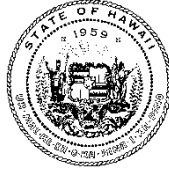


DAVID Y. IGE  
GOVERNOR



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April 29, 2019

**PROCUREMENT CIRCULAR NO. 2018-05. Amendment 1**

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: Revised Contract Log Requirements

This Procurement Circular revises the requirements when submitting contract logs to the State Procurement Office (SPO). There are three specific revisions:

1. **Annual Requirement.** Effective immediately, departments shall submit the contract logs **annually on August 10th** for the previous fiscal year. Each department shall submit only one signed pdf file and one original excel file compiled with all the divisions/agencies within the department including all attached agencies. Logs submitted by individual divisions, independent from the entire department, or in a format other than provided shall be returned to the submitting department for correction.
2. **Disaster Preparedness – additional column.** The Contract Log is revised to include a new column and has been streamlined by removing a few previous columns (Project Number, Date Award Created or Updated, and notation of Exemption Contract). The new column identifies whether the department considers each contract to be a commodity and/or service that might be used in a declared emergency such as an already existing debris removal or generator contract. This will assist HI-EMA in developing a contract library of what contracts are available for use in disasters. To assist you in determining whether a contract could be used in a declared disaster, please review the State Contingency Category List published on the SPO website at <http://spo.hawaii.gov/for-state-county-personnel/disaster-preparedness-procurement/state-contingency-category-list/>.

3. **Format Enhancements.** The Contract Log excel sheet has also been revised to reflect the use of **drop-down menus** in applicable columns to aid in completing the log. You may verify your contract information against data submitted on HANDS. Please check with your HANDS administrator for access. HANDS administrators can be found on the SPO website at <http://spo.hawaii.gov/for-state-county-personnel/deptcpo-jurisdiction-administrators-contacts/>. The new contract log sample contains **descriptions for each column**. To view the descriptions, hover over the title of the column you wish to view more details. To see the full descriptions, ensure that your computer display setting is set at no more than 100%.

Questions concerning this Procurement Circular may be directed to Bonnie Kahakui at 586-0554 or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov), or you may call me at 587-4700.

Hyperlink Attachment: [Contract-Log-Sample.xlsx](#)