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January 11, 2016

PROCUREMENT CIRCULAR NO. 2016-03

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 Department of Education, University of
Hawaii, Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

C: Administrative Services Offices

FROM: Sarah Allen 

SUBJECT: Contract Logs

Recent audits evidences that many Departments are not maintaining a contract log of their active contracts. A simple contract log can be a useful tool in managing current contracts and planning future procurements. Failure to maintain such a contract log results in lapsing contracts, contractors working at risk, and potential violations of the procurement code.

Therefore, effective immediately, each Executive Branch Department Head shall develop and maintain a Contract Log for all Department active contracts. In accordance with Hawaii Revised Statutes (HRS) 103D-212, Collection of Data Concerning Public Procurement, Department Contract Logs shall be submitted to the Executive Branch Chief Procurement Officer (CPO) on a biannual basis for statistical purposes. While Departments may use their own format, at a minimum, Contract Logs must contain, and follow, the mandatory requirements below:

1. Submittals shall be an excel file (.xls, .xlsx), see sample file, "Contract Log Sample.xlsx" attached hereto.
2. Submittals shall contain the mandatory fields found in the sample file.
3. Submittals shall be signed by the Head of Purchasing Agency and transmitted electronically to state.procurement.office@hawaii.gov biannually beginning January 2016, on the following dates:
 - a. No later than August 10, 2016, and
 - b. No later than January 10, 2016.

As CPO for the Executive Branch, and under the authority of HRS 103D-206(1), this process is required to ensure that due diligence in procurement and contract management is being conducted at the Department level.

Notice of Submittal of logs will be submitted to the Governor bi-annually for his review. Questions concerning this Procurement Circular may be directed to Paula Youngling at 586-0554 or paula.a.youngling@hawaii.gov.

Attachment