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PROCUREMENT CIRCULAR NO. 2020-05

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 *Allen*

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-103F07, Provider's Acknowledgment, is **not** required for Health and Human Services contracts.

Contractors will no longer be required to affirm, in front of a Notary Public, that the person identified on the form AG-103F07 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 John Vedder at (808) 586-0551 or john.p.vedder@hawaii.gov.