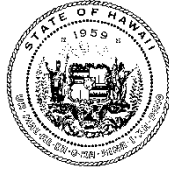


DAVID Y. IGE
GOVERNOR



BONNIE KAHAKUI
ACTING ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>

September 8, 2022

PROCUREMENT CIRCULAR NO. 2023-05

TO: Chief Procurement Officers (CPOs):
Department of Education, Superintendent
University of Hawaii, President
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Health Systems Corporation, President and Chief Executive Officer
The Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker

Counties of Hawaii, Kauai, and Maui, and City & County of Honolulu
Executive Branch, Finance Director
Legislative Branch, Council Chair
Board/Departments of Water Supply, Manager/Chief Engineer
Honolulu Authority for Rapid Transportation, Executive Director

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator 

SUBJECT: Learning Management System for CPO Jurisdictions

The State Procurement Office will be launching a new Learning Management System (LMS) for non-executive CPO Jurisdictions in November 2022. Once the new LMS is implemented, courses listed on Youtube.com will no longer be available on the SPO website.

In preparation for the new LMS, we are requesting training point-of-contact (POC) information from each jurisdiction. POC information shall be sent on form [SPO-070](#), *Delegated Administrator Authority for the SPO Learning Management System (LMS)*, and emailed to spo.training@hawaii.gov by September 30, 2022.

SPO will be contacting the designated training POCs when more information becomes available.

Should there be any questions you may contact Jittima Laurita at (808) 586-0766 or email jittima.laurita@hawaii.gov.

Thank you.