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May 24, 2017

**PROCUREMENT CIRCULAR NO. 2017-12**

TO: Hawaii State CPO Jurisdictions\*

FROM: Sarah Allen 

SUBJECT: Cooperative Purchasing Agreement Compliance Requirements

CPO jurisdictions cannot 'piggy-back' onto already existing cooperative contracts, pursuant to §3-128-2(d), HAR.

Cooperative organizations such as U.S. Communities and the National Joint Powers Alliance may market previously procured nationwide contracts, but they are not in compliance with the Hawaii Procurement Code. If these organizations work with us prior to solicitation to fulfill our requirements, then new awards may be acceptable.

All cooperative purchasing agreements shall comply with the requirements of HRS Chapter 103D and HAR Chapter 128. The Chief Procurement Officer's (CPO) written approval is required prior to allowing agencies to participate and use any new cooperative purchasing agreement.

Examples of cooperative purchasing are National Association of State Procurement Officials (NASPO) ValuePoint contracts, Minnesota Multi-State Contracting Alliance for Pharmacy (MMCAP) and the General Services Administration (GSA) – for Schedule 70 (IT Professional Services only). Upcoming cooperative contracts include the Public Procurement Authority (PPA)/National Purchasing Partners for Government (NPPGov) - Contract for Fire Fighting Equipment and Self-Contained Breathing Apparatus (SCUBA), and the National IPA for Managed Print Services.

Current statewide and cooperative price list contracts can be found at <http://spo.hawaii.gov/vendors/contract-awards/price-vendor-lists/>

The SPO is open to working on any new state-wide and cooperative contracts for your goods and services, as most jurisdictions have similar needs. Please communicate with our office your interest and requirements in participating in cooperative contracts.

Should there be any questions your staff may contact Bonnie Kahakui at 587-4702 or [bonnie.a.kahaku@hawaii.gov](mailto:bonnie.a.kahaku@hawaii.gov), or you may call me at 587-4700.

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\* CPO Jurisdictions:

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

Chief Procurement Officers (CPOs):  
Department of Education, Superintendent  
University of Hawaii, President  
Office of Hawaiian Affairs, Chairperson of the Board  
Hawaii Health Systems Corporation, President and Chief Executive Officer  
Judiciary, Administrative Director of the Courts  
Senate, President  
House of Representatives, Speaker

Counties of Hawaii, Kauai, Maui, and City & County of Honolulu  
Executive Branch, Finance Director  
Legislative Branch, Chairperson of the County Council  
Board/Departments of Water Supply, Manager/Chief Engineer  
Honolulu Authority for Rapid Transportation, Executive Director