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STATE PROCUREMENT OFFICE**


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April 10, 2020

PROCUREMENT CIRCULAR NO. 2020-09

TO: Office of the Governor, Chief Operating Officer
Office of the Lieutenant Governor, Chief of Staff
Executive Department Heads
Hawaii State Public Library System, State Librarian

CC: Administrative Services Offices

FROM: Sarah Allen, Chief Procurement Officer 

SUBJECT: Temporary Delegation to the Head of Purchasing Agencies (HOPA)
to Approve Procurement Exemptions, Sole Sources, Emergency Procurements,
and Contract Extensions.

Effective immediately, as each Department is challenged with the COVID-19 crisis, procurement authority is temporarily delegated to the HOPA for the following:

A.

Procurement Requests Until June 30, 2020	Contract Amount Limit	Maximum Contract Term
<ul style="list-style-type: none">• Sole Source (SPO-001)• Procurement Exemption (SPO-007) <p><i>Not required to wait 7 days before HOPA makes an approval determination</i></p>	*Up to \$100,000	12 months
<ul style="list-style-type: none">• Emergency (SPO-002)	No limit	Period of immediate emergency

Procurement Requests Until December 31, 2020	Contract Amount Limit	Maximum Contract Term
• Contract Extension (SPO-003)	No limit	180 Days

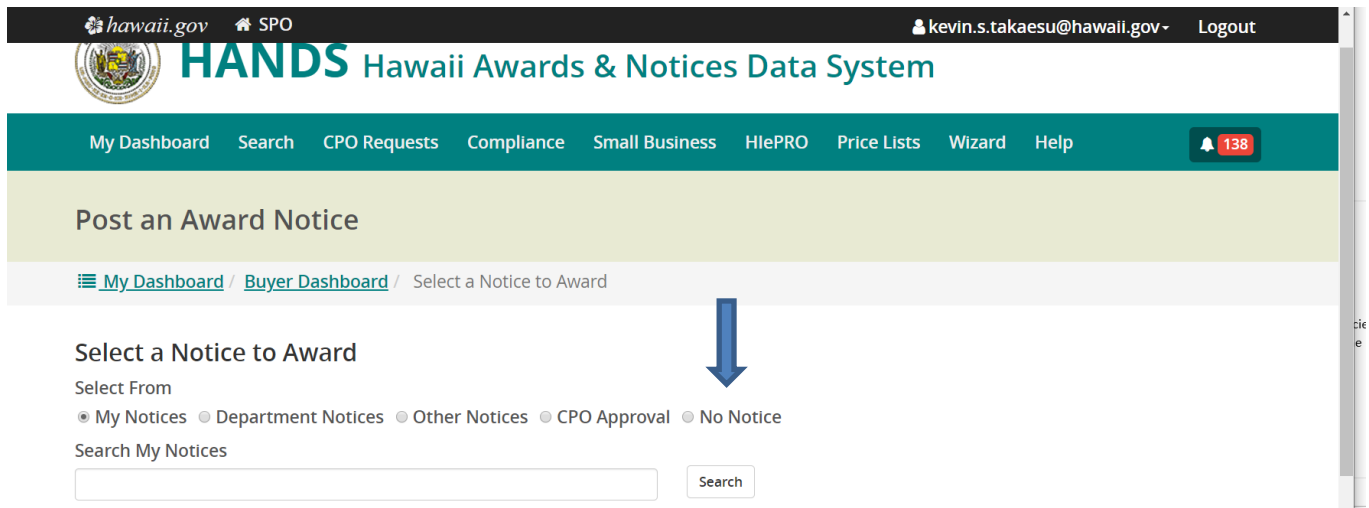
B. The procurement officer shall ensure the following still applies:

1. HCE compliance requirements
2. Responsible employee has acquired the appropriate procurement training and delegation
3. Sole Sources and Procurement Exemptions requests greater than \$100,000 require Chief Procurement Officer (CPO) approval. Submit requests to SPO through HANDS.

C. Posting on the Hawaii Awards and Notices Data System (HANDS):

1. Do not submit requests to State Procurement Office (SPO), keep HOPA approved form in the agency's procurement file.
2. Procurement Exemption, Sole Source, and Emergency Procurement **awards** greater than \$25,000 must be posted on the HANDS. Contract Extension awards must be updated in HANDS to reflect extension.

D. Instructions are below.



The process is very similar to any award posting in HANDS.

1. Log in to HANDS
2. Select Post an Award Notice; continue
3. Select 'No Notice', hit Ok when prompted, and select 'Yes' to continue
4. Confirm the category (Goods, Services, etc.); continue
5. Complete the information in the text boxes

6. For Method of Procurement, select 'Other'
7. 'Other Procurement Method' box will appear; select Hawaii Administrative Rules
8. In the 'Statute or Rule' text box, type in Procurement Circular No. 2020-09

The screenshot shows the Hawaii SPO procurement form interface. The top navigation bar includes the Hawaii.gov logo, SPO, and user information (hiepro@hawaii.gov, Logout). The main navigation menu contains: My Dashboard, Search, CPO Requests, Compliance, Small Business, HlePRO, Price Lists, Wizard, and Help. A notification bell icon shows 0 alerts. Below the navigation is a breadcrumb trail: My Dashboard / Buyer Dashboard / My Records / Post an Award Notice.

The main content area is titled "Form" and "History". The "Form" tab is active, showing the following information:

- Selected Category:** Goods & Services
- General Information**
 - Method of Payment:** Radio buttons for Contract/PO Number (selected) and PCARD.
 - Method of Procurement:** Dropdown menu set to "Other".
 - Other Procurement Method:** Dropdown menu set to "Hawaii Administrative Rules (HAR)".
 - Statute or Rule:** Text box containing "Procurement Circular No. 2020-09".
 - Jurisdiction:** Dropdown menu set to "Executive".
 - Department:** Dropdown menu set to "State Procurement Office".
 - Division:** Dropdown menu set to "State Procurement Office".
 - Branch/Office:** Text box containing "Compliance".
- Awardee Information**

9. Complete the remaining information
10. Once all sections are completed, hit 'Post'

The SPO understands that everyone is trying their best to cope with this crisis and thanks you for your partnership and support of government procurement.

If you have any questions, please contact Kevin Takaesu at (808) 586-0568 or kevin.s.takaesu@hawaii.gov.