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December 21, 2020

**PROCUREMENT CIRCULAR NO. 2020-09, AMENDMENT 7**

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

Handwritten signature of Sarah Allen.

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 immediately, the date is extended, granting temporary delegated procurement authority to the HOPA **for only Emergency, Crisis, and Contract Extension**:

A.

1.

<b>Procurement Requests Until February 14, 2021</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 February 14, 2021</b>	Contract Amount Limit	Maximum Contract Term
<ul style="list-style-type: none"><li>Contract Extension – HRS 103D (SPO-003). Note: The contract end period shall not exceed 180 days from 02/14/2021.</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 screenshot shows the HANDS Hawaii Awards & Notices Data System interface. The page title is "HANDS Hawaii Awards & Notices Data System". The navigation bar includes "My Dashboard", "Search", "CPO Requests", "Compliance", "Small Business", "HlePRO", "Price Lists", "Wizard", and "Help". A notification bell icon shows "138". The main content area is titled "Post an Award Notice" and contains a breadcrumb trail: "My Dashboard / Buyer Dashboard / Select a Notice to Award". Below this is a section titled "Select a Notice to Award" with a "Select From" dropdown menu. The menu options are: "My Notices" (selected), "Department Notices", "Other Notices", "CPO Approval", and "No Notice". There is a search box labeled "Search My Notices" with a "Search" button. A blue arrow points from the breadcrumb trail to the "Select a Notice to Award" section.

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 7

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

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).