




**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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October 9, 2018

PROCUREMENT CIRCULAR NO. 2019-04

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: Requests for Chief Procurement Officer Approval
Chapters 103D and 103F

Effective February 1, 2019, all procurement requests for chief procurement officer (CPO) approval shall be submitted to the CPO **at least 90 days prior** to the date of the purchase, term of contract, or expiration of the current contract (with the exception of forms SPO-002-*Emergency Procurement*, SPO-012-*Evaluation: Vendor or Product*, SPO-016-*Report of Procurement Violation: Findings and Corrective Action and/or Request for After-the-Fact Payment*, SPO-035-*Request to Use pCard for Blocked Purchases*, and SPOH-600-*Request for Crisis Purchase of Service Pursuant to section 103F-406, HRS*).

This time requirement allows the CPO sufficient time to review the request and for agencies to execute a contract in a timely manner. SPO has found that many departments are not using their contract logs effectively and thus allowing contracts to end before planning for follow-on actions, placing them in a procurement violation.

In support of the request, purchasing agencies shall submit the following:

- Justification, i.e., details explaining why goods and/or services are necessary;
- Signed and approved ETS 205 (if applicable for IT hardware/software/services);
- Details of market research conducted;
- Written analysis and determination that price(s) are fair, reasonable;
- Certificate of Vendor Compliance from Hawaii Compliance Express (HCE) for purchases in excess of \$2,500;
- SPO-036 Delegation; and
- Official copy of the training transcript.

In addition, the following documentation is required:

Form	Title	Additional Supporting Documentation
SPO-001	Notice & Request for Sole Source	Sole source justification letter from the manufacturer or vendor. Sole source requests in excess of one hundred thousand dollars (\$100,000) require Cost or Pricing Data (HAR chapter 3-122, subchapter 15).
SPO-002	Emergency Procurement (after-the-fact)	Copy of the vendor's invoice Federal Emergency Management Agency (FEMA) checklist if requesting reimbursement for declared emergencies
SPO-003	Request for Contract Extension	Copy of the original contract & supplementals
SPO-016	Procurement Violation	Copy of the vendor's invoice
SPO-035	Request to Use pCard for Blocked Purchases	Copy of the signature page of the cardholder agreement and Comptroller approval (if applicable).
SPOH-600	Crisis Purchase of Service (after-the-fact)	Detailed summary of Provider's invoices for all after the fact charges. Federal Emergency Management Agency (FEMA) checklist if requesting reimbursement for declared emergencies

The CPO may disapprove or return the request with no action if insufficient information and documentation are submitted. Executive Branch purchasing agencies shall use current forms available at the SPO website, <http://spo.hawaii.gov>, located under the *Forms* tab. All CPO requests, the applicable form, must be submitted on the Hawaii Awards and Notice Data System (HANDS) along with any supporting documentation.,

If your staff has any questions, they may contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov, or you may call me at 587-4700.