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June 1, 2006

PROCUREMENT CIRCULAR NO. 2006-01, Amendment 3

TO: Executive Department Heads

FROM: Aaron S. Fujioka, Administrator

SUBJECT: Procurement Reporting System

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka", written over the "FROM:" line.

The following changes to the reporting requirements for the Procurement Reporting System (PRS) are effective as of January 23, 2006.

1. Awards **\$2,500 or more** shall be reported for the following procurements. This is a change from the reporting of all dollar amounts.
 - Emergency Procurements;
 - Procurements Exempt from HRS Chapter 103D and HAR Chapter 3-120; and
 - Sole Source awards pursuant to HAR Chapter 3-122, Exhibit B.

Make the following revisions to your copy of the Procurement Reporting System Handbook (March 23-24, 2006) listed below to read:

Page 4- "Emergency Procurements **\$2,500 or more**, pursuant to HRS Section 103D-307;"

"Awards **\$2,500 or more** for HAR Chapter 3-120, Exhibit A, Procurements Exempt from HRS Chapter 103D."

Page 5- "Awards **\$2,500 or more** for Exempt Procurements, pursuant to HRS Section 103D-102, and CPO approved SPO Form-7, Request for Exemption from HRS Chapter 103D:"

"Sole Source Awards **\$2,500 or more**, pursuant to HRS Section 103D-306, HAR Chapter 3-122, Exhibit B, and CPO approved SPO Form-1."

Page 7- "Emergency Procurements **\$2,500 or more**."

"Exempt Awards **\$2,500 or more**, pursuant to HRS Chapter 103D-102 and HAR Section 3-120"

"Sole Source Awards **\$2,500 or more**, pursuant to HRS Chapter 103D-306 and HAR Section 3-122-81"

2. Record Information on Page 20 under No. 6. Description should read as follows:

"Enter a brief description of the goods, services, or construction. Do not use acronyms **or apostrophes.**"
3. Inter-island airfares currently exempt from HRS Chapter 103D pursuant to approved CPO Exemption No. 06-024-J, are not required to be entered.
4. All revisions have been incorporated into PRS Handbook (Rev. 6/1/2006) available on the "Manage SPO2" page (page that is displayed after a user has logged into the PRS).

Agencies may download the revised handbook, or make the appropriate revisions to your copy of the handbook.

If you have any questions, please call me at 587-4700, or your staff may contact Colin Tanaka at 586-0558. Thank you for your cooperation.

c: Chief Procurement Officers