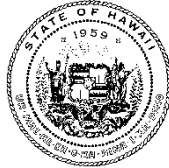


JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



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
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<http://spo.hawaii.gov>

August 26, 2025

PROCUREMENT CIRCULAR NO. 2026-06

TO: Office of the Governor, Chief of Staff
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
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, Maui, and City and 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 Directors

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Administrator *Bonnie A. Kahakui*

SUBJECT: SPO Vendor List Contract No. 23-09
Interisland Airline Price Agreement
Hawaiian Airlines Corporate Program Transition to Atmos for Business

Atmos for Business, the new self-managed business tool by Hawaiian Airlines and Alaska Airlines, will replace the existing Hawaiian Airlines Corporate Program, which currently has 1,122 accounts. The new program will not permit multiple accounts for departments or jurisdictions unless assigned and approved.

Each Department or Jurisdiction is required to designate **one (1)** Primary Administrator per account, along with additional Administrators as needed. Departments or Jurisdictions may elect to assign a Primary Administrator and supporting Administrators at the overall Department/Jurisdiction level, and/or individually for each Division, Branch, or School.

The Primary Department Administrator and Administrators will be responsible for:

- Assigning and managing user hierarchal roles (Administrators and Traveler)
- Providing Oversight to ensure security is maintained and data is accurate and correctly entered

Account Access & Permissions

Features	Primary Admin	Admin	Traveler
Portal Features			
Access ticket report	Yes	Yes	No
Manage company account (view activity, redeem points)	Yes	Yes	No
Manage company preferences	Yes	Yes	No
Add/remove authorized email domains	Yes	Yes	No
Add & assign payment types	Yes	Yes	No
Request company removal (via support)	Yes	No	No
People			
Manage guest profiles	Yes	Yes	No
Create teams	Yes	Yes	No
Invite or delete users	Yes	Yes	No
Booking			
Shop & book eligible corporate fares	Yes	Yes	Yes
Shop for award travel	Yes	Yes	Yes
Book award travel	Yes	Yes	No
Use admin-provided form(s) of payment	Yes	Yes	Yes
Access guest profiles for booking	Yes	Yes	Varies
Book travel for anyone	Yes	Yes	Yes
Use funds from company wallet	Yes	Yes	No

Important Atmos for Business Dates:

 August 20 Atmos for Business Admin Portal	 Mid-September Atmos for Business Flight Bookings	 Late September Last Flight Bookings on Hawaiian Airlines Corporate Travel Portal
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Departments/Jurisdictions shall use the Excel form [Atmos for Business Delegation](#) to delegate one (1) Primary Department Administrator and additional Administrators. **Please submit the form to shannon.j.ota@hawaii.gov, no later than September 12, 2025.**

After September 26, 2025, any current Hawaiian Corporate Accounts will no longer be available. Any miles remaining in the account will roll up to the Department/Jurisdiction level.

This is an opportunity for Departments/Jurisdictions to assess their needs and assign and/or update their list to only those employees who require access to book interisland flights on Hawaiian Airlines.

Hawaiian Airlines will host a mandatory webinar in September for all approved Primary Department Administrators and Administrators to preview, learn and ask questions about Atmos for Business. Details on the webinar will be provided to administrators at a later date.

If there are any questions, your staff may contact Shannon Ota at (808)586-0563, or email shannon.j.ota@hawaii.gov.