



STATE OF HAWAII | KA MOKU'ĀINA O HAWAII
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PROCUREMENT CIRCULAR NO. 2025-04

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
School Facilities Authority, Executive Director
University of Hawaii, Chief Financial Officer
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Health Systems Corporation, President/Chief Executive Officer
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, Administrator 

SUBJECT: Hawaii Awards and Notices Data System (HANDS) –Posting Awards for Governor Declared Emergency Proclamations

The purpose of this circular is to 1) explain the change made to HANDS and 2) a summary of the updates.

Award Postings for Governor Declared Emergency Proclamations

Governor Declared Emergency Proclamation may include provisions to suspend Chapters 103D, and 103F, HRS, the Hawaii Public Procurement Code ("Code") and Purchases of Health and Human Services, to the extent that the compliance results in any additional delays involved in meeting

procurement requirements for selecting contractors in a timely manner to respond to emergency situations. However, this language does not suspend compliance with Chapter 103D-310(c) or award posting requirements.

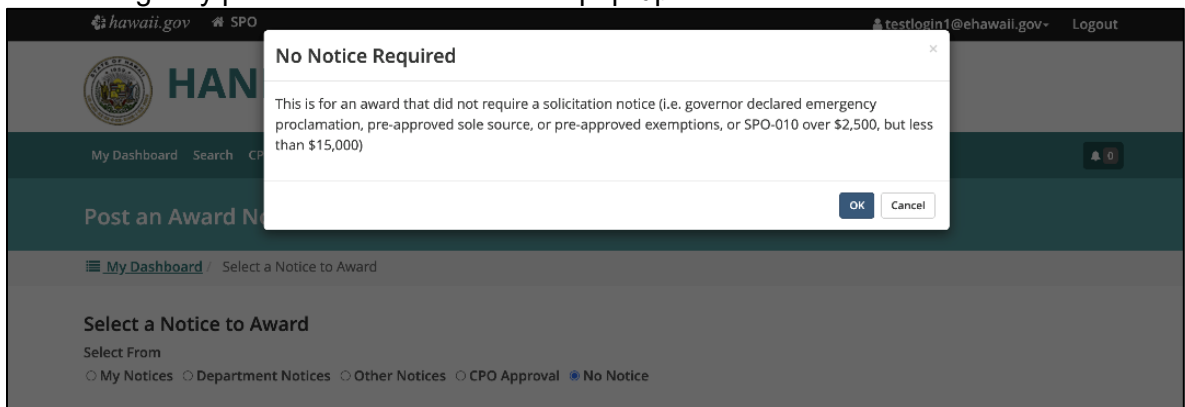
To assist Departments and Jurisdictions, HANDS has been updated to include “Governor Declared Emergency Proclamation” under the “No Notice” when posting an award that did not require a solicitation notice (i.e., pre-approved sole source, pre-approved exemption, or SPO-010 over \$2,500, but less than \$15,000).

Summary of No Notice Award Updates for Governor Declared Emergency Proclamations

At a minimum, the notice of award to the awardee shall be posted on the HANDS and the written award determination for the selected contractor and all relevant documentation shall be included in the contract file.

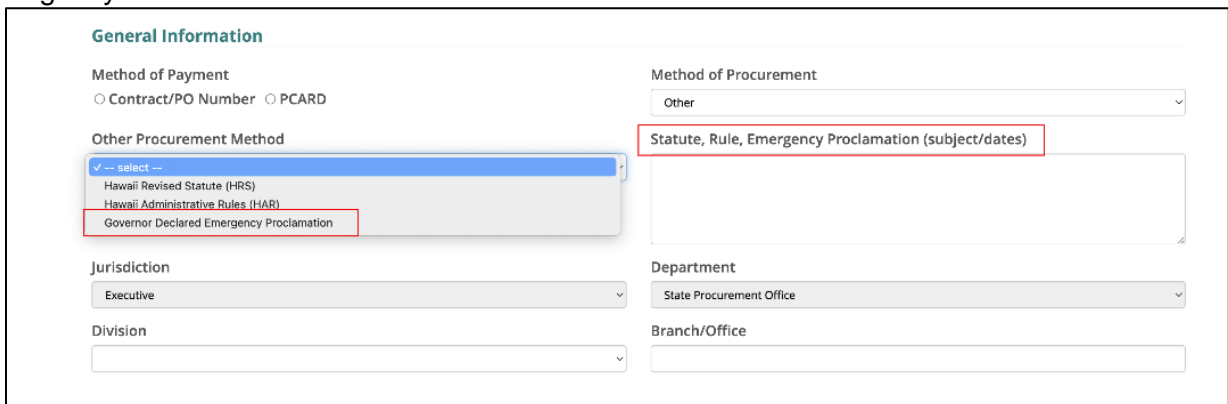
“No Notice Required” Popup

Agency user logs in to HANDS to post an award notice and selects, “No Notice,” will see “governor declared emergency proclamation” added to the pop-up.



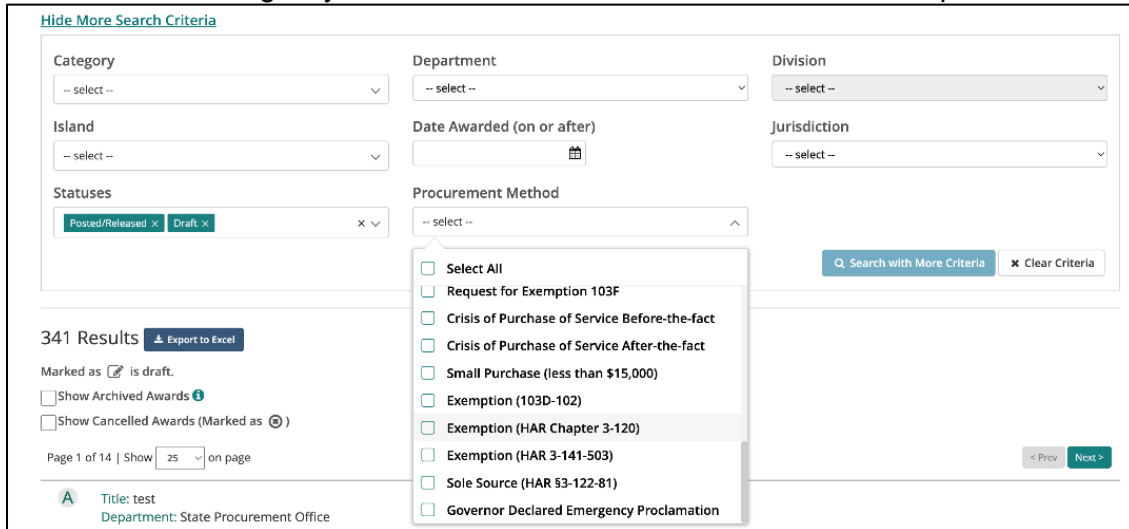
No Notice Award – Other Method of Procurement

Agency user confirms the Category and selects “Governor Declared Emergency Proclamation” as the *Other Method of Procurement* in the dropdown menu and shall input the subject and dates for the Emergency Proclamation and relevant information.



More Search Criteria Functionality

Agency user logs into HANDS to search for a contract award and may narrow the search by selecting “Governor Declared Emergency Proclamation” in the *Procurement Method* dropdown menu.



NOTE: The HANDS User Guides for Department Admin, Buyer, Requester, and Poster roles are available on HANDS in the Help site in the User Manuals tab.

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

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 587-4701.

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