

DAVID Y. IGE  
GOVERNOR




SARAH ALLEN  
ADMINISTRATOR  
MARA SMITH  
ASSISTANT ADMINISTRATOR

**STATE OF HAWAII**  
**STATE PROCUREMENT OFFICE**  
P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 586-0554  
email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>  
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

June 27, 2017

PROCUREMENT CIRCULAR NO. 2017-09, AMENDMENT 1

TO: 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

FROM: Sarah Allen 

SUBJECT: Hawaii Awards and Notice Database System (HANDS)

HANDS, the new One-Stop-Shop platform, will replace the Procurement and Awards Notices System (PANS) including all of its functionality for Notices for Solicitation and Awards. HANDS will also incorporate Hawaii Compliance Express (HCE) and the Hawaii Electronic Procurement System (HiePRO).

Department Heads need to identify a Primary and Alternate Department Administrator who will be responsible for:

- Assigning and managing user hierarchal roles (posters, requesters, buyers, and HCE access) in the system, for all modules, from a single user management dashboard, without the necessity of submitting forms and/or contacting the SPO;
- Providing oversight to ensure security is maintained and data is accurate and correctly entered; and
- Generating reports or creating announcements specific to their departmental needs.

When the transition to HANDS is complete, all PANS accounts will be deleted and will need to be reassigned in HANDS. There are currently 399 users in PANS, many of which are inactive for a variety of reasons, including retirement or other employment separations. HiePRO users will not be affected.

Attached is form SPO-060 that each executive department head shall use to delegate the Primary and Alternate HANDS Administrators. **Please submit the form to: [hiepro@hawaii.gov](mailto:hiepro@hawaii.gov), no later than July 21, 2017.**

This is an opportune time for departments to assess their needs and assign and/or update their list to only those employees who require access to HANDS as a function of their duties.

A training session for all Administrators & Alternates will be scheduled in the near future.

If there are any questions, your staff may contact Bonnie Kahakui at (808) 587-4702, or email [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov), or you may contact me at 587-4700.

Link to Attachment: [Form SPO-060](#)