JOSH GREEN, M.D. GOVERNOR KE KIA'ĀINA



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

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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 Kahaui, Administrator Jonne 9 Hakaku

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.

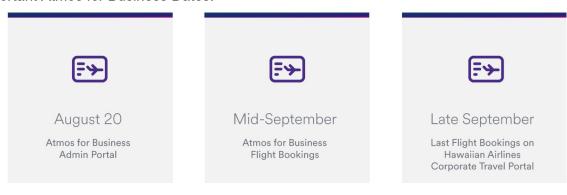
The Primary Department Administrator and Administrators will be responsible for:

- 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	
4		Alaska. HAWAIIA		

Important Atmos for Business Dates:



Departments/Jurisdictions shall use the Excel form <u>Atmos for Business Delegation</u> 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.