



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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December 7, 2010

PROCUREMENT DELEGATION NO. 2010-02

TO: Chief of Staff, Office of the Governor
Chief of Staff, Office of the Lieutenant Governor
Executive Department Heads (Excludes DOE, UH, OHA and HHSC)
State Librarian, Hawaii State Public Library System

FROM: Aaron S. Fujioka, Chief Procurement Officer

SUBJECT: Education and Training Requirements for Procurement Delegation

As referenced in Procurement Delegation No. 2010-01 dated December 6, 2010, this memo is in follow-up to subject requirements.

EDUCATION AND TRAINING

As the Procurement Officer for your office/department, you are required by statute to attend Workshop No. 170, *Overview of Procurement Practices* to comply with HRS §103D-110(c).

All other procurement officers and personnel with your written delegated procurement authority to conduct and or participate in the procurement process are required to attend applicable State Procurement Office (SPO) training workshops. Applicable training ensures delegated procurement personnel receive the appropriate training to fulfill their responsibilities, and are in compliance with HRS §103D-110, as amended by Act 194, SLH 2008 for goods, services and construction and HRS §103F-301 for purchases of health and human services. Below are the applicable statutes.

HRS §103D-110 Education and training. (c) Each state procurement officer of a department of the executive branch [which includes DOE, UH, HHSC, and OHA] shall attend a mandatory fundamental training and development session [Workshop No. 170] within sixty days of being appointed or named to the position of procurement officer.

(d) Each state procurement officer of a department of the executive branch whom the State procurement office determines is in need of further training and development based upon:

- (1) The history of procurement compliance to this chapter by the agency to which the particular procurement officer is attached; or
- (2) Any other need for training and development, shall attend follow-up training and development sessions.

HRS §103F-301 Powers and duties of the administrator. The administrator of the state procurement office shall carry out the following duties.... (3) Develop and administer a statewide orientation and training program for purchasing agency employees... on all matters relating to carrying out the purposes of this chapter.

If you are unable to fulfill this requirement within the 60 day period, which begins on the start date of your appointment, the procurement delegated authority granted to you by me as the Chief Procurement Officer will be temporarily rescinded until this statutory requirement is met.

Training information and on-line registration as detailed in Procurement Circular No. 2010-05 are available at <http://hawaii.gov/spo>, click *Training for State and County Procurement Personnel*.

Procurement officers and personnel without written delegated procurement authority and/or who have not completed the applicable mandatory training for HRS chapters 103D and 103F shall not conduct, approve, or participate in the procurement.

Your staff may contact Stanton Mato at 586-0566 if they have questions, or you may call me at 587-4700. Thank you for your cooperation and assistance.