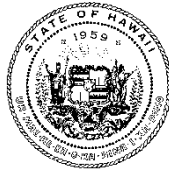


JOSH GREEN, M.D.  
GOVERNOR  
KE KIA'ĀINA



BONNIE KAHAKUI  
ADMINISTRATOR  
  
DAYNA OMIYA  
ASSISTANT ADMINISTRATOR

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

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

December 11, 2025

**PROCUREMENT CIRCULAR NO. 2026-09**

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: Hawaii Compliance Express Update

**Effective immediately!** Hawaii Compliance Express (HCE) has been enhanced to allow vendors to upload a Tax Compliance Report (TCR), a Letter of Determination, or a Hawaii Department of Taxation Waiver (Waiver), directly into HCE. This enhancement aims to streamline the compliance verification process for vendors, making it easier and faster for them to furnish proof of compliance with the requirements of 103D-310(c), Hawaii Revised Statutes. By integrating optical character recognition (OCR) technology, HCE ensures that the uploaded documents are scanned and the necessary vendor information is extracted to return an accurate compliance status. NOTE: The uploaded document must match **exactly** with the

vendor information entered into HCE. Vendors can find instructions a Vendor Reference Guide on the HCE homepage.

Vendors who upload a TCR, Letter of Determination, or Waiver (as applicable) will not be required to produce the paper documents to the purchasing agency to prove compliance, provided the vendor is "Compliant" in HCE. Additionally, no action is needed for vendors who are currently compliant with all regulatory agencies (Hawaii Department of Taxation, Hawaii Department of Commerce and Consumer Affairs, Hawaii Department of Labor and Industrial Relations, and the Internal Revenue Service).

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 (808) 587-4701 or email [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

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