



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 587-4700 Fax: (808) 587-4703  
<http://hawaii.gov/spo>

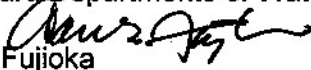
July 8, 2011

PROCUREMENT CIRCULAR NO. 2011-02

TO: Office of the Governor  
Office of the Lieutenant Governor  
Executive Department Heads  
State Librarian

Chief Procurement Officers:

Department of Education, Superintendent  
Office of Hawaiian Affairs, Chairperson of the Board  
Hawaii Health Systems Corporation, Chief Executive Officer (Excluding the  
Regional System Boards and Hospitals)  
Judiciary, Administrative Director of the Courts  
Senate, President  
House, Speaker of the House of Representatives  
Counties of Hawaii, Kauai, Maui and City & County of Honolulu:  
Executive Branch, Finance Director  
Legislative Branch, Chairperson of the County Council  
Board/Departments of Water Supply, Manager/Chief Engineer

FROM: Aaron S. Fujioka 

SUBJECT: ACT 190, SLH 2011, (SB 758) Guidance on Amendment to HRS §103D-310(c),  
Verification of Compliance for Small Purchase Contract Awards

Senate Bill No. 758, SD 1, HD 2, CD 1 was signed into law by Governor Neil Abercrombie on July 6, 2011 with an effective date of July 1, 2011. ACT 190 amends HRS §103D-310(c), which requires "All offerors, upon award of contract, shall comply with all laws governing entities doing business in the State ...", to additionally require procurement personnel to verify compliance for awards pursuant to HRS §103D-305, that are \$2,500 or more.

State and County procurement personnel are required to utilize the Hawaii Compliance Express (HCE) to obtain proof of compliance prior to award.

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Procurement personnel requiring access to the HCE should follow instructions on Frequently Asked Questions (FAQ) No. 28. FAQ's are located at: <http://hawaii.gov/spo> and under *Quicklinks*, click "Hawaii Compliance Express".

Vendors, contractors and service providers who need to register in HCE should follow instructions on FAQ No. 5, "How do I register my business in the HCE?" located at the website above.

Questions relating to ACT 190 may be directed to Donn Tsuruda-Kashiwabara at 586-0565 or e-mail [donna.tsuruda-kashiwabara@hawaii.gov](mailto:donna.tsuruda-kashiwabara@hawaii.gov) and questions relating to HCE may be directed to Wendy Orita at 586-0563 or e-mail [wendy.m.orita@hawaii.gov](mailto:wendy.m.orita@hawaii.gov), or you may call me at 587-4700.