



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

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May 29, 2025

PROCUREMENT CIRCULAR NO. 2025-06

TO: Office of the Governor, Chief Operating Officer
Office of the Lieutenant Governor, Chief of Staff
Executive Department Directors
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
The 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, 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 *Bonnie A. Kahakui*

SUBJECT: Baseline Survey for the Small Business Initiative
in Accordance with Act 168, SLH 2022

The State Procurement Office (SPO) invites you to participate in an important survey supporting the Hawai'i Small Business Assistance Initiative, established under Act 168, Session Laws of Hawai'i (SLH) 2022, consistent with HRS § 103D-902(b). This initiative aims to ensure that small businesses—including those owned by veterans, Native Hawaiians, and women—are able to effectively participate in small business contracting opportunities in the State.

The current small business assistance provisions under HRS Part IX (§§103D-901 to 906) lack active administrative rules, as previous interim rules expired in 2011. The SPO is tasked with collecting feedback to better understand and address the needs of small businesses in State and County procurement. **The results of this survey will directly support the development of new administrative rules, policies, and program strategies. Feedback from departments and jurisdictions statewide is vital to this effort.**

Your participation will help:

- Establish baseline data on small business engagement in State and County procurement;
- Identify perceived challenges and barriers;
- Inform the drafting of administrative rules related to small business assistance; and
- Guide the design of future small business support programs and outreach efforts.

Our goal is maximum participation. Please distribute to all relevant personnel within your department (i.e., procurement personnel). A copy of this circular will also be distributed via Hawaii Awards & Notices Data System (HANDS) announcement.

The survey will take approximately 15–20 minutes to complete. Any identifying information you choose to provide will be used solely for internal purposes and will be kept confidential. As a token of appreciation, five (5) respondents will be randomly selected to receive a \$200 voucher from the National Association of State Procurement Officials (NASPO) for Procurement U.

Deadline:

To ensure your response will be taken into consideration, please complete the survey no later than **COB Friday, June 13th, 2025**.

Survey: <https://survey.us.confirmit.com/wix/6/p496810494926.aspx>

Your voice matters. Mahalo for helping shape a more inclusive and effective small business procurement environment in Hawai'i.

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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