DAVID Y. IGE GOVERNOR



STATE OF HAWAII STATE PROCUREMENT OFFICE

July 13, 2021

PROCUREMENT CIRCULAR NO. 2022-01

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: Bonnie Kahakui, Acting Administrator Jonne Q Kakakuu

SUBJECT: Small Purchases Contract Extension Requests for Chief Procurement Officer (CPO)

Approval Pursuant to HAR section 3-122-3(a)

Effective immediately, the attached SPO-003 form (Rev 7/21), Request for Contract Extension, shall be used when requesting Chief Procurement Officer (CPO) approval for contract extensions for small purchases contracts. NOTE: Requests exceeding the small purchase threshold will not be approved.

In support of the request, purchasing agencies shall submit the following:

- Justification (i.e. details explaining why the goods, services, and/or construction are necessary);
- Timeline (i.e. explaining what progress has been made and/or if a new solicitation is being done);
- Signed and approved T205, if applicable (for IT hardware/software/services);
- Written analysis and determination that price(s) are fair, reasonable if price(s) or conditions of the contract do not remain the same or are amended;
- Certificate of Vendor Compliance from Hawaii Compliance Express (HCE) for purchases in excess of \$2,500;
- SPO-036 Delegation; and
- Official copy of the Training Report or Training Self-Certification form(s).

The CPO may disapprove or return the request with no action if insufficient information and documentation are submitted. Executive Branch purchasing agencies shall use the revised SPO-003 form available at the SPO website, http://spo.hawaii.gov, located under the Forms tab. All CPO requests, the applicable form, must be submitted on the Hawaii Awards and Notice Data System (HANDS) along with any supporting documentation, pursuant to Procurement Circular No. 2019-04.

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https://spo.hawaii.gov/wp-content/uploads/2018/10/PC2019-04-Requests-for-CPO-Approval-signed-10-9-2018.pdf

Thank you for your cooperation in this matter. Your staff may contact Stacey Kauleinamoku at 586-0571 or stacey.l.kauleinamoku@hawaii.gov, or you may contact me at 587-4700.



STATE PROCUREMENT OFFICE REQUEST FOR CONTRACT EXTENSION

Chief Procurement Officer				
Name of Requesting Department				
IAR chapter 3-122, Subchapter 2, the Department requests approval for the follow	wing:			
the goods, services or construction procured, cite solicitation or contracgall supplemental agreements).	5			
he method of procurement used for the above contract:				
Competitive Sealed Bidding (HRS §103D-302 and HAR chapter 3-122, Subchapter 5)				
Competitive Sealed Proposals (HRS §103D-303 and HAR chapter 3-122, Subchapter 6)				
Professional Services (HRS §103D-304 and HAR chapter 3-122, Subchapter 7)				
Small Purchase (HRS §103D-305 and HAR chapter 3-122, Subchapter 8. NOTE: The total sum of expenditures, including the extension period, shall not exceed the small purchase threshold)				
Contractor/Service Provider Name:				
n of contract (including initial and all supplementals): Start:	End:			
9-003 Request for Contract Extension: Yes No				
SPO-003 Request for Contract Extension (CE) Number:				
ion time:	Prior Extension Amount:			
To:	<u> </u>			
equest extension time:				
	Current Extension Amount:			
equest extension time: To:				
t s	the goods, services or construction procured, cite solicitation or contract, all supplemental agreements). The method of procurement used for the above contract: Inpetitive Sealed Bidding (HRS §103D-302 and HAR chapter 3-122, Subcompetitive Sealed Proposals (HRS §103D-303 and HAR chapter 3-122, Subcompetitive Sealed Proposals (HRS §103D-304 and HAR chapter 3-122, Subchapter all Purchase (HRS §103D-305 and HAR chapter 3-122, Subchapter all Purchase (HRS §103D-305 and HAR chapter 3-122, Subchapter all Purchase (HRS §103D-305 and HAR chapter 3-122, Subchapter 8. Note and the extension period, shall not exceed the small purchase (Including the extension period, shall not exceed the small purchase (Including initial and all supplementals): Start: -003 Request for Contract Extension: Yes Note Contract (Including Initial and Including Contract Extension): Spo-003 Request for Contract Extension: Spo-003 Request for Contract Extension (CE) Number: In of continue:			

Form SPO-003 (rev. 07/09/2021)

Contract Extension No. _____

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required). *Point of contact (Place asterisk after name of person to contact for additional information.)					
Name	Division/Ag	ency Phone Nur	nber I	E-mail Address	
All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided is to the best of my knowledge, true and correct.					
Department Head Signature			Date		
☐ Approved	Disapproved	☐ No Action Requir	ed		
		Chief Procur	ement Officer Signature	Date	