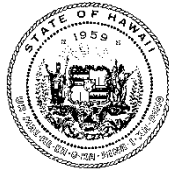


DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
MARA SMITH
ASSISTANT ADMINISTRATOR


**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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Oct 30, 2017

PROCUREMENT CIRCULAR NO. 2016-01, Amendment 2

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, Administrator 

SUBJECT: Revised Procedure for Chief Procurement Officer (CPO) Approval
Requests under HRS Section 103D and 103F

Procurement Circular No. 2016-01, Amendment 1, dated 01/04/2016, is replaced by this circular.

Effective November 20, 2017 all requests for Chief Procurement Officer (CPO) approval shall be submitted on the Hawaii Awards and Notices Database System (HANDS). Request submitted by email or hand-delivered will not be accepted.

This will apply to the following SPO forms, which are found at <http://spo.hawaii.gov/all-forms/>.

- SPO-001 Notice and Request for Sole Source
- SPO-001B Notice of Amendment to Sole Source Contract
- SPO-002 Emergency Procurement
- SPO-003 Request for Contract Extension
- SPO-007 Notice and Request for Exemption from Chapter 103D, HRS
- SPO-007B Notice of Amendment to Exemption from Chapter 103D, HRS
- SPO-012 Evaluation: Vendor or Product
- SPO-014 Restrictive Specifications Request
- SPO-015 Request for Alternative Procurement

- SPO-016 Report of Procurement Violation: Findings and Corrective Action and/or Request for After-the-Fact Payment
- SPO-018 Procurement Services Request
- SPO-018A Request for Review Services: for Invitation for Bids and Request for Proposals-Goods and Services
- SPO-035 Request To Use pCard for Blocked Purchases
- SPOH-150 Notice of and Request for Exemption from Chapter 103F, HRS
- SPOH-300 Request for After-the-Fact Secondary Purchase Pursuant to Section 3-143-608, HAR
- SPOH-500 Notice of and Request for Restrictive Purchase of Service
- SPOH-600 Request for Crisis Purchase of Service Pursuant to section 103F-406, HAR

In preparation for this transition:

- All personnel requiring access to HANDS, for submitting CPO requests will be required to have an ehawaii.gov account.
- Employees who already have an account through HlePRO or HCE may continue using their existing account.
- For those without an ehawaii.gov account, instructions for creating an account can be viewed at: <https://www.youtube.com/watch?v=A5CVgOAEf0I>
- Employees must notify the department's HANDS administrator or alternate when an account is created as the email will be used to assign a role (poster, requestor or buyer as appropriate) and to gain access to HANDS.

Reminders:

1. All CPO reviews should include a scanned form SPO-036, Procurement Delegation and proof of training (i.e. Training Report of Training Self-Certification form(s)).
2. When submitting SPO forms electronically with the department head's electronic signature and not original signature, include the PDF 'audit' form. The audit form (sample attached) is the electronic 'paper trail' of the document showing who created it, who it was sent to, and who signed. Therefore, as of the effective date of this circular or as amended, electronically submitted form shall be provided with the audit form as verification of the department head's signature.

After CPO review, the SPO will email a digital copy of the executed request to the employees listed as point(s) of contact and applicable Administrative Services Office of the department or agency.

Thank you for your partnership and support of government efficiency. If there are any questions, your staff may contact Bonnie Kahakui at (808) 587-4702, or email bonnie.a.kahakui@hawaii.gov, or you may contact me at 587-4700 or sarah.allen@hawaii.gov.