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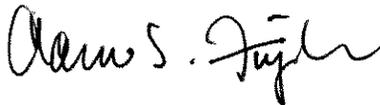
**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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May 5, 2009

PROCUREMENT CIRCULAR NO. 2009-02

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

FROM: Aaron S. Fujioka 

SUBJECT: Detecting and Preventing Anti-Trust Violations
Training Workshops Statewide

The Department of the Attorney General (AG), in partnership with the U.S. Department of Justice - Antitrust Division (DOJ-AD) will be conducting statewide training workshops on *Detecting and Preventing Anti-Trust Violations*. Attached is the information on the workshop, including course objectives and topics. The State Procurement Office (SPO) is coordinating this workshop with the AG and DOJ-AD for purchasing personnel.

Attendance is mandatory for all employees of the Executive Departments (except DOE, UH, HHSC, OHA) identified in the Position Level Categories - Level 1, Level 2 and Level 3 on the matrix below regardless of source of funding. Although attendance is not required for Level 4 and Level 5, it is highly recommended that personnel attend the training, if they have substantial involvement in procuring or contracting.

Training is intended for all State and County personnel involved in procuring or contracting with federal or non-federal sources and all CPO jurisdictions are welcome to attend.

Position Level Categories details the level of procurement delegation and examples of the types of positions.		
Level 1	Procurement Officer by CPO Delegation; or other named positions designated by the CPO included in this level.	Department Heads and Deputy Directors. Executive Directors and Heads of Attached Agencies.
Level 2	Procurement Officer named pursuant to a delegation by Head of the Purchasing Agency.	i.e. Designated Procurement Officers, Administrative Services Officer, Fiscal Officer, Budget Officer, etc.

Level 3	Personnel whose responsibilities include procurement duties, to include, review, approval or conducting procurements for any dollar amount.	i.e. Departmental Contract Specialists, Purchasing and Supply Specialists, Purchasing Specialists, Program Managers, Program Specialists, Professional Staff (Engineers, Biologists), etc.
Level 4	Personnel whose responsibilities include assisting with procurement duties, or may review or conduct procurements for specified dollar amounts.	i.e. Purchasing Technicians, Purchasing Clerks, Contracts Assistants, Program Assistants, Buyers, Storekeepers, etc.
Level 5	Personnel who may assist with or conduct procurements for specified dollar amounts.	i.e. Account Clerks, Fiscal Clerks, Secretaries, etc.

The following workshop sessions are available statewide at:

OAHU: Dept. of Hawaiian Home Lands
 HOAP Conference Center, Kapolei
 May 18, 2009

HAWAII: UH Hilo Institute for Astronomy
 June 1, 2009

State Capitol Auditorium
 May 19, 21, 22, 2009

KAUAI: Kauai Community College
 June 2, 2009

Dept of Health
 State Labs, Pearl City
 May 20, 2009

MAUI: Maui State Office Building
 June 3, 2009

Session locations, dates, times, and the registration process are accessible on the SPO homepage at <http://hawaii.gov/spo>. Click on *Training for State and County Procurement Personnel* to view workshop information:

- Training materials - attendees are responsible to print the on-line handout;
- Session locations, dates and times; and
- On-line registration system.

Seating for each session is limited by location, and registration will be accepted on an as-available basis. The SPO webpage will serve as the only notification of any updates or changes. Attendees should check at least one week prior to the scheduled workshop session for changes or cancellations, including additional sessions that may be posted to meet the demand, as needed.

There is no cost for the training sessions. Travel arrangements are the responsibility of the attendee. Most locations offer sufficient parking, but attendee should plan accordingly in the event they need to find alternate parking.

Your staff may contact Colin Tanaka at 586-0558 if they have any questions, or you may call me at 587-4700.

c: Chief Procurement Officers

Attachment

**U. S. Department of Justice
Antitrust Division
DETECTING AND PREVENTING ANTI-TRUST VIOLATIONS
Anti-trust Training for Procurement Professionals in Hawaii**

Introduction. The American Recovery and Reinvestment Act (ARRA) will result in the award and distribution of a significant amount of tax dollars, the magnitude of which can dramatically increase the potential for economic crimes such as price fixing, bid rigging, and market allocation. These economic crimes can have potentially devastating effects on success of the ARRA initiative as well as the U.S. economy.

The U.S. Department of Justice - Antitrust Division is providing basic training on detecting and preventing these economic crimes to state and county procurement professionals in Hawaii because their assistance and support are an essential part of the successful detection, investigation, and prosecution of these economic crimes.

Target Group. This training is intended for all government personnel involved with handling federal funds and is also appropriate and recommended for personnel handling non-federal funds. Procurement professionals from the State Department of Education, the University of Hawaii, and the Counties are invited to attend.

Course Objectives/Topics:

- Receive a general understanding of the federal anti-trust laws and their penalties.
- Understand what conduct constitutes bid rigging, price fixing and market allocation, the principal criminal violations of the federal anti-trust laws.
- Identify conduct and patterns that might be indicators of bid rigging, price fixing, and market allocation.
- Discuss what action should be taken to report suspicious conduct.
- Discuss possible preventative action and steps that can be taken to help law enforcement.

Instructors: Trial Attorneys with the criminal section of the San Francisco Office of the United States Department of Justice's Antitrust Division.

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If you have questions about this upcoming training, please call Rodney I. Kimura, Deputy Attorney General, at 808-586-1180, or send an email to rodney.i.kimura@hawaii.gov.