

STATE OF HAWAII | KA MOKU'ĀINA O HAWAII
STATE PROCUREMENT OFFICE

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PROCUREMENT CIRCULAR NO. 2024-05, Amendment 2

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

Chief Procurement Officers: (CPOs)
Department of Education, Superintendent
University of Hawaii, President
Office of Hawaiian Affairs, Chairperson of the Board
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, City/County 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: Guidance on Contractor Performance Database – NEW! CP Access User Role

Procurement Circular No. 2024-05, dated 12/28/2023, is amended to provide guidance on the newly added User Management Role: CP Access.

Departments and Jurisdictions' Procurement Officers (POs) are reminded that they are required to log into the Hawaii Awards and Notices Database System (HANDS) to complete and submit a contractor's performance form for procurements conducted under:

- Competitive Sealed Bidding (HRS §103D-302);
- Competitive Sealed Proposals (HRS §103D-303); and
- Sole Source (HRS §103D-306).

The contractor performance form is required for all contracts, conducted under 103D-302, 103D-303, and 103D-306, completed on or after January 1, 2024.

NEW USER MANAGEMENT ROLE AND ACCESSIBILITY - CP ACCESS

Procuring Agency Users. All Users are required to create an eHawaii.gov account to access the database. Each executive department head and CPO jurisdiction has delegated an Administrator and Alternate as a point of contact to manage and assign user accounts and provide oversight to ensure security is maintained and data is accurate and entered correctly. In the “User Management” module of HANDS, the Department Administrator may now assign the following new role with the applicable accessibility:

- CP Access
 - Can view all completed and posted performance forms
 - Can view forms they created
 - Can view forms they are listed as the PO for

This new role was created in response to requests from other CPO Jurisdictions’ Department Administrators to have a user role, without HlePRO access, that would be able to do the following:

- Have access to HANDS only;
- Have the ability to be assigned access to HCE;
- Be able to create a new CP form; and
- Have PO permissions for the forms they are listed as the PO for.

Each Jurisdiction/Department Administrator or Alternate will also be responsible for ensuring the Procurement Officer is assigned the role of a Department Administrator or Buyer in HANDS within their respective department/jurisdiction. A list of HANDS Department Administrators/Alternates is available at: <https://spo.hawaii.gov/for-state-county-personnel/deptcpo-jurisdiction-administrators-contacts/>.

NOTE: The updated Users Guide for the Contractor Performance Database, including other roles and accessibility, is available on HANDS in the Help site in the User Manuals tab.

For more information on HANDS Department/Jurisdiction Administrators, Roles, and User Account, please reference Procurement Circular 2019-05, *Posting Procurement Awards, Notices, Solicitation and CPO Requests on the Hawaii Awards and Notices Data System (HANDS)*.

A complete listing of all current Procurement Circulars is available at <https://spo.hawaii.gov/>, under the *References* menu, click on *Procurement Circulars*.

Should there be any questions, procurement personnel may contact the listed SPO staff, or you may contact me at bonnie.a.kahakui@hawaii.gov or via phone at 587-4700.

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