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AARON S. FUJIOKA
ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE
P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700 Fax: (808) 587-4703
www.spo.hawaii.gov

June 29, 2007

PROCUREMENT CIRCULAR NO. 2005-04, Amendment 3

TO: Chief Procurement Officers
Executive Department Heads

FROM: Aaron S. Fujioka

SUBJECT: Hawaii Compliance Express

The State Procurement Office on behalf of the State of Hawaii, accepted the 2006 National Association of State Procurement Officials (NASPO) *Cronin Information Technology Gold Award* for the Hawaii Compliance Express (HCE) program. This award is given to recognize innovative state procurement programs and to promote sharing of ideas between states and may be viewed at <http://www.naspo.org/awards/>.

Commencing on July 1, 2007, the vendor fee to register or renew will be \$12.00 annually, a reduction from \$15.00. As of June 2007, there are 1,228 registered vendors on the HCE. Agencies should continue to encourage vendors to register as the simple means to verify compliance, as we continue to eliminate the time consuming process of obtaining paper certificates from the vendors/contractors.

To ensure vendor compliance with state statutes, and the ease of obtaining the certificate from the HCE system:

- Prior to award, the purchasing agency shall verify whether a vendor is HCE registered by logging into HCE.
- If a registered vendor, the purchasing agency shall check the compliant status, print the *Certificate of Vendor Compliance* to include in the procurement file, or maintain an electronic copy if conducted on the Hawaii e-Procurement System (HePS).
- If a vendor is not registered, direct the vendor to the HCE online registration. A newly registered vendor takes approximately 1-2 weeks to process thru HCE.
- If a vendor is participating in HCE, departments and agencies are required to verify compliance via HCE and shall not require vendors to submit paper certificates. Vendor's who decline to participate in HCE shall submit paper certificates in a timely manner or risk award to the next vendor.
- Purchasing agencies requiring access to the HCE can sign up at website <http://vendors.ehawaii.gov>. After creating an account by using the "Create an Account" link, users should send an e-mail with their username to hce@ehawaii.gov to request access; a confirming e-mail will be sent back to the purchasing agency when access has been approved.

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These HCE procedures shall also be applicable for HRS Chapter 103F contracts.

To view the complete listing of all current Procurement Circulars at the SPO homepage, <http://www.spo.hawaii.gov/>, under the "Quick Links" section, click on "Procurement Circulars".

Your staff may contact Colin Tanaka at 586-0558 if they have any questions, or you may call me at 587-4700.