

JOSH B. GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



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>

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PROCUREMENT CIRCULAR NO. 2024-03

TO: Office of the Governor, Chief Operating Officer
Office of the Lieutenant Governor, Chief of Staff
Hawaii State Public Library System, State Librarian
Executive Department Heads (excluding Department of Education, University of Hawaii, Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator

A handwritten signature in blue ink that reads "Bonnie A. Kahakui".

SUBJECT: Annual Submittal of Contract Logs and Posting of Awards

Annual Submittal of Contract Logs

Pursuant to Procurement Circular 2018-05, Amendment 1, departments shall submit contract logs , for the previous fiscal year, annually on August 10th .

A contract log is a useful tool in managing current contracts and planning future procurements. Departments who have failed to maintain such contract logs experienced lapsing contracts, contractors working at risk, and violations of the procurement code.

Each Executive Branch Department Head shall develop and maintain a contract log for all Department active contracts. In accordance with Hawaii Revised Statutes (HRS) 103D-212, Collection of Data Concerning Public Procurement, Department Contract Logs shall be submitted to the Executive Branch Chief Procurement Officer (CPO) for statistical purposes.

As CPO of Executive Branch, and under the authority of HRS 103D-206(1), this process is required to ensure that due diligence in procurement and contract management is being conducted at the Department level.

Please refer to [Procurement Circular 2018-05, Amendment 1](#), for guidance on format requirements.

Posting of Awards

The State Procurement Office conducted spot checks on contract logs submitted for fiscal year 2021 and found that **forty percent (40%)** of contract awards were not posted. Pursuant to Procurement Circular PC2019-05, contract awards are required to be posted on the Hawaii Awards and Notices Data System (HANDS) within seven (7) calendar days after the Notice of Award Date.

Questions concerning this Procurement Circular may be directed to Jittima Laurita at 586-0766 or Jittima.laurita@hawaii.gov.

Hyperlink Attachment: [Contract Log Sample](#)
[Hawaii Awards and Notices Data System \(HANDS\)](#)