




**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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December 16, 2014

PROCUREMENT DELEGATION NO. 2014-02

TO: Chief of Staff, Office of the Governor
Chief of Staff, Office of the Lieutenant Governor
Executive Department Heads (Except DOE, UH, OHA and HHSC)
State Librarian, Hawaii State Public Library System

FROM: Sarah Allen, Chief Procurement Officer 

SUBJECT: Education and Training Requirements for Procurement Delegation with New Governor's Administration

This is a Notice for all departments regarding education and training requirements for procurement delegation with the new Governor Ige Administration. As referenced in Procurement Delegation No. 2010-01 dated December 6, 2010; this memorandum is a follow-up to subject requirements.

EDUCATION AND TRAINING

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

Heads of the Purchasing Agencies (HOPAs) and Procurement Officers, are required by statute to attend SPO Workshop No. 170, *Overview of Procurement Practices* to comply with HRS §103D-110(c). Attendance at a prior workshop fulfills this requirement. Below is the applicable statute.

HRS §103D-110 Education and training. (c) Each state procurement officer of a department of the executive branch [which includes DOE, UH, HHSC, and OHA] shall attend a mandatory fundamental training and development session [Workshop No. 170] **within sixty days** of being appointed or named to the position of procurement officer.

(d) Each state procurement officer of a department of the executive branch whom the State procurement office determines is in need of further training and development based upon:

- (1) The history of procurement compliance to this chapter by the agency to which the particular procurement officer is attached; or
- (2) Any other need for training and development, shall attend follow-up training and development sessions.

If HOPAs or Procurement Officers are unable to fulfill this requirement within the 60 day period, which begins on the start date of appointment, the procurement delegated authority granted to them by me as the Chief Procurement Officer will be temporarily rescinded until this statutory requirement is met.

Training information and on-demand training are available at <http://spo.hawaii.gov>, click *Training for State & County Procurement Personnel*. Training information provided includes tables describing *Procurement Position Levels* and *Procurement Training Requirements Table* to assist State & County personnel on applicable training requirements.

Procurement Delegation form SPO-036, *Procurement Delegation*, shall be used in delegating procurement authority. Forms and Instructions are available at <http://spo.hawaii.gov>, click *Forms* to view form SPO-036 transmittal, *Procurement Delegation Transmittal*, and form SPO-036, *Procurement Delegation*.

Procurement officers and personnel without written delegated procurement authority and/or who do not complete the applicable mandatory training for HRS chapters 103D and 103F shall not conduct, approve, or participate in the procurement.

Your staff may contact Carey Ann Sasaki at 586-0575 if they have any questions, or you may call me at 587-4700. Thank you for your cooperation and assistance.