.ehawaii.gov>.

Your staff may contact Wendy Orita at 586-0563 or wendy.m.orita@hawaii.gov for any questions on this matter, or you may call me at 587-4700.