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**PROCUREMENT CIRCULAR NO. 2022-02**

TO: Office of the Governor, Chief of Staff  
Office of the Lieutenant Governor, Chief of Staff  
Hawaii State Public Library System, State Librarian  
Executive Department Heads (excluding Department of Education, University  
of Hawaii, Office of Hawaiian Affairs, Hawaii Health Systems  
Corporation)

C: Administrative Services Offices

FROM: Bonnie Kahakui 

SUBJECT: Annual Submittal of Contract Logs

Pursuant to Procurement Circular 2018-05, Amendment 1, departments shall submit the contract logs annually on **August 10th** for the previous fiscal year.

A contract log is a useful tool in managing current contracts and planning future procurements. Departments who have failed to maintain such a contract log have experienced lapsing contracts, contractors working at risk, and violations of the procurement code.

Each Executive Branch Department Head shall develop and maintain a Contract Log for all Department active contracts. In accordance with Hawaii Revised Statutes (HRS) 103D-212, Collection of Data Concerning Public Procurement, Department Contract Logs shall be submitted to the Executive Branch Chief Procurement Officer (CPO) for statistical purposes.

As CPO for the Executive Branch, and under the authority of HRS 103D-206(1), this process is required to ensure that due diligence in procurement and contract management is being conducted at the Department level.

Please refer to [Procurement Circular 2018-05, Amendment 1](#), for guidance on format requirements.

Questions concerning this Procurement Circular may be directed to Jittima Laurita at 586-0766 or [jittima.laurita@hawaii.gov](mailto:jittima.laurita@hawaii.gov).

Hyperlink Attachment: [Contract Log Sample](#)