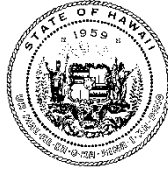


DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
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ASSISTANT ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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May 31, 2019

PROCUREMENT CIRCULAR NO. 2019-13

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 and CEO

FROM: Sarah Allen 

SUBJECT: Procurement of Acquisition Support Services (PASS); SPO VL 19-19
Informational Session for Program and Procurement Personnel

The field of acquisition (procurement) has undergone considerable change in the last few years. This is attributable to many factors including the necessity to research and implement strategies to realize cost savings due to an austere economy and advances in the use of technology and ability to collect and analyze data. Even the way acquisition is perceived has changed. It has become a high-level strategic function rather than a lower level process function.

The State of Hawaii's State Procurement Office (SPO) on behalf on the participating NASPO ValuePoint states are preparing to establish a vendor list for acquisition support services. Contracts are being executed for Acquisition Subject Matter Experts to supplement current lack of knowledge and expertise

in any one or many areas of the acquisition lifecycle and not intended to be utilized to provide staff augmentation services.

Services include acquisition planning assistance, including market research and recommending procurement strategy; acquisition document development including cost/price estimates, quality assurance surveillance plans, statements for work, synopses, solicitations, price negotiation memoranda, etc.; expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis; contract administration support services, including assistance reviewing contractor performance, development contract modifications, and investigating reports of contract discrepancies; contract close-out assistance; competitive sourcing support, including strategic sourcing studies; privatization studies, public-private partnerships.

Services may be required in any phase within the acquisition life cycle phases shown below.



The SPO will be hosting a training session on the use of SPO VL 19-19 Procurement of Acquisition Support Services (PASS). The session information is as follows:

Date: June 27, 2019
Time: 1:00 p.m. – 4:00 p.m.
Place: State Capitol Auditorium and 3rd Conference Rooms
Registration: <https://spo.adobeconnect.com/eoju3rrvpybx/event/registration.html>

Agenda:

12:45 p.m. Doors open to State Capitol Auditorium
1:00 p.m. Explanation of contract and ordering procedures
1:30 p.m. Short introduction of PASS Contractors
2:00 p.m. Meet and greet with PASS Contractors – State Capitol Conference Rooms 309, 312, 325 and 329

Registration is limited to 200 attendees. Please send personnel who participate and/or conduct procurement activities or are tasked in developing specifications/scope of work for department procurements.

Staff may contact Donn Tsuruda-Kashiwbara at 586-0565 or donna.tsuruda-kashiwbara@hawaii.gov with questions. Questions relating to registration may be directed to Jah Laurita 586-0766 or jittima.laurita@hawaii.gov.