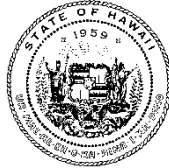


JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



BONNIE KAHAKUI
ADMINISTRATOR

STATE OF HAWAI'I | KA MOKU'ĀINA O HAWAI'I
STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>

July 21, 2025

PROCUREMENT CIRCULAR NO. 2026-04

TO: Office of the Governor, Chief Operating Officer
Office of the Lieutenant Governor, Chief of Staff
Executive Department Directors
Hawaii State Public Library System, State Librarian

Chief Procurement Officers (CPOs):

Department of Education, Superintendent
School Facilities Authority, Executive Director
University of Hawaii, Chief Financial Officer
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, Administrator *Bonnie A. Kahakui*

SUBJECT: 2025 SPO Hō'ike - Procurement-Related Updates and Portfolio Highlights
September 17, 2025, 8:30 am – Noon, Hawaii State Capitol

The State Procurement Office (SPO) will host a half-day event for State and County procurement personnel who utilize SPO price and vendor list contracts. The event will include informational sessions to provide procurement updates and highlights on statewide contracts.

Please circulate the attached flyer to all interested staff.

2025 SPO HŌ'IKE

State and County purchasing professionals are invited to a morning of procurement-related updates and portfolio highlights.



Wednesday, September 17, 2025



Time: 8:30 AM - Noon



**Hawaii State Capitol
415 S. Beretania Street**



Schedule

Procurement Sessions (see page 2 for schedule)

8:30 am and repeats at 10:00 am

Capitol Auditorium (Chamber Floor)

Supplier Meet & Greet

9:00 am - Noon, 4th Floor

Registration is limited to **200** State and County employees **per session**. There is no cost. To register, visit spo.hawaii.gov. Click on “[Training for State & County Personnel](#)” > “[Schedule & Registration](#)” > [2025 SPO HO'IKE](#).” Select either [Session 1](#) or [Session 2](#).

Each attendee is required to present their employee ID at the security checkpoint located on the street level.

For more information, please email donna.tsuruda-kashiwabara@hawaii.gov

Registration deadline: COB, **September 12, 2025**.



Hō'ike is made possible with funds from the **National Association of State Procurement Officials**, a non-profit organization dedicated to strengthening the procurement community through education, research, and communication.


2025 SPO HŌ'IKE

Supplier Meet & Greet - 4th Floor, 9:00 am - Noon

Procurement Sessions - Capitol Auditorium

Schedule is subject to change. Register for either Session 1 or Session 2:

Session 1 (8:30 - 9:30 am) or Session 2 (10:00 am - 11:00 am)

Session 1 8:30-9:30	Session 2 10:00-11:00	Description
8:30 am	10:00 am	Welcome
8:35 am	10:05 am	SPO Updates 
8:40 am	10:10 am	ADA Compliance
8:45 am	10:15 am	IRS/HCE Updates
8:50 am	10:20 am	Unarmed Security Guard Services Debris Removal Services
8:55 am	10:25 am	Satellite Phone and Services On-Demand Remote Interpreting and Translating Services
9:00 am	10:30 am	Correctional Facilities Supplies Amazon Prime
9:05 am	10:35 am	Body Armor
9:10 am	10:40 am	Procurement of Acquisition Support Services
9:15 am	10:45 am	Small Business
9:25 am	10:55 am	Closing