



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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<http://hawaii.gov/spo>

December 7, 2010

PROCUREMENT CIRCULAR NO. 2010-05

TO: Chief of Staff, Office of the Governor
Chief of Staff, Office of the Lieutenant Governor
Executive Department Heads
State Librarian, Hawaii State Public Library System

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
(excludes Regional System Boards and its hospitals)
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 

SUBJECT: Statewide Procurement Training

This procurement circular updates information on the procurement training program, and replaces Procurement Circular Nos.:

2008-05 dated 8/19/08;
2009-02 dated 5/5/09;
2009-02, Amendment 1 dated 7/6/09;
2009-02, Amendment 2 dated 1/7/10;
2009-04 dated 7/1/09;
2009-04, Amendment 1 dated 8/20/09;
2009-04, Amendment 2 dated 2/8/10; and
2009-04, Amendment 3 dated 7/27/10.

As previously stated in Procurement Circular No. 2008-05, Act 194, SLH 2008, effective January 1, 2009, amended HRS §103D-110 on education and training requiring each procurement officer of the Executive branch, including the University of Hawaii (UH), Department of Education (DOE), Hawaii Health Systems Corporation (HHSC), and Office of Hawaiian Affairs (OHA), to attend a mandatory fundamental training and development session (Workshop No. 170, *Overview of Procurement Practices- HRS Chapter 103D*) within sixty-days of being appointed or named to the position of procurement officer.

Applicable training ensures delegated procurement officers and personnel receive the appropriate training to fulfill their responsibilities, and are in compliance with HRS §103D-110, as amended by Act 194, SLH 2008 for goods, services and construction and HRS §103F-301 for purchases of health and human services.

"Procurement officer" is defined as any person authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of their procurement authority.

"Contract" means all types of agreements, regardless of what they may be called, for the procurement or disposal of goods, services, construction or health and human services.

"Participation" includes small purchases, developing/drafting a solicitation, reviewing, approving, conducting, managing, and administering the procurement/contract.

The State Procurement Office's (SPO) training website provides information to assist departments to determine mandatory and recommended workshop attendance for their procurement personnel. The following information is available at <http://hawaii.gov/spo>, *Training for State and County Procurement Personnel*:

- Procurement Position Levels;
- Procurement Training Requirements;
- Workshop Descriptions;
- Workshop Schedule and Registration;
- Reference materials for workshop attendees;
- Procurement Training Requirements FAQs; and
- Workshop Attendance Report (Refer to Procurement Circular 2009-03 to obtain access).

For these workshops, no fees are charged, are conducted in classroom format and may be available as a webinar. A 'webinar' is a live, interactive web-based seminar, which allows attendees to ask questions and have them answered in real time. Information 'About SPO Webinars' is available on the SPO training webpage. Seating for classroom sessions are limited and accepted on an as-available basis. Attendees should check the SPO website workshop schedule prior to the workshop for any changes or cancellations. For classroom sessions, travel arrangements/costs are the responsibility of the attendee. Most locations have sufficient parking, but attendees should plan accordingly in the event alternate parking is needed.

If there are questions regarding training, your staff may contact:

<u>HRS Chapter 103D</u> Hawaii Public Procurement Code (Goods, Services & Construction)	Corinne Higa	587-4706	corinne.y.higa@hawaii.gov
<u>HRS Chapter 103F</u> Purchases of Health & Human Services			
Hawaii Electronic Procurement System (HePS)	Mara Smith	587-4704	mara.smith@hawaii.gov

or you may call me at 587-4700.