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July 24, 2020

**PROCUREMENT CIRCULAR NO. 2020-09, AMENDMENT 3**

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: Date extended for the Temporary Delegation to the Head of Purchasing Agencies (HOPA) to Approve Procurements of Emergency, Crisis, and Contract Extensions.

Procurement Circular 2020-09 is amended to CPO requests for both 103D (goods, services & construction) and 103F (health & human services). **Effective August 1, 2020** Procurement authority is temporarily delegated to the HOPA **for only Emergency, Crisis, and Contract Extension:**

**A.**

**1.**

<b>Procurement Requests Until August 31, 2020</b>	Contract Amount Limit	Maximum Contract Term
<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

**2.**

<b>Procurement Requests Until December 31, 2020</b>	Contract Amount Limit	Maximum Contract Term
<ul style="list-style-type: none"><li>Contract Extension – HRS 103D (SPO-003)</li></ul>	No limit	180 Days

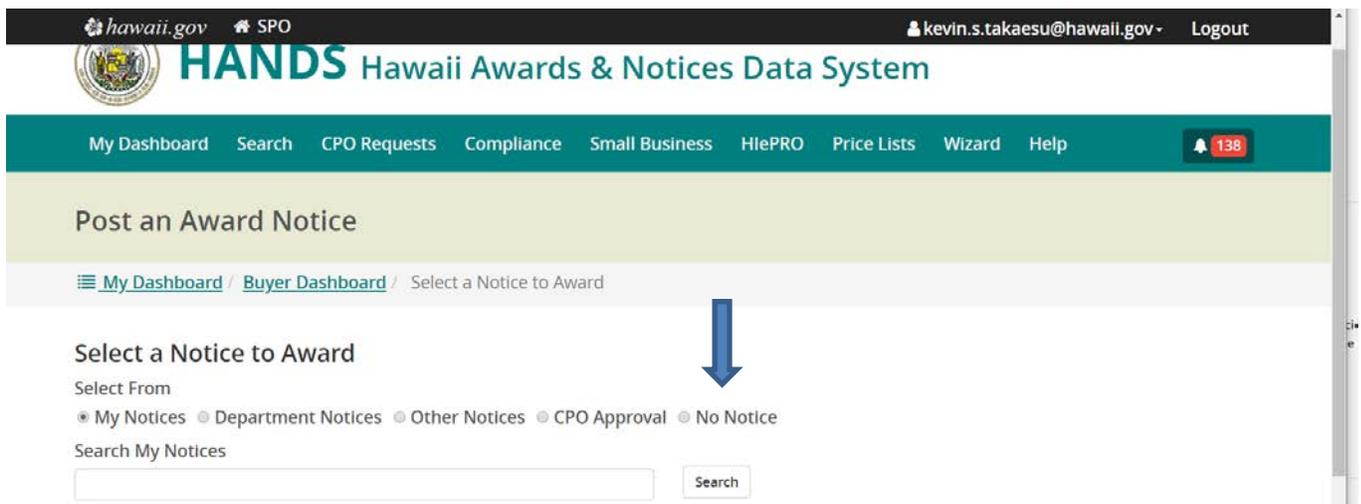
**B. The procurement officer shall ensure the following still applies:**

1. HCE compliance requirements
2. Responsible employee has acquired the appropriate procurement training and delegation

**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. 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 Amendment 3

The screenshot shows a web application interface for the State Procurement Office (SPO) of Hawaii. The header includes the Hawaii.gov logo, 'SPO', and user information 'hiepro@hawaii.gov' with a 'Logout' link. A navigation menu contains 'My Dashboard', 'Search', 'CPO Requests', 'Compliance', 'Small Business', 'HlePRO', 'Price Lists', 'Wizard', and 'Help'. A breadcrumb trail shows 'My Dashboard / Buyer Dashboard / My Records / Post an Award Notice'. The main content area is titled 'Form' and 'History'. The 'Selected Category' is 'Goods & Services'. Under 'General Information', there are several fields: 'Method of Payment' with radio buttons for 'Contract/PO Number' and 'PCARD'; 'Method of Procurement' with a dropdown menu set to 'Other'; 'Other Procurement Method' with a dropdown menu set to 'Hawaii Administrative Rules (HAR)'; 'Statute or Rule' with a text area containing 'Procurement Circular No. 2020-09'; 'Jurisdiction' with a dropdown menu set to 'Executive'; 'Department' with a dropdown menu set to 'State Procurement Office'; 'Division' with a dropdown menu set to 'State Procurement Office'; and 'Branch/Office' with a dropdown menu set to 'Compliance'. At the bottom, there is a section for 'Awardee Information'.

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 HRS 103D questions, please contact Kevin Takaesu at (808) 586-0568 or [kevin.s.takaesu@hawaii.gov](mailto:kevin.s.takaesu@hawaii.gov). For HRS 103F questions contact Christopher Amandi at (808) 587-4706 or [christopher.j.amandi@hawaii.gov](mailto:christopher.j.amandi@hawaii.gov).