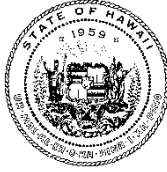


DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
BONNIE KAHAKUI
ASSISTANT ADMINISTRATOR


**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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July 3, 2019

PROCUREMENT CIRCULAR NO. 2019-14. Amendment 1

TO: Executive Branch CPO Jurisdiction
All Chief Procurement Officer (CPOs) Jurisdictions

FROM: Sarah Allen, Administrator 

SUBJECT: Procurement Training Portal - Department Administrator

The new SPO Procurement Training Portal which launched on June 18, 2019 allows designated department administrator(s) access to the training portal for their respective departments. Department Administrator(s) will be responsible for:

- Oversight of the Department's procurement training records.
- Generating procurement training reports specific to their departmental needs.

Please complete the form [SPO-070](#), no later than July 31, 2019, designating a primary and alternate training portal administrator. Submit the form to: spo.training@hawaii.gov.

For your convenience, the current list of department's procurement training points of contact is available at the following link:

<http://spo.hawaii.gov/for-state-county-personnel/deptcpo-jurisdiction-administrators-contacts/>

Procurement training records prior to July 1, 2019 will remain on the SPO website, only accessible to department administrators or alternates, with a valid passcode.

Your staff may contact Jittima Laurita at 586-0766, or e-mail jittima.laurita@hawaii.gov for any questions concerning the Procurement Training Portal, or you may contact me at 587-4700.

Attachment: [Form SPO-070](#)