



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

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January 12, 2024

PROCUREMENT CIRCULAR NO. 2024-05, Amendment 1

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
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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 *Bonnie A. Kahakui*

SUBJECT: HANDS Contractor Performance Database – State/County Personnel Training

As referenced in Procurement Circular No. 2024-05, dated December 28, 2023, this memo is in follow-up to announce HANDS Contractor Performance Database training on:

Date: January 31, 2024

Time: 9:30 am to 10:30 am

Place: Webinar

Description: This information session is designed for State/County procurement personnel who will be utilizing the HANDS Contractor Performance Database, established pursuant to Act 188, SLH 2021, to routinely capture a contractor's performance information that is accessible and utilized

when future procurements (competitive sealed bids, competitive sealed proposals, and sole source) need to determine a contractor's responsibility. This workshop provides the basics for using the Contractor Performance Database and includes a brief overview, workflow/functionality, requirements, and user roles and accessibility.

Registration

On-line registration for this session is accessible at the State Procurement Office website, <https://spo.hawaii.gov/>, click on Training for State & County Personnel, then click on Schedule & Registration. Space is limited so early registration is recommended. The session will be recorded for later viewing for staff who are unable to attend the training on January 31, 2024.

Should there be any questions about registration, procurement personnel may contact Jittima "Jah" Laurita at 808-586-0766, or email jittima.laurita@hawaii.gov, or you may contact me at bonnie.a.kahakui@hawaii.gov or via phone at 808-587-4700.