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# STATE OF HAWAII STATE PROCUREMENT OFFICE

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### PROCUREMENT CIRCULAR 2019-09, Amendment 2

TO: Office of the Governor, Chief of Staff

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, Hawaii Health Systems Corporation)

C: Administrative Services Office

**Department Amazon Business Account Administrators** 

FROM: Sarah Allen

SUBJECT: State of Hawaii Amazon Business Account – Policies & Procedures

Effective March 15, 2019 the following policies and procedures will be in place when using the State of Hawaii Amazon Business Account.

#### **POLICIES:**

- The **State of Hawaii Amazon Business Account** is mandatory for all Executive Branch Departments/Agencies (excluding DOE, UH, OHA and HHSC) whenever a government buyer is selecting Amazon to make a purchase.
- Amazon shall be used for goods only. Alcohol, food/groceries and services are restricted and shall not be purchased.
- Maximum spend per transaction shall NOT exceed \$2,500.
- The State's Amazon Business Account includes Amazon Prime with expedited shipping, paid for by the SPO, therefore Prime categories should be used whenever possible to avoid costly shipping fees.
- Use of the State of Hawaii Amazon Business Account for personal use is strictly prohibited.
- Government buyers must have procurement delegation (SPO-036) and taken all mandatory workshops for Small Purchases method of procurement and SPO Price and Vendor List Contracts

# Mandatory Training Requirement:

SPO-001	Procurement Basics		
SPO-027	Understanding, Detecting & Preventing Antitrust Violations		
SPO120	Small Purchase method of Procurement		
SPO-190	SPO Price and Vendor List Contract and Cooperative Purchasing		

## **PROCEDURES**:

- Government buyer must first determine if Amazon is appropriate to use.
  - o Check if the item is on a SPO Price or Vendor List (PL/VL).
  - Compare the PL/VL price to the Amazon price, using form SPO-010 to document findings (see sample).
- If the Amazon price is less than the PL/VL, the purchase may be made using the State of Hawaii Amazon Business Account.
- If the PL/VL price is less expensive, Amazon.com shall NOT be used.
- If there is no PL/VL for the item Amazon may be used.
- The State's pCard is the only form of payment acceptable.
- Compliance verification is not required prior to issuing a pCard payment when utilizing Amazon.
- The government buyer is responsible for verifying the product has arrived in satisfactory condition at the correct price.

\*Note: The department/agency may impose additional policies and procedures as appropriate.



# STATE PROCUREMENT OFFICE RECORD OF PROCUREMENT

1. Agency:	State Producement Office		2. PO/pCard. No.	xxxx-00-1234				
з. Date:	3/15/2019	4. Project/Requi	sition/Work Order No.	Office Operations				
5. Record for: Small Purchase procurements for goods, services, & construction less than \$5,000 (HRS §103D-305)								
	☐ Small Purchase procurements for goods, services, & construction \$5,000 to less than \$15,000 (HRS §103D-305)*							
☐ Small Purchase procurements for health & human services less than \$25,000 (HRS §103F-405)								
SPO Price List or Vendor List Contract No.								
* Small purchases \$15,000 to less than \$100,000 (goods & services) and less than \$250,000 (construction) shall be conducted on an electronic procurement system.								
6. PART A. Description of good/service/construction to be procured (Ref. HAR chapter 3-122, subchapter 8):								
three hole	punch heavy duty – padded han	dle						
DARTR	0.11.1011.	1 11 11 11	(D. ( ) (D. )	22 = 4 \ 2 \ 4 \ \				
7. PART B. Award To: (Check Box)	Quotations Solicited - Obtain no 8. Vendor/Company Name	9. Representative N	•	22-75(b) & (c)): 11. Date of Quote	12. Amount Quoted			
	n Business	Amazon.com		3/1/2019	18.97			
2.Offic	2.Office Depot SPO PL 17-02			3/1/2019	38.99			
☐ 3.								
<u></u> 4.								
13. <b>PART C</b> . Justification for inability to obtain minimum three quotations, if applicable (Ref. HAR §3-122-75(d)):								
Not require	d							
14. PART D. Justification for award to other than lowest responsive, responsible vendor, if applicable (Ref. HAR §3-122-75(e)):								
		T						
			Procurement Officer approval:					
Buye	er signature required		Approval signature if requ	ired by department				
15. Signature	D	ate	16. Signature	Date				