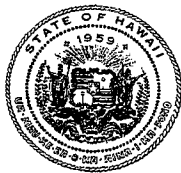


NEIL ABERCROMBIE
GOVERNOR



AARON S. FUJIOKA
ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Telephone: (808) 587-4700
e-mail: state.procurement.office@hawaii.gov
<http://hawaii.gov/spo>

May 6, 2013

PROCUREMENT CIRCULAR NO. 2005-04, Amendment 5

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Executive Department Heads
Hawaii State Public Library System, State Librarian

Chief Procurement Officers (CPOs):

Department of Education, Superintendent
University of Hawaii, President
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Health Systems Corporation, President and Chief Executive Officer
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker

Counties of Hawaii, Kauai, Maui, and City & County of Honolulu
Executive Branch, Finance Director
Legislative Branch, Chairperson of the County Council
Board/Departments of Water Supply, Manager/Chief Engineer
Honolulu Authority for Rapid Transportation, Executive Director

FROM: Aaron S. Fujioka

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

SUBJECT: Hawaii Compliance Express - Informational Session

Hawaii Compliance Express (HCE), the on-line electronic system launched in 2005, continues to assist vendors/contractors/service providers with easy registration, and provides State and County jurisdictions with verification of vendor compliance with State laws prior to receiving contract awards. The ability to receive a vendor's proof of compliance with the requirements of HRS §103D-310(c) and HAR §3-122-112 is instantaneous, via the on-line "Certificate of Vendor Compliance". This single certificate eliminates the need to obtain hard copies of Tax Clearance Certificates from the Department of Taxation and Internal Revenue Service, Certificate of Compliance from the Department of Labor and Industrial Relations, and a Certificate of Good Standing from the Department of Commerce and Consumer Affairs. The service includes real-time monitoring of the vendor's status of compliance, reducing duplicated efforts and fraud, increasing efficiency and automatically notifies the vendor by email any time a compliance status changes.

State and County procurement and contract management personnel are provided at no-cost, on-line access to the HCE system. This allows them to readily verify and when necessary print the compliance status of any one of the approximately 12,000 registered vendors. There are no delays or waiting for the vendor to provide paper certificates before contract award or upon final payment.

The State Procurement Office will conduct an informational session via webinar on HCE on:

DATE: Friday, June 28, 2013
TIME: 9:00 a.m. to 10:00 a.m.

Please encourage your procurement and contract management personnel to take advantage of this session even as a refresher. Registration for this session is on-line at: <http://hawaii.gov/spo/training/training-for-state-and-county-personnel>.

The session will provide information on:

- Navigating through the system;
- Registering as a buyer;
- Registering as a vendor to enable buyers to direct new vendors to HCE;
- Creating buyer and user accounts;
- Checking vendor compliance; and
- Understanding the various compliance status information.

If your staff has any questions, they may contact Andrew Lum at (808) 586-0558, or andrew.a.lum@hawaii.gov, or you may call me at 587-4700.