



**STATE OF HAWAI'I | KA MOKU'ĀINA O HAWAI'I**  
**STATE PROCUREMENT OFFICE**

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May 27, 2025

**PROCUREMENT CIRCULAR NO. 2025-07**

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

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Administrator 

SUBJECT: Electronic Information Technology (EIT) Accessibility Compliance in Procurement

The purpose of this circular is to reinforce the directives outlined in the April 1, 2025, memorandum jointly issued by the Comptroller and Chief Information Officer regarding the Hawai'i Electronic Information Technology Disability Access Standards. It provides operational guidance for state entities to integrate accessibility compliance into all electronic information technology (EIT) procurement and development activities.

In accordance with Act 172 (SLH 2022), the Office of Enterprise Technology Services (ETS), in consultation with the Disability and Communication Access Board (DCAB), published revised statewide accessibility standards effective January 1, 2025. These standards incorporate federal Section 508 requirements and the U.S. Department of Justice's Americans with Disabilities Act (ADA) Title II rule mandating web content and mobile applications compliance with WCAG 2.1 Level AA by April 24, 2026, for entities serving populations of 50,000 or more.

### State Requirements for New Procurements/Solicitations and Price/Vendor List Contracts:

- Clearly communicate the expectation that vendors and contractors are held to the Access Standards, see Hawai'i EIT Disability Access Standards.
- Keep documentation of their accessibility evaluation and selection criteria for the evaluation of proposals.
- Where applicable, the vendor shall provide the state entity with its most recent Accessibility Conformance Report (ACR).
- Ensure all solicitations and contracts procuring information technology (*Electronic information technology means electronic information, software, systems, and equipment used in the creation, manipulation, storage, display, or transmission of data, including: (1) Internet and intranet systems; (2) Websites and interfaces; (3) Software applications; (4) Operating systems; (5) Video and multimedia; (6) Telecommunication products; (7) Electronic and digital kiosks; (8) Information transaction machines; (9) Copiers and printers; and (10) Desktop and portable computers*) include the following language:

*"All electronic information technology developed or provided under this contract or procurement shall comply with the applicable requirements of the Hawaii Electronic Information Technology Disability Access Standards (Access Standards)."*

- Price/Vendor Lists: Agencies shall ensure that task orders, statements of work, or requests for quotations include the requirement to comply with the Hawaii Electronic Information Technology Disability Access Standards.

### Resources

- [Hawai'i EIT Disability Access Standards \(PDF\)](#)
- [Section 508 & WCAG 2.1 Guidance](#)
- ETS Accessibility Support: [ets.servicedesk@hawaii.gov](mailto:ets.servicedesk@hawaii.gov)

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, the agency should contact its department ADA Coordinator. For procurement inquiries, personnel may contact the listed SPO staff, or you may contact me at (808) 587-4701 or email [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

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