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PROCUREMENT CIRCULAR NO. 2019-01, 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

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

FROM: Sarah Allen, Administrator 

SUBJECT: General Services Administration (GSA) Schedule 84 Contracts for Security, Fire & Law Enforcement

As referenced in Procurement Circular No. 2019-01, dated July 6, 2018, this memo is in follow-up to announce GSA Schedule 84 training:

GSA Schedule 84 Overview and GSA eBuy

Date: October 10, 2018

Time: 9:30 – 11:00 AM HST

Place: Kalanimoku Building, room 322 B and C

Description: This is informational session for all State and County personnel who are interested in learning more about the General Services Administration (GSA) Schedule Contracts, specifically GSA Schedule 84, *Security, Fire & Law Enforcement*. Topics include, but not limited to an overview of Schedule 84, the Special Item Numbers (SIN) that are included for use by Hawaii governmental agencies; GSA Advantage! and GSA eBuy. GSA Advantage! is the federal online shopping tool to browse and conduct market research. GSA eBuy, is an electronic Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow government buyers to request information, find sources, and prepare RFQs/RFPs online. Government buyers can use eBuy to obtain quotes or proposals.

On-line registration for these sessions is accessible at the State Procurement Office website, <http://spo.hawaii.gov>, click on Training for State & County Personnel, then click on Schedule & Registration. Space is limited so early registration is recommended.

Your staff may contact Bonnie Kahakui at 587-4702, or e-mail [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov) for any questions, or you may contact me at 587-4700.