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May 15, 2020

**PROCUREMENT CIRCULAR NO. 2020-09, AMENDMENT 1**

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: Temporary Delegation to the Head of Purchasing Agencies (HOPA) to Approve Procurement Exemptions, Sole Sources, Restricted Purchases, Emergency, Crisis Procurements, and Contract Extensions.

Procurement Circular 2020-09 is amended to include CPO requests for both 103D (goods, services & construction) and 103F (health & human services). Procurement authority is temporarily delegated to the HOPA for the following:

A.

<b>Procurement Requests Until June 30, 2020</b>	Contract Amount Limit	Maximum Contract Term
<ul style="list-style-type: none"><li>• Sole Source (SPO-001)</li><li>• Restricted Purchase (SPOH-500)</li><li>• Procurement Exemption (SPO-007 &amp; SPOH-150)</li></ul> <p><i>Not required to wait 7 days before HOPA makes an approval determination</i></p>	*Up to \$100,000	12 months
<ul style="list-style-type: none"><li>• Emergency (SPO-002)</li></ul>	No limit	Period of immediate emergency
<ul style="list-style-type: none"><li>• Crisis (SPOH-600)</li></ul>	No limit	6 months

<b>Procurement Requests Until December 31, 2020</b>	Contract Amount Limit	Maximum Contract Term
<ul style="list-style-type: none"> <li>• Contract Extension (SPO-003)</li> </ul>	No limit	180 Days

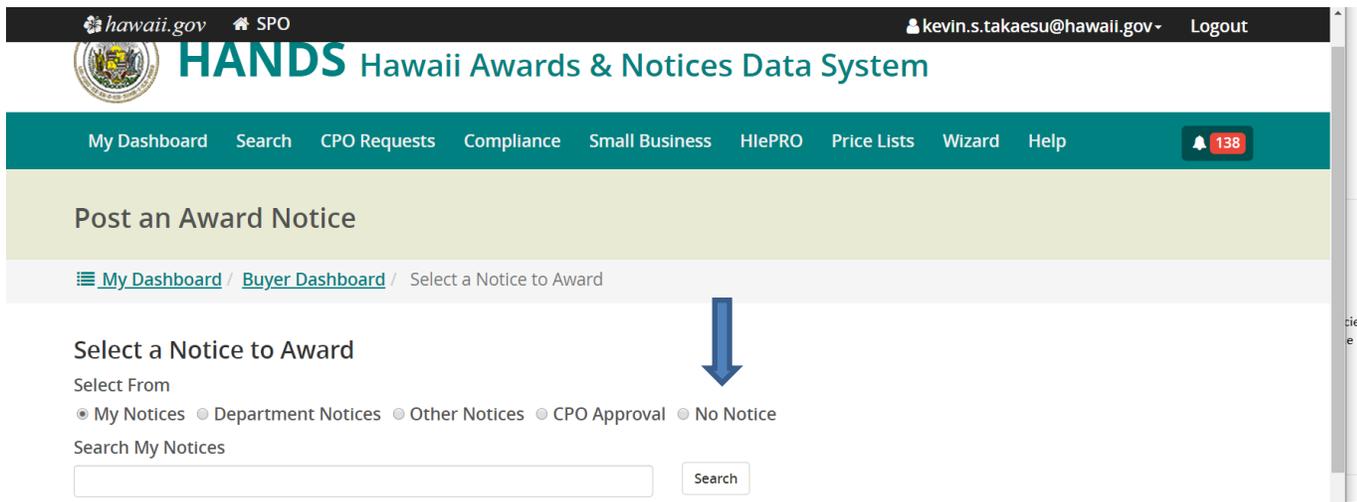
**B. The procurement officer shall ensure the following still applies:**

1. HCE compliance requirements
2. Responsible employee has acquired the appropriate procurement training and delegation
3. \*Sole Sources and Procurement Exemptions requests greater than \$100,000 require Chief Procurement Officer (CPO) approval. Submit requests to SPO through HANDS.

**C. Posting on the Hawaii Awards and Notices Data System (HANDS):**

1. Do not submit requests to State Procurement Office (SPO), keep HOPA approved form in the agency's procurement file.
2. Procurement Exemption, Sole Source, and Emergency/Crisis Procurement **awards** greater than \$25,000 must be posted on the HANDS. Contract Extension awards must be updated in HANDS to reflect extension.

**D. Instructions are below.**



The process is very similar to any award posting in HANDS.

1. Log in to HANDS
2. Select Post an Award Notice; continue
3. Select 'No Notice', hit Ok when prompted, and select 'Yes' to continue

4. Confirm the category (Goods, Services, etc.); continue
5. Complete the information in the text boxes
6. For Method of Procurement, select 'Other'
7. A 'Other Procurement Method' box will appear, select Hawaii Administrative Rules
8. In the 'Statute or Rule' text box, type in Procurement Circular No. 2020-09

The screenshot shows the HiePRO interface for posting an award notice. The top navigation bar includes 'hawaii.gov', 'SPO', and user information 'hiepro@hawaii.gov' with a 'Logout' link. The main menu contains 'My Dashboard', 'Search', 'CPO Requests', 'Compliance', 'Small Business', 'HiePRO', 'Price Lists', 'Wizard', and 'Help'. A notification bell icon shows 0 alerts. The breadcrumb trail is 'My Dashboard / Buyer Dashboard / My Records / Post an Award Notice'. The form is titled 'Form' and has a 'History' tab. The 'Selected Category' is 'Goods & Services'. Under 'General Information', 'Method of Payment' has radio buttons for 'Contract/PO Number' and 'PCARD'. 'Method of Procurement' is a dropdown menu set to 'Other'. 'Other Procurement Method' is a dropdown menu set to 'Hawaii Administrative Rules (HAR)'. 'Statute or Rule' is a text box containing 'Procurement Circular No. 2020-09'. 'Jurisdiction' is a dropdown menu set to 'Executive'. 'Department' is a dropdown menu set to 'State Procurement Office'. 'Division' is a dropdown menu set to 'State Procurement Office'. 'Branch/Office' is a text box containing 'Compliance'. Below the form is an 'Awardee Information' section.

9. Complete the remaining information
10. Once all sections are completed hit 'Post'

The SPO understands that everyone is trying their best to cope with this crisis and 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).