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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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<http://hawaii.gov/spo>

July 27, 2010

PROCUREMENT CIRCULAR NO. 2009-04, Amendment 3

TO: Office of the Governor  
Office of the Lieutenant Governor  
Executive Department Heads  
State Librarian

Chief Procurement Officers:

Department of Education, Superintendent  
University of Hawaii, President  
Office of Hawaiian Affairs, Chairperson of the Board  
Hawaii Health Systems Corporation, Chief Executive Officer  
Judiciary, Administrative Director of the Courts  
Senate, President  
House, Speaker of the House of Representatives  
Counties of Hawaii, Kauai, Maui and City & County of Honolulu:  
Executive Branch, Finance Director  
Legislative Branch, Chairperson of the County Council  
Boards/Departments of Water Supply, Manager/Chief Engineer

FROM: Aaron S. Fujioka

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka".

SUBJECT: Statewide Procurement Training – Neighbor Island Webinars

This circular replaces Procurement Circular No. 2009-04, Amendment 1, dated August 20, 2009 to update subject training.

Web based trainings (webinars) are being offered for neighbor island procurement personnel.

Attached is a tentative listing of upcoming neighbor island webinars. Workshop schedules, descriptions, training requirements, and online registration are available at <http://hawaii.gov/spo>, select "Training for State and County Procurement Personnel." Procurement personnel are encouraged to check the training website regularly for changes and updates.

Webinar training for Oahu personnel will be offered for future workshops; periodically check the SPO training webpage for Oahu webinar availability.



## Webinar Procedure

- System Requirements
  - PC®-based attendees: Requires Windows® 7, Vista, XP, 2003 Server or 2000
  - Macintosh®-based attendees: Requires Mac OS® X 10.4.11 (Tiger®) or newer
- Webinars can be attended by way of individual computers or as a group session. Agencies are requested to coordinate with their IT staff for a group session setup. Internet connectivity, speakers or earphones are required. A microphone is recommended, but not required. Communication and questions can be transmitted by way of the keyboard.
- After registering for a workshop on the SPO website and prior to the workshop presentation, attendees will be emailed an invitation and information on how to access the webinar.

Your staff may contact Corinne Higa for training and registration questions at 587-4706, or [corinne.y.higa@hawaii.gov](mailto:corinne.y.higa@hawaii.gov), or you may call me at 587-4700.

Attachment

**STATE PROCUREMENT OFFICE  
PROCUREMENT WEBINARS  
NEIGHBOR ISLANDS**

<http://hawaii.gov/spo>

Click on "*Training for State and County Procurement Personnel*"

**Schedule of Upcoming Webinar Workshops**

(Workshops are posted on the SPO website and open for registration one month in advance.)

| DATE    | TIME        | WORKSHOP NO. | WORKSHOP                                         |
|---------|-------------|--------------|--------------------------------------------------|
| 8/18/10 | 10:00-11:00 | 190          | SPO Price and Vendor Lists/Cooperative Contracts |
| 8/24/10 | 9:00-10:00  | 126          | Procurement Code of Ethics & Compliance          |
| 8/31/10 | 9:00-10:30  | 105          | Competitive Sealed Proposals, Part 1             |
| 9/1/10  | 9:00-10:30  | 105          | Competitive Sealed Proposals, Part 2             |
| 9/2/10  | 1:00-2:00   | 125          | Exemptions from HRS Chapter 103D                 |
| 9/8/10  | 10:00-Noon  | 120          | Small Purchases (HRS Chapter 103D)               |