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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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August 1, 2005

PROCUREMENT CIRCULAR NO. 2005-04

TO: Chief Procurement Officers
Executive Department Heads

FROM: Ruth E. Yamaguchi
Acting Administrator

A handwritten signature in black ink, appearing to read "Ruth E. Yamaguchi", written over the printed name and title.

SUBJECT: Hawaii Compliance Express

The State Procurement Office requested the Hawaii Information Consortium, LLC (HIC), Manager of the State's official internet portal, www.ehawaii.gov, to develop an electronic proof of compliance process in order for a vendor to obtain a tax clearance from the Department of Taxation, Certificate of Compliance from the Department of Labor and Industrial Relations, and a Certificate of Good Standing from the Department of Commerce and Consumer Affairs to meet the requirements of section 3-122-112, Hawaii Administrative Rules. As described below, government agencies shall accept the new "Certificate of Vendor Compliance" (sample attached) as proof of the vendors' compliance with the requirements of section 3-122-112, HAR.

In response to our request, the HIC developed the Hawaii Compliance Express (HCE) to commence on August 1, 2005. Instead of filling out forms and manually applying for these certificates at the various state agencies, this new process allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Compliance" form. Vendors that elect to use the new Hawaii Compliance Express services will be required to pay an annual fee of \$15.00 to the HIC. Vendors choosing not to participate in the new program will be required to provide the paper certificates in the same manner as being done now.

Government procurement personnel will be provided with no-cost online access to the HCE system, allowing them to view and print the compliance status of registered vendors. Since the HCE process may require the disclosure of sensitive company information, access to view information on registered vendors will be restricted to the respective vendor and to registered procurement personnel as authorized by the government agency.

Departments shall have their primary lead person for this program list the names, telephone numbers, and email addresses of the procurement personnel they wish to have access to the HCE system. The list should be sent by **August 12, 2005** to Jeff Jiminez, HIC Coordinator, Hawaii Information Consortium, Inc., 220 South King St., Suite 2190, Honolulu, HI 96813; or may also be emailed to jeff@ehawaii.gov. The HIC shall contact the listed persons via e-mail to set up access privileges and to provide training on the system. Should your staff have any questions about this registration, they may call Jeff at (808) 587-4214.

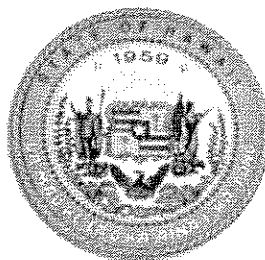
INFORMATIONAL SESSIONS

The State Procurement Office and the HIC will conduct two informational sessions on the Hawaii Compliance Express on **August 15, 2005** at 9:00 am and 11:00 am in the Kalanimoku Building, 1151 Punchbowl Street, Rooms 322B and 322C. To sign up for one of the informational sessions, please contact Robert Zamarron at (808) 586-0573; or email robert.zamarron@hawaii.gov.

To accommodate interested personnel on the neighbor islands, the HIC will have both information sessions available via speakerphone and on-line web 'Ready Talk'. At the selected session (either 9:00 or 11:00 am), individuals participating via speakerphone should call (866) 740-1260, and enter pin number 5874225; and via the on-line web 'Ready Talk' at www.readytalk.com, enter access code 5874225.

Should you have any questions or concerns please call me at 586-0554, or your staff may contact Colin Tanaka at 586-0558.

Attach.



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

Pursuant to Section 103D-310, HRS, and Section 3-122-112, HAR, this document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: **Sample Company**

DBA/Trade Name: **Sample Company**

Issue Date: **08/01/2005**

Status: **Not Compliant**

Hawaii

Tax#:

FEIN#: 125555577

UI#:

DCCA

FILE#:

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Submitted
	Internal Revenue Service	Submitted
COGS	Hawaii Department of Commerce & Consumer Affairs	Not applicable
LIR27	Hawaii Department of Labor & Industrial Relations	Submitted



Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information