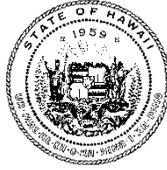


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March 5, 2026

PROCUREMENT CIRCULAR NO. 2026-10

TO: Office of the Governor, Chief Operating Officer
Office of the Lieutenant Governor, Chief of Staff
Hawaii State Public Library System, State Librarian
Executive Department Directors (excluding Department of Education, University of Hawaii, Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Administrator *Bonnie Kahakui*

SUBJECT: USPS Postmark Procedure Change Affecting Mailed Proposals under HRS Chapter 103F

Purpose

The purpose of this circular is to inform Executive Branch departments and agencies of a recent [procedural change implemented by the United States Postal Service \(USPS\)](#), that may affect the determination of proposal submission deadlines for mailed proposals under Hawai'i Revised Statutes (HRS) Chapter 103F, Health and Human Services Procurement.

Background

Under the competitive purchase method of HRS Chapter 103F-402, proposals submitted through the USPS are considered timely if the proposal bears a USPS postmark dated on or before the proposal submission deadline.

The USPS has implemented a procedural change under which the postmark date may reflect the date the mail is processed by USPS rather than the date the item is deposited by the sender. As a result, mail deposited close to a proposal submission deadline may receive a postmark date later than the actual mailing date.

Impact

Because proposal timeliness under HRS Chapter 103F relies on the USPS postmark date, this procedural change may result in circumstances where a proposal mailed prior to the deadline is postmarked after the deadline, due to USPS processing schedules.

This situation may create uncertainty regarding the timeliness of mailed proposals and may increase the potential for misunderstandings or procurement protests.

Guidance to Agencies

Departments and agencies issuing solicitations under HRS Chapter 103F are advised to take the following steps to mitigate potential issues:

1. Inform prospective offerors in upcoming Requests for Proposals (RFPs) of the USPS postmark procedure change and its potential effect on proposal timeliness.
2. Encourage offerors to allow sufficient mailing time to ensure that USPS processing occurs prior to the submission deadline.
3. Include explanatory language in the RFP clarifying that the official USPS postmark date will be used to determine the timeliness of mailed proposals.
4. Consider allowing proposals to be submitted through electronic means, such as via email, as permitted under HAR §3-143-504.
5. When appropriate, arrange for providers to submit proposals electronically through the State’s electronic procurement system, currently HlePRO, with the Aloha eBUYS system anticipated to replace HlePRO in the near future.

Providing clear submission instructions and explaining the USPS postmark procedure in the solicitation will help reduce the likelihood of misunderstandings or protests related to proposal timeliness.

Should there be any questions, procurement personnel may contact Christopher Amandi at Christopher.J.Amandi@hawaii.gov or (808) 587-4706.

References:

[Postmarks and Postal Possession](#)

[Postmarking Myths and Facts](#)

- c: 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