



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

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PROCUREMENT CIRCULAR NO. 2024-05, Amendment 3

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 and 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: Contractor Performance Database in HANDS *Bonnie A Kahakui*

Pursuant to Procurement Circular No. 2024-05, departments and jurisdictions' Procurement Officers (POs) are reminded it is required to complete and submit a contractor's performance form, on the Hawaii Awards and Notices Data System (HANDS) 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.

Each Jurisdiction/Department Administrator or Alternate is 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)*.

Please refer to Procurement Circular 2024-05 and its Amendment 2, for guidance on the contractor performance database. 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 (808)587-4701.

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