

## State Procurement Office

MISSION: The SPO acts as a strategic partner to foster public confidence by promoting procurement life-cycle excellence, program success, and government accountability.

VISION STATEMENT: To create transformative leadership for public procurement excellence.



### Awards

- ♦ 2018: Hawaii Awards & Notices Data System (HANDS) won the 2018 Webaward for Outstanding Achievement in Web Development from the Web Marketing Association
- ♦ 2016: Procurement Wizard Team - Department of Accounting and General Services' Team of the Year
- ♦ 2015: Training Team - Department of Accounting and General Services' Special Service Award for Outstanding Team Work
- ♦ 2014: HlePRO Team - Governor's Team-of-the-Year Award in Recognition for Excellence

### Symbols of the SPO

The mission of the SPO is symbolized by the Pueo and the majestic Koa Tree, and the Hawaiian word, *kaulike*.

The owl serves as a symbol of wisdom and knowledge. The Hawaiian Pueo has a special place in Hawaii's culture. Pueos were silently sailing over the Hawaiian Islands well before the arrival of the first Polynesians. This bird of wisdom is known for offering guidance and protection.

The majestic Koa tree roots represent procurement laws, the trunk: the Governor's goals; the branches: State Agencies and Departments; and leaves: all procurement in the state and counties.

The SPO deeply values *kaulike*—honesty, trust and respect — in all that we do.



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*Kaulike*

**Honesty - Trust - Respect**



## About the SPO

State procurement touches all facets of state government and can be leveraged to provide the strategic resources necessary for success. In a constantly evolving procurement environment, the SPO leverages buying power and economies of scale, offers guidance, effects compliance, assists in capitalizing on emerging trends and technology, as well as helping to meet the challenges of procurement.

## The SPO Administrator



Sarah Allen has a financial, acquisition and U.S. military background. She received a Bachelor's Degree in Commerce from University of South Africa, a Master's Degree in Acquisition Management from the American Graduate University, and a Global Executive M.B.A

from George Mason University. Confirmed by the Senate, Sarah became the Administrator in November 2013.

## Doing Business with the State

SPO encourages Vendors to register to do business with the State of Hawaii.

- Register in **Hawaii Compliance Express (HCE)**,
- Register in the **Hawaii State eProcurement System (HlePRO)**, a system for issuing solicitations, receiving responses, and issuing notices of award, and
- Visit the **Hawaii Awards & Notices Data System**, which does not require registration.

## Legislation and Policy

The Hawaii Public Procurement Codes, Hawaii Revised Statutes Chapter 103D & 103F, are the source of public procurement policy to be applied to the procurement of goods, services, and construction, and health and humans services respectively. The SPO actively participates in the legislative process by preparing legislation and advising on revisions to the procurement code. As bills become enacted and signed into law, the SPO develops Procurement Directives or Circulars for issuance of rules, policies or procedures. SPO performs all required activities necessary for the formal promulgation and adoption of rules.

## Training

The SPO develops and administers the statewide procurement training program. The Acquisition Academy and Center of Excellence's main focus is to elevate the Procurement Officer's overall knowledge on acquisition to encourage effective procurement practices which are consistent and manageable. Our training uses a plethora of tools to include online, any-time web training, special presentations, group training and partnering with local and state-wide procurement training organizations.

## Statewide Procurement

The SPO provides price discounts, volume purchases and efficiency savings through price/vendor list contracts and partnerships with the National Association of State Procurement Officials and the Western States Contracting Alliance.

## pCard Program

Provide training and support for departments to maintain and find efficiencies for small purchase procedures with the use of pCards.



## Executive Branch

### Chief Procurement Officer (CPO)

The SPO acts as the central CPO for 19 Departments within the Executive Branch, except the Department of Education. SPO directs high-level procurement policy and guidance, and also manages state inventory and surplus programs.

### Inventory Management

SPO oversees inventory reporting and compliance to policies and procedures pertaining to the management and recording of State property.

### Surplus Property

Local Government Agencies, Schools, Hospitals, Museums, Nonprofit Tax-exempt organizations, Homeless and Impoverished Groups to procure and re-utilize both Federal & State excess property at a minimum cost.

Please visit <http://spo.hawaii.gov/surplus> for more information.

**For information on doing business with the State, please visit our website at:**  
**<http://spo.hawaii.gov/for-vendors/>**