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ADMINISTRATOR

**STATE OF HAWAII**  
**STATE PROCUREMENT OFFICE**  
P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 587-4700 Fax: (808) 587-4703  
www.spo.hawaii.gov

September 29, 2005

PROCUREMENT CIRCULAR NO. 2005-04, Amendment 1

TO: Chief Procurement Officers  
Executive Department Heads

FROM: Ruth E. Yamaguchi  
Acting Administrator

A handwritten signature in black ink, appearing to read "Ruth E. Yamaguchi", written over the printed name in the "FROM" field.

SUBJECT: Hawaii Compliance Express

This Amendment 1 amends Procurement Circular 2005-04, dated August 1, 2005.

Effective August 27, 2005, the Certificate of Vendor Compliance issued electronically through the Hawaii Compliance Express (HCE), officially managed by the State's internet portal contractor, Hawaii Information Consortium, LLC, may be used for both proof of compliance prior to award of a contract and for final payment, pursuant to section 3-122-112, HAR.

Vendors were notified of the HCE by mail. Attached for your use, is the mailer that was sent to these vendors. You are encouraged to distribute these mailers to your vendors, who are not acquainted with the HCE, or you may direct them to the HCE website at <http://vendors.ehawaii.gov> for more information.

As previously stated, since the HCE process will require the disclosure of sensitive company information, access to view information on a registered vendor shall be restricted to the respective vendor and to procurement individuals as authorized by the government agency. Therefore, if departments have not already done so, it is recommended that the departments each designate a primary lead person to contact the HIC Coordinator, Jeff Jiminez, at 587-4220, to set up access privileges and to provide training on this system.

Should you have any questions or concerns please call me at 586-0554 or your staff may call Colin Tanaka at 586-0558.

Attachment