

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR

PAULA A. YOUNGLING
ASSISTANT ADMINISTRATOR


STATE OF HAWAII
STATE PROCUREMENT OFFICE
P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

January 4, 2016

PROCUREMENT CIRCULAR NO. 2016-01, Amendment 1

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

CC: 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

Procurement Circular No. 2016-01, dated 10/16/2015, is replaced by this updated circular.

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) is now only accepting CPO review packages as digital submittals via email to state.procurement.office@hawaii.gov.

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 be sure to include a scanned form SPO-036 *Procurement Delegation* and proof of training (i.e. Training Report or Training Self-Certification form(s)).

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

When submitting SPO forms electronically with the department head's electronic signature and not original signature, include the PDF 'audit' form. The audit form (sample attached) is the electronic 'paper trail' of the document showing who created it, who it was sent to, and who signed. Therefore, as of the effective date of this circular or as amended, electronically submitted form shall be provided with the audit form as verification of the department head's signature.

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




Sole Source


Adobe Document Cloud Document
History


December 17, 2015


Created:	December 16, 2015
By:	Owen Kano (owen.t.kano@hawaii.gov)
Status:	SIGNED
Transaction ID:	CBJCHBCAABAAIxvfySTffUe5SMEulgtxmXQLjRvQpUoR


“Sole Source” History


-  Document created by Owen Kano (owen.t.kano@hawaii.gov)
December 16, 2015 - 9:37:08 AM HST - IP address: 132.160.224.10


-  Document emailed to Stacey Kauleinamoku (stacey.l.kauleinamoku@hawaii.gov) for approval
December 16, 2015 - 9:37:31 AM HST


-  Document viewed by Stacey Kauleinamoku (stacey.l.kauleinamoku@hawaii.gov)
December 16, 2015 - 9:54:36 AM HST - IP address: 132.160.224.10

-  Document approved by Stacey Kauleinamoku (stacey.l.kauleinamoku@hawaii.gov)
Signature Date: December 16, 2015 - 9:55:51 AM HST - Time Source: server - IP address: 132.160.224.10

-  Document emailed to Kevin Takaesu (kevin.s.takaesu@hawaii.gov) for signature
December 16, 2015 - 9:55:53 AM HST

-  Document viewed by Kevin Takaesu (kevin.s.takaesu@hawaii.gov)
December 17, 2015 - 10:31:16 AM HST - IP address: 132.160.224.10

-  Document e-signed by Kevin Takaesu (kevin.s.takaesu@hawaii.gov)
Signature Date: December 17, 2015 - 10:31:47 AM HST - Time Source: server - IP address: 132.160.224.10

-  Signed document emailed to all eligible parties.
December 17, 2015 - 10:31:47 AM HST