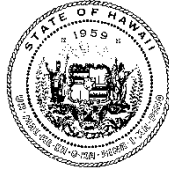


DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR

BONNIE KAHAKUI
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
<http://spo.hawaii.gov>
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

February 26, 2019

PROCUREMENT CIRCULAR NO.2019-10, Amendment 2

TO: Chief Procurement Officers (CPOs):
Department of Education, Superintendent
Public Charter School Commission and Schools, Executive Director
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Health Systems Corporation, President and Chief Executive Officer
(including Hospitals and Boards)
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 

SUBJECT: State of Hawaii **Amazon Business** Account

Effective immediately, the following policies and procedures are recommended when using the State of Hawaii Amazon Business Account.

POLICIES:

- The State of Hawaii Amazon Business Account – is recommended for all jurisdictions whenever a government buyer is selecting Amazon to make a purchase.
- **All alcohol purchases are strictly prohibited.**
- Recommend food/groceries and services also be restricted. Jurisdictions may impose additional category restrictions.
- Recommend spend per transaction shall NOT exceed \$2,500.
- The State's Amazon Business Account includes Amazon Prime with expedited shipping, paid for by the SPO, therefore Prime categories should be used whenever possible to avoid costly shipping fees.

- Use of the State of Hawaii Amazon Business Account for personal use is strictly prohibited.
- Government buyers are encouraged to take SPO training workshops as follows:

SPO-001	Procurement Basics
SPO-027	Understanding, Detecting & Preventing Antitrust Violations
SPO120	Small Purchase method of Procurement
SPO-190	SPO Price and Vendor List Contract and Cooperative Purchasing

PROCEDURES:

- Government buyer must first determine if Amazon is appropriate to use.
 - Check if the item is on a SPO Price or Vendor List (PL/VL).
 - Compare the PL/VL price to the Amazon price, using form SPO-010 (or similar) to document findings (see sample).
- If the Amazon price is less than the PL/VL, the purchase may be made using the State of Hawaii Amazon Business Account.
- If the PL/VL price is less expensive, Amazon.com shall NOT be used.
- If there is no PL/VL for the item Amazon may be used.
- The State’s pCard is the only form of payment acceptable.
- Compliance verification is not required prior to issuing a pCard payment when utilizing Amazon.
- Government buyer is responsible for verifying the product has arrived in satisfactory condition at the correct price.

***Note:** The department/agency may impose additional policies and procedures as appropriate.

If you have any questions about this new program, please do not hesitate to contact Bonnie Kahakui, at (808) 587-4702, or bonnie.a.kahakui@hawaii.gov.



STATE PROCUREMENT OFFICE RECORD OF PROCUREMENT

1. Agency: State Procurement Office 2. PO/pCard. No. xxxx-00-1234

3. Date: 3/15/2019 4. Project/Requisition/Work Order No. Office Operations

5. Record for: Small Purchase procurements for goods, services, & construction less than \$5,000 (HRS §103D-305)
- Small Purchase procurements for goods, services, & construction \$5,000 to less than \$15,000 (HRS §103D-305)*
- Small Purchase procurements for health & human services less than \$25,000 (HRS §103F-405)
- SPO Price List or Vendor List Contract No. _____

* Small purchases \$15,000 to less than \$100,000 (goods & services) and less than \$250,000 (construction) shall be conducted on an electronic procurement system.

6. **PART A.** Description of good/service/construction to be procured (Ref. HAR chapter 3-122, subchapter 8):

three hole punch heavy duty – padded handle

7. PART B. Quotations Solicited - Obtain no less than three written quotes (Ref. HAR §3-122-75(b) & (c)):					
Award To: (Check Box)	8. Vendor/Company Name	9. Representative Name	10. Phone No	11. Date of Quote	12. Amount Quoted
<input checked="" type="checkbox"/> 1.	Amazon Business	Amazon.com		3/1/2019	18.97
<input type="checkbox"/> 2.	Office Depot	SPO PL 17-02		3/1/2019	38.99
<input type="checkbox"/> 3.					
<input type="checkbox"/> 4.					

13. **PART C.** Justification for inability to obtain minimum three quotations, if applicable (Ref. HAR §3-122-75(d)):

Not required

14. **PART D.** Justification for award to other than lowest responsive, responsible vendor, if applicable (Ref. HAR §3-122-75(e)):

Employee conducting procurement: Buyer signature required		Procurement Officer approval: Approval signature if required by department	
15. Signature	Date	16. Signature	Date

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE FILE PROCUREMENT FILE.