

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. 2017-10, AMENDMENT 1

TO: Chief Procurement Officers\*

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 (HlePRO).

**CPOs need to identify a Primary and Alternate 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 agency 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. HlePRO users will not be affected.

Attached is form SPO-060 that each CPO 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 agencies 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

---

\* CPO Jurisdictions:

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