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STATE PROCUREMENT OFFICE**


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October 16, 2015

PROCUREMENT CIRCULAR NO. 2016-01

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

C: Administrative Services Offices

FROM: Sarah Allen, Chief Procurement Officer 

SUBJECT: Revised **DIGITAL** Procedure for Chief Procurement Officer (CPO) Approval
Requests under HRS Sections 103D and 103F

To utilize new technology and fully support Governor Ige's effort to move our state government toward a more efficient "paperless" environment, the State Procurement Office (SPO) will now accept CPO review packages as digital submittals ONLY via email to state.procurement.office@hawaii.gov. Any hardcopy requests received prior to the date of this circular will still be processed.

This will apply to the following SPO forms, which are found at <http://spo.hawaii.gov/all-forms/>:

- SPO-001 Notice and Request for Sole Source
- SPO-002 Emergency Procurement
- SPO-003 Request for Contract Extension
- SPO-005 Request for Purchase Exception from SPO Price or Vendor List Contract
- SPO-007 Notice and Request for Exemption from Chapter 103D, HRS
- SPO-007B Notice of Amendment to Exemption from Chapter 103D, HRS
- SPO-014 Restrictive Specifications Request
- SPO-015 Request for an Alternative Procurement
- SPO-018 Procurement Services Request

- SPO-018A Request for Review Services: For Invitation for Bids and Request for Proposals-Goods and Services
- SPO-035 Request to Use pCard for Blocked Purchases
- SPOH-150 Notice of and Request for Exemption from Chapter 103F, HRS
- SPOH-300 Request for After-the-Fact Secondary Purchase Pursuant to Section 3-143-608, HAR
- SPOH-500 Notice of and Request for Restrictive Purchase of Service
- SPOH-600 Request for Crisis Purchase of Service Pursuant to section 103F-406, HRS

Note that for **all** CPO review packages, please always include a scanned SPO-036 (Procurement Delegation) and proof of training.

After review, the SPO will email a digital response to the requester, with a copy to the Administrative Services Office of the department or agency.

Stay tuned for updated information on CPO reviews as our office begins to implement electronic forms and a secure electronic signature (eSignature) process.

Thank you for your partnership and support of government efficiency. If you have any questions, please contact me at Sarah.Allen@hawaii.gov or 587-4700.