



**STATE OF HAWAII | KA MOKU'ĀINA O HAWAII'**  
**STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 586-0554  
email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>

July 1, 2024

**PROCUREMENT CIRCULAR NO. 2025-01**

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

Chief Procurement Officers: (CPOs)  
Department of Education, Superintendent  
University of Hawaii, President  
Office of Hawaiian Affairs, Chairperson of the Board  
Judiciary, Administrative Director of the Courts  
Senate, President  
House of Representatives, Speaker

Counties of Hawaii, Kauai, and Maui, and City & County of Honolulu  
Executive Branch, Finance Director  
Legislative Branch, City/County Council Chair  
Board/Departments of Water Supply, Manager/Chief Engineer  
Honolulu Authority for Rapid Transportation, Executive Director

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Administrator *Bonnie A Kahakui*

SUBJECT: Updates to HlePRO, HANDS, and HRS section 103D-308, Cancellation of Invitations for Bids or Requests for Proposals, pursuant to Act 175/SLH 2022

Effective June 27, 2022, Act 175 of the 2022 Regular Legislative Session amended HRS section 103D-308 by requiring that reasons for cancellation for invitations for bids and requests for proposals be publicly posted, for a minimum of ten (10) business days, on a purchasing agency's website, government electronic notification system, or by any other means the procurement officer deems effective for publicizing the cancellation notice.

In response to Act 175/SLH 2022, both HlePRO and HANDS have been updated to allow the general public to view cancelled solicitations; without having to log in. NOTE: Although the law requires only a minimum of ten (10) business days, the cancelled solicitations will all be visible,

provided the “Show Cancelled Solicitations” box on HlePRO or the “Show Cancelled Opportunities” box on HANDS is checked.

**Public’s Point of View:**

On HlePRO:

**HlePRO State of Hawaii eProcurement**

Home Search Commodity Codes FAQs Help Videos Vendor Registration

**Search Results** New Search

Show Closed Solicitations  
 Show Cancelled Solicitations

Show 10 entries

Solicitation #	Dept Solicitation #	Solicitation Title	Status	Category	Island	Last Amended	Release Date	Offer Due Date
<a href="#">Q14000195</a>		Temporary Recruitment Services	Cancelled	Goods and Services	Oahu	02/24/2014	02/24/2014	03/05/2014 02:00 PM
<a href="#">Q14000288</a>		Muraoka - Coco Palms	Cancelled	Goods and Services	Statewide	03/11/2014	03/11/2014	03/31/2014 04:00 PM
<a href="#">Q14000388</a>		Replace Carpet	Cancelled	Goods and Services	Oahu	04/03/2014	04/03/2014	05/05/2014 12:00 AM
<a href="#">Q14000432</a>		Encrypted Flash Drives	Cancelled	Goods and Services	Oahu	04/09/2014	04/09/2014	04/18/2014 02:00 PM
<a href="#">Q14000614</a>		Baby Anne Mannequins	Cancelled	Goods and Services	Statewide	05/07/2014	05/07/2014	05/21/2014 02:00 PM
<a href="#">Q14000673</a>		Magnetic Particle Processor for RNA Extraction	Cancelled	Goods and Services	Oahu	05/13/2014	05/13/2014	05/27/2014 02:00 PM
<a href="#">Q14000943</a>		PURCHASE OF DICTATION AND TRANSCRIPTION SOFTWARE AND SERVICES	Cancelled	Goods and Services	Statewide	06/12/2014	06/10/2014	06/24/2014 02:00 PM
<a href="#">Q14000992</a>		Load Balancers	Cancelled	Goods and Services	Oahu	06/06/2014	06/06/2014	06/17/2014 04:30 PM
<a href="#">Q14001056</a>		McAfee Software	Cancelled	Goods and Services	Statewide	06/19/2014	06/19/2014	06/27/2014 04:30 PM
<a href="#">Q15000054</a>		Financial Data Schedules Submission	Cancelled	Goods and Services	Statewide	07/15/2014	07/15/2014	07/24/2014 02:00 PM

Showing 1 to 10 of 690 entries

First Previous 1 2 3 4 5 ... 69 Next Last

Modify Search Export to Excel

On HANDS:



HANDS

Hawaii Awards & Notices Data System

Welcome
Bidding Opportunities
Contract Awards
CPO Requests
Compliance
Small Business
HlePRO
Help
Log In

Bidding Opportunities : 191 Opportunities

This page displays an up to date listing of notices for solicitations, requests for information, and other solicitation notices used to assist in the procurement of goods, services, construction, professional services and health and human services throughout the State and its municipalities. ⓘ

Enter keyword(s)

Example keywords: refuse, IFB-100-SW, Q17000556, Kauai, DAGS

[Show More Search Criteria](#)

1,054 Results Export to Excel

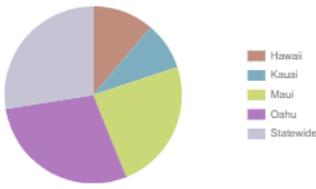
Show Closed Opportunities (Marked as 🔒)

Show Cancelled Opportunities (Marked as Ⓜ)

Page 1 of 106 | Show 10 on page < Prev Next >

Solicitation #	Title	Category	Jurisdiction	Department	Island	Published Date	Offer Due Date & Time (HST)
23-01	Job No. 23-01 Koloa Well A Pump Replacement, Kauai, Hawaii	Construction	<a href="#">Kauai Board of Water Supply</a>	Kauai County - Department of Water Supply	Kauai	08/18/2022	09/22/2022 02:00 PM
3844	Furnishing of Services to Design, Print, Personalize and Distribute Real Property Tax Assessment and Residential Refuse Collection Assessment	Goods & Services	<a href="#">County of Kauai</a>	Kauai Director of Finance	Kauai	08/18/2022	09/19/2022 03:00 PM
B2023000002	UHM - Replace Biogenesis Cloning Lab and Crawford Hall Pad Mounted Transformers	Construction	<a href="#">University of Hawaii</a>	University of Hawaii	Honolulu	08/18/2022	09/09/2022 02:00 PM
B23000327	CCWIS Project Management Services	Goods and Services	Executive	Human Services	Statewide	08/18/2022	09/02/2022 04:30 PM
B23000335	Furnish and Deliver 240 Infinia Tab M with flex case	Goods	Executive	Hawaii State Public Library System	Oahu	08/18/2022	09/08/2022 02:00 PM
B23000338	Printing and Delivering Window Envelopes Statewide	Goods and Services	Executive	State Procurement Office	Statewide	08/18/2022	08/31/2022 02:30 PM
DWSP 2023-01	Furnish, deliver and install one (1) excavator mulcher head with upper and lower steel guards for cab and necessary installation hardware	Goods & Services	<a href="#">County of Maui</a>	Maui Director of Finance	Maui	08/18/2022	09/14/2022 10:00 AM
IFB 22-23/P-56	Furnish & Delivery of Side x Side UTV's	Goods & Services	<a href="#">County of Maui</a>	Maui Director of Finance	Maui	08/18/2022	09/14/2022 02:00 PM
IFB 3842	River Mouth Clearing on the Island of Kauai	Goods & Services	<a href="#">County of Kauai</a>	Kauai Director of Finance	Kauai	08/18/2022	09/08/2022 03:00 PM
IFB 3843	Crestron Video Wall Installation, Training and Configuration	Construction	<a href="#">County of Kauai</a>	Kauai Director of Finance	Kauai	08/18/2022	09/20/2022 03:00 PM

### Opportunities by Island



- Hawaii
- Kauai
- Maui
- Oahu
- Statewide

**Guidance for cancelling a Solicitation:**

On HlePRO:

1. Go to: [hiepro.ehawaii.gov](http://hiepro.ehawaii.gov).
2. Login using your eHawaii.gov account.
3. Click 'Search.'

4. Enter the solicitation number.
5. Click the solicitation number in the results.
6. Scroll to the bottom and select Click 'Cancel Solicitation.'
7. Enter the cancellation reason. NOTE: Once the solicitation is cancelled, it will not be restored, so be absolutely certain it should be cancelled.
8. Click 'Yes.'
9. Logout

On HANDS:

1. Go to: [hands.ehawaii.gov](https://hands.ehawaii.gov).
2. Login using your eHawaii.gov account.
3. Select 'View Solicitation and Awards.'
4. Select the solicitation you want to cancel.
5. Scroll to the bottom and select 'Cancel Solicitation.'
6. Enter the cancellation reason. NOTE: Once the solicitation is cancelled, it will not be restored. so be absolutely certain it should be cancelled.
7. Click 'Submit.'
8. Logout.

**Guidance for searching for Canceled Solicitations:**

On HiePRO:

1. Go to: [hiepro.ehawaii.gov](https://hiepro.ehawaii.gov).
2. Login using your eHawaii.gov account.
3. Click 'Search.'
4. Click 'More search criteria.'
5. Select 'Cancelled' in the Status dropdown list, then click 'Search.'
6. Click the applicable solicitation number in the results.

Agency users may also "View Solicitations and Awards" from the buyer dashboard, where you can find all solicitation and awards that the buyer created. By default, all solicitations the buyer saved as a draft or released will display. Check the box to show closed solicitations or show cancelled solicitations.

On HANDS:

1. Go to: [hands.ehawaii.gov](https://hands.ehawaii.gov).
2. Login using your eHawaii.gov account.
3. Click 'Search.'
4. Enter a keyword (ex. Solicitation number, department, title, etc.).
5. Click 'Show More Search Criteria.'
6. Select 'Cancelled' in the Statuses dropdown list, then click 'Search with More Criteria.'
7. Click the applicable solicitation number in the results.

The search can be narrowed by selecting one of the filters (ex. Solicitation, Award, etc.). Select the item in the results for more details and if the item exists on another platform, then the system will link you to the appropriate site.

Additionally, on HANDS, the “My Records” tile will display all solicitation notices, awards notices, and CPO Requests that the buyer created. For HANDS notices, by default, notices with the following criteria will display:

- Notices that have been saved as a draft.
- Notices that are not closed (the offer due date has not passed yet).
- Notices that have not been cancelled.

To view a notice that has been closed check the box ‘Show Closed Notices,’ and to view a notice that has been cancelled check the box ‘Show Cancelled Notices.’

### “More Search Criteria” - Agency’s Point of View (when logged in):

On HlePRO:

The screenshot shows the HlePRO State of Hawaii eProcurement search interface. At the top, there is a navigation bar with links for 'My Dashboard', 'Search', 'Commodity Codes', 'FAQs', and 'Help Videos'. The main heading is 'Search for Solicitations & Awards'. Below this, there are tabs for 'Notice of Solicitation', 'Awards', and 'Vendors'. The search form includes several input fields and dropdown menus: 'Solicitation #' (text input), 'Keyword' (text input), 'Department' (dropdown menu set to 'All'), and 'Method of Procurement' (dropdown menu set to 'All'). There is a link for 'More search criteria'. Below that, there are more search criteria: 'Department Solicitation #' (text input), 'Category' (dropdown menu set to 'All'), 'Island' (dropdown menu set to 'Statewide'), and 'Status' (dropdown menu set to 'Cancelled'). There are also date pickers for 'Due Date (on or after)' and 'Publication Date (on or after)', both set to 'mm/dd/yyyy'. At the bottom, there is a section for 'Commodity Code(s)' with a text input for a keyword, a 'Search' button, and a table with columns 'Commodity Code', 'Description', and 'Action'. A 'Q Search' button and a 'Reset Form' button are also present.

On HANDS:

Should there be questions, procurement personnel may contact the listed SPO staff, or you may contact me at [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov) or via phone at 587-4700.

SPO Staff Name	E-mail Address	Phone Number
Shannon Ota	<a href="mailto:shannon.j.ota@hawaii.gov">shannon.j.ota@hawaii.gov</a>	586-0563
Stacey Kauleinamoku	<a href="mailto:stacey.l.kauleinamoku@hawaii.gov">stacey.l.kauleinamoku@hawaii.gov</a>	586-0571