



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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July 13, 2021

PROCUREMENT CIRCULAR NO. 2022-01

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: Bonnie Kahakui, Acting Administrator *Bonnie A Kahakui*

SUBJECT: Small Purchases Contract Extension Requests for Chief Procurement Officer (CPO)
Approval Pursuant to HAR section 3-122-3(a)

Effective immediately, the attached SPO-003 form (Rev 7/21), Request for Contract Extension, shall be used when requesting Chief Procurement Officer (CPO) approval for contract extensions for small purchases contracts. NOTE: Requests exceeding the small purchase threshold will not be approved.

In support of the request, purchasing agencies shall submit the following:

- Justification (i.e. details explaining why the goods, services, and/or construction are necessary);
- Timeline (i.e. explaining what progress has been made and/or if a new solicitation is being done);
- Signed and approved T205, if applicable (for IT hardware/software/services);
- Written analysis and determination that price(s) are fair, reasonable if price(s) or conditions of the contract do not remain the same or are amended;
- Certificate of Vendor Compliance from Hawaii Compliance Express (HCE) for purchases in excess of \$2,500;
- SPO-036 Delegation; and
- Official copy of the Training Report or Training Self-Certification form(s).

The CPO may disapprove or return the request with no action if insufficient information and documentation are submitted. Executive Branch purchasing agencies shall use the revised SPO-003 form available at the SPO website, <http://spo.hawaii.gov>, located under the Forms tab. All CPO requests, the applicable form, must be submitted on the Hawaii Awards and Notice Data System (HANDS) along with any supporting documentation, pursuant to Procurement Circular No. 2019-04.

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<https://spo.hawaii.gov/wp-content/uploads/2018/10/PC2019-04-Requests-for-CPO-Approval-signed-10-9-2018.pdf>

Thank you for your cooperation in this matter. Your staff may contact Stacey Kauleinamoku at 586-0571 or stacey.l.kauleinamoku@hawaii.gov, or you may contact me at 587-4700.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	E-mail Address

All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided is to the best of my knowledge, true and correct.

 Department Head Signature

 Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

 Chief Procurement Officer Signature

 Date