



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

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>

September 3, 2025

PROCUREMENT CIRCULAR NO. 2026-06, Amendment 1

TO: Office of the Governor, Chief of Staff
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
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 

SUBJECT: SPO Vendor List Contract No. 23-09 - Interisland Airline Price Agreement
Account Set-up on Atmos for Business

This circular is to provide clarification on [Procurement Circular 2026-06](#) regarding the department/jurisdiction account structure options on Atmos for Business, the new self-managed business tool by Hawaiian Airlines and Alaska Airlines.

In completing the [Atmos for Business Delegation form](#) to delegate one (1) Primary Department Administrator and additional Administrators, each Department/Jurisdiction has two options for organizing their Divisions/Branches/Schools in their Atmos for Business corporate account:

Option 1: Single Account Structure

- All Divisions/Branches/Schools are grouped under **one account**.
- This account will have:
 - One Primary Administrator
 - Multiple Administrators as needed
- Within this single account, there is an option to create multiple “teams” to represent each Division/Branch/School

Option 2: Separate Account Structure

- Each Division/Branch/School will have its **own, separate account**.
- Each account will have:
 - One Primary Administrator
 - Multiple Administrators

If your Department/Jurisdiction chooses the structure with separate accounts, your department may submit a single spreadsheet listing all accounts, or each Division/Branch/School may submit its own spreadsheet.

Please submit the [Atmos for Business Delegation form](#) to shannon.j.ota@hawaii.gov by close of business **September 12, 2025**. If your Department/Jurisdiction does not submit a response, an Atmos for Business will not be created and your agency will not be able to make flight reservations for business-related travel through the corporate program. After September 12, 2025, the agency must submit a separate request to SPO to create an Atmos for Business account.

Mandatory Webinars on Atmos for Business

Multiple webinars for Delegated Primary Administrators and Administrators are tentatively scheduled for September 15 – 18, 2025. Registration information and a list of sessions will be shared with the Department/Jurisdiction’s designated administrators for Atmos for Business.

Questions

If there are any questions, your staff may contact Shannon Ota at (808)586-0563, or email shannon.j.ota@hawaii.gov.

Mahalo.