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**PROCUREMENT CIRCULAR NO. 2020-04**

TO: Office of the Governor, Chief Operating Officer  
Office of the Lieutenant Governor, Chief of Staff  
Executive Department Heads  
Hawaii State Public Library System, State Librarian

CC: Administrative Services Offices

FROM: Sarah Allen, Chief Procurement Officer 

SUBJECT: Notary No Longer a Requirement for Procurement Awards and Supplementals

As the State Procurement Office (SPO) move towards implementing an eProcurement system, we are working with State partners to realign policies that inhibit digital transformation. We are excited to let you know that effective immediately, the form AG-009, *Contractor's Acknowledgement*, is **not** required for Goods, Services, or Construction contracts.

Contractors will no longer be required to affirm, in front of a Notary Public, that the person identified on the form AG-009 is authorized to sign for the contractor.

The SPO is working with the Attorney General's (AG) office to update their forms and instructions accordingly.

Thank you for your partnership and support of government procurement. If you have any questions, please contact Kevin Takaesu at (808) 586-0568 or [kevin.s.takaesu@hawaii.gov](mailto:kevin.s.takaesu@hawaii.gov).