

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
<http://spo.hawaii.gov>

July 15, 2026

PROCUREMENT CIRCULAR NO. 2027-02

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 Heads (excluding Department of Education, University of Hawaii, Office of Hawaiian Affairs, and Hawaii Health Systems Corporation)

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Administrator 

SUBJECT: Contract Logs

The annual submission of Department contract logs for the previous fiscal year is no longer required. However, departments are still expected to develop and maintain contract logs as an essential contract management tool.

A contract log is a useful tool in managing current contracts and planning future procurements. Departments that have failed to maintain contract logs have experienced lapsing contracts, contractors working at risk, and violations of the procurement code.

Each Executive Branch Department Head is responsible to develop and to maintain a contract log for all Department active contracts. In accordance with Hawaii Revised Statutes (HRS) 103D-212, Collection of Data Concerning Public Procurement, the Executive Branch Chief Procurement Officer (CPO) may request contract logs for statistical purposes.

As CPO of Executive Branch, and under the authority of HRS 103D-206(1), this requirement is to ensure that due diligence in procurement and contract management is being conducted at the Department level.

Please refer to [Procurement Circular 2018-05, Amendment 1](#), for guidance on format requirements.

Questions concerning this Procurement Circular may be directed to Stacey Kauleinamoku-Murakami at 586-0571 or stacey.l.kauleinamoku@hawaii.gov.