



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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<http://hawaii.gov/spo>

March 25, 2013

PROCUREMENT CIRCULAR NO. 2013-04

TO: Department of the Attorney General  
Department of Defense  
Department of Education  
Department of Hawaiian Homelands  
Department of Health  
Department of Human Services  
Department of Labor & Industrial Relations  
Department of Public Safety  
Office of Hawaiian Affairs  
The Judiciary

ATTENTION: Health & Human Services Departmental Coordinators

FROM : Aaron S. Fujioka

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka", written over the printed name.

SUBJECT: HRS, Chapter 103F, Purchases of Health and Human Services  
Planned Purchases Report

HRS §103F-412, Time line, requires the State Procurement Office administrator to provide advance notice of possible future opportunities for service providers to compete for state contracts. As such, the planned purchases report of health and human services has been updated and incorporated into the State Procurement Office's (SPO) website as an interactive and searchable database,

[http://dags.hawaii.gov/plannedpurchases/view\\_planned\\_purchases.php](http://dags.hawaii.gov/plannedpurchases/view_planned_purchases.php).

The report provides potential service providers and interested parties advance notice of opportunities to 1) submit proposals; and 2) participate in State agency community planning activities. It is also a planning tool for State agencies to plan and coordinate procurements and contracting efforts. The report includes the department, division, service description, tentative year and quarter of purchase, tentative contract start and end dates, geographic area, population served, possible funding amount and point-of-contact information.

This circular requires departments to post quarterly, at a minimum, health and human services projected to be procured within any two year period. Posting of anticipated planned services should be revised when departments have updated information, and does not obligate purchasing agencies to procure the services. The intent of the planned purchases report is to provide interested parties with advance information.



Departments' health and human services coordinators, who are copied below, should designate staff from each division to post anticipated planned purchases of health and human services to the database. Departmental coordinators shall email a list of designated staff (names, divisions, emails, and telephone numbers) to SPO by April 8, 2013. Designated staff will be provided logins and passwords to post to the database.

SPO will be conducting an informational webinar for posting to the planned purchases report database on April 25, 2013, 9:00-10:00 a.m. for any interested departmental staff. You may register for the webinar at: <http://hawaii.gov/spo/training/training-for-state-and-county-personnel>.

If your staff has any questions, they may contact Corinne Higa at 587-4706 or email [corinne.y.higa@hawaii.gov](mailto:corinne.y.higa@hawaii.gov), or you may call me at 587-4700.

- c: Shaleigh Tice, Department of the Attorney General
- Thomas Moriyasu, Department of Defense
- Andrell Beppu, Department of Education
- Sharon Abe, Department of Health
- Susy Kawamoto, Department of Human Services
- Yvonne Chong, Department of Labor & Industrial Relations
- Marc Yamamoto, Department of Public Safety
- Kamanao Mills, Department of Hawaiian Homelands
- Ernie Kimoto, Office of Hawaiian Affairs
- Rick Sogawa, Hawaii Public Housing Authority
- Jonathan Wong, The Judiciary