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May 26, 2006

PROCUREMENT CIRCULAR NO. 2005-04, Amendment 2

TO: Chief Procurement Officers
Executive Department Heads

FROM:

Aaron S. Fujioka

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka".

SUBJECT: Hawaii Compliance Express

This Amendment 2 provides supplementary information on the Hawaii Compliance Express (HCE) system.

As of April 2006, approximately 360 vendors have registered with the Hawaii Compliance Express (HCE). The HCE provides a valuable alternative to the manual process of obtaining paper certificates for proof of compliance prior to award of a contract and for final payment.

We encourage agencies to inform their current vendors to register with the HCE. Feedback from vendors currently using this system is very positive. One simple way to inform your vendors is to include a provision in your solicitations, such as:

"Hawaii Compliance Express.

Prior to award of contract, vendor is required to submit the following documents to the procurement officer to demonstrate compliance with State laws:

- TAX CLEARANCE, Form A-6
- DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE, Form LIR#27
- CERTIFICATE OF GOOD STANDING issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

Alternatively, instead of separately applying for these [paper] certificates at the various state/federal agencies, vendors may choose to use the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov/hce/splash/welcome.html>. The HCE provides the vendor a "Certificate of Vendor Compliance" with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay an annual fee of \$15.00 to the Hawaii Information Consortium, LLC (HIC)."

Chief Procurement Officers
Executive Department Heads
Procurement Circular No. 2005-04, Amend 2
May 26, 2006
Page 2

Another means to promote the HCE is to post the attached flyer that details the benefits to the vendors, in an area accessible by your vendors.

Concurrently, there are benefits to the purchasing agency. With a logon/password, a purchasing agency is able to access the HCE system to obtain a copy of a vendors compliant certificate. No waiting for the vendor to provide you with their paper certificates before award or upon final payment. Your departmental administrative/fiscal office should contact HIC at 587-4220 to set up access to the HCE system for purchasing personnel.

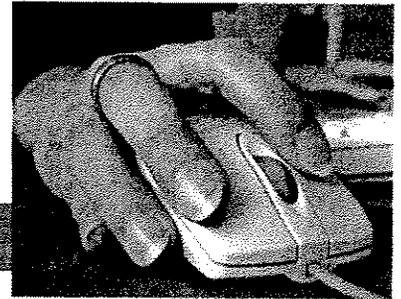
Should you have any questions or concerns please call me at 587-4700, or your staff may call Colin Tanaka at 586-0558.

attachment

HCE: Fast, Convenient, Hassle-free

Vendor Compliance with a **click**

Why wait in line?



Hawai'i Compliance Express
<http://vendors.ehawaii.gov>



powered by  **ehawaii.gov**

About Hawai'i Compliance Express (HCE)

Hawai'i Compliance Express (HCE) allows vendors selling goods or services to state or county government entities to quickly and easily demonstrate that they are in compliance with state procurement laws. There is a \$15.00 annual registration fee for the service. To register, just go to <http://vendors.ehawaii.gov>, complete the easy step-by-step process, and pay the \$15.00 online using a credit card.

220 S. King Street
Suite 2190
Honolulu, Hawaii 96813

WHAT YOU GET

- A **single electronic certificate** of Vendor Compliance (in PDF format) accepted by all government procurement officers in Hawai'i. Eliminates the need for a Tax Clearance, Labor Certificate, and Certificate of Good Standing for state procurement purposes.
- A **full year of service** with one quick registration and annual reminders as the expiration date approaches.
- **Automatic submission** of your information to the pertinent government certifying agencies.
- **Automatic email notification** anytime your status changes with any of the certifying agencies.
- **Automatic status updates** of your certificate every time it is viewed.
- **Unlimited access by government buyers** and procurement officials to view your certificate in the bid review process or as required to issue payments.