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December 20, 2017

**PROCUREMENT CIRCULAR NO. 2018-05**

TO: Office of the Governor, Chief of Staff  
Office of the Lieutenant Governor, Chief of Staff  
Hawaii State Public Library System, State Librarian  
Executive Department Heads (excluding Department of Education, University of Hawaii, Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

C: Administrative Services Offices

FROM: Sarah Allen 

SUBJECT: Contract Logs

Procurement Circular No. 2016-03 along with the Contract-Log Sample.xlsx, dated 01/11/2016, and Procurement Circular No. 2016-03 Amendment 1, dated 01/19/2016, are replaced with this updated notice.

Recent audits evidences that a contract log is a useful tool in managing current contracts and planning future procurements. Departments who have failed to maintain such a contract log have experienced lapsing contracts, contractors working at risk, and violations of the procurement code.

Therefore, as a reminder, each Executive Branch Department Head shall develop and maintain a Contract Log for all Department active contracts. In accordance with Hawaii Revised Statutes (HRS) 103D-212, Collection of Data Concerning Public Procurement, Department Contract Logs shall be submitted to the Executive Branch Chief Procurement Officer (CPO) on a biannual basis for statistical purposes. While Departments may use their own format, at a minimum, Contract Logs must contain, and follow, the mandatory requirements below:

1. Submittals shall be an excel file (.xls, .xlsx) and a PDF file (.PDF) signed by the Department Head, see sample file, "Contract- Log-Sample.xlsx" attached hereto.
2. Submittals shall contain the mandatory fields found in the sample file.
3. Submittals shall be transmitted electronically to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov) biannually, on the following dates:
  - a. No later than August 10
  - b. No later than January 10

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As CPO for the Executive Branch, and under the authority of HRS 103D-206(1), this process is required to ensure that due diligence in procurement and contract management is being conducted at the Department level.

Questions concerning this Procurement Circular may be directed to Mara Smith at 586-0554 or [mara.smith@hawaii.gov](mailto:mara.smith@hawaii.gov).

Attachment:  
[Contract-Log-Sample](#)