



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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November 18, 2014

PROCUREMENT CIRCULAR NO. 2014-12

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Hawaii State Public Library System, State Librarian
Executive Department Heads (excluding the Department of Education, University of Hawaii,
Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

FROM: Sarah Allen 

SUBJECT: Update to SPO Training

The State Procurement Office (SPO) is pleased to offer On-Demand Training through the Adobe Connect platform. This was created to provide more opportunities for procurement staff to fulfill their training requirements, increase their knowledge regarding procurement policies and procedures, and allows State and County Personnel to view recorded training at their own convenience. Currently, there are over 20 trainings available for viewing. Please check the site periodically as training is added or updated. On-Demand Training can be found on the SPO website at: <http://spo.hawaii.gov>. Select *Training for State and County Personnel* and then *On-Demand Training*.

Effective December 1, 2014, SPO 001-Procurement Basics has been added as a mandatory prerequisite training, and shall be taken (once) prior to training on any method of procurement or the SPO Price and Vendor Lists/Cooperative Contracts training. SPO 001 is optional for personnel who have already completed procurement training and are participating in procurement activities.

The SPO has also recently updated their course catalog and Procurement Training Requirements tables. Please review the course catalog and Training Requirements tables prior to procuring for more detailed guidance on training that must be taken prior to procuring. Please check periodically for any changes to the course catalog and Training Requirements.

To receive credit for training attendees must do the following:

1. Select the Training Number to access the training. Upon completion, a Training Self-Certification form will appear.
2. Complete the Training Self-Certification form and click 'Submit' at the bottom of the form.
3. Select the link to the survey that appears after submitting the Training Self-Certification. SPO appreciates your time in completing the survey so we may assess and improve training.

By submitting the SPO Training Self-Certification, each student attests to the following:

1. The student has viewed the entire training.
2. The student acknowledges responsibility for complying with the policies and procedures explained in the training.
3. The student will follow-up with his/her supervisor or the SPO for any further clarification.

The SPO tracks submitted self-certification data. This system has been updated to provide a confirmation email to attendees after their self-certification information has been submitted. Training attendance reports, compiled quarterly by SPO, are available to the department training points-of-contact. Training attendees should keep track of attendance and periodically check with their department training Point-of-Contact to confirm that their information in the report is correct.

For general questions about SPO training your staff may contact Carey Ann Sasaki at 586-0575 or careyann.r.sasaki@hawaii.gov.