STATE PROCUREMENT OFFICE

2014 Procurement Training

Intra- and Out-of-State Travel Procedures

The GoToWebinar Attendee View
How to Participate Today

- Open and close your Panel
- View, Select, and Test your audio
- Submit text questions
- Raise your hand
- Q&A addressed at the end of today’s session

Governing Authority

- COLLECTIVE BARGAINING AGREEMENTS
- HAWAII ADMINISTRATIVE RULES, Chapter 3-10, TRAVEL RULES
- ETHICS COMMISSION MEMORANDUM
- PROCUREMENT CIRCULARS
- PRICE/VENDOR LISTS
- COMPTROLLER MEMORANDA
- DEPARTMENT POLICIES/PROCEDURES.
Collective Bargaining Agreement

• Supercedes HAR Chapter 3-10
• Intra-State Travel
  – Per Diem $90.00 p/24 hour
    • Calculations based on ¼ days
    • Beginning 60 min. prior to dept. & ends upon return
    • Hotel allowance - $50.00
      ■ Excess lodging requires prior approval
    • Same day travel allowance - $20.00

• Travel Time Off for Same Day Travel

Collective Bargaining Agreement

• Out-of-State Travel
  ➢ Per Diem - $145.00 p/24 hours (based on ¼ days)
  ➢ Starts 24hrs. prior to start of business
  ➢ Minimum 10 hrs prior to the start of business
  ➢ Hotel allowance $85.00
  ➢ Excess lodging requires prior approval

• Advance Per Diem
  ➢ Does not include excess lodging

• Furnished Meals & Lodging
  ➢ Adjust per diem amounts
  ➢ Conference programs (see CM No. 2012-15)
Hawaii Administrative Rules
Chapter 3-10

• §3-10-3 Applicability
  Applies to all persons uniformly & regardless of funding (i.e. boards and commissioners)

• §3-10-5 Travel Status
  When conducting official business and while traveling to from official business site

• §3-10-6 Routing of Travel
  Most economical, direct flight routes available to point of business. Any personal preferences (i.e. airline, routing, side trips) which impact the cost shall be the responsibility of the traveler.

Hawaii Administrative Rules
Chapter 3-10

• §3-10-10(b)Travel Allowances
  – Per diem covers meals, lodging, tips, laundry and other expenses
  – Reimbursable expenses (i.e. transportation, visas, taxi etc.)

• §3-10-10(b)(2)(C) Subsistence Allowance
  – Adjustments when lodging is provided
  – Sample out-of-state
    • 08% Breakfast - $12.00
    • 12% Lunch - $17.00
    • 20% Dinner – $29.00
Ethics Commission Memo
Comptroller’s Memo

1. Travel benefits accrued on state business must be used for subsequent state business or transferred to another employee for state business.

2. Non-transferable travel benefits must be used for state business.

3. Travel benefits, earned on business travel cannot be used for personal travel.

SPO PRICE LIST 12-14
Commercial Car Rental Services

- InterIsland Car Rental Contract (mandatory price list for participating jurisdictions)
- Contract extended to 5/31/2014
- Hawaii State Cars.com

<table>
<thead>
<tr>
<th>Rental Agency</th>
<th>Enterprise Rent-A-Car</th>
<th>National Car Rental</th>
<th>Alamo Rent-A-Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Size</td>
<td></td>
<td>Daily Rates</td>
<td></td>
</tr>
<tr>
<td>Compact</td>
<td>$48.00</td>
<td>$47.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>Midsized/Intermediate</td>
<td>$50.00</td>
<td>$52.00</td>
<td>$53.00</td>
</tr>
<tr>
<td>Full</td>
<td>$68.00</td>
<td>$68.00</td>
<td>$68.00</td>
</tr>
<tr>
<td>Minivan (7-8 passengers)</td>
<td>$75.00</td>
<td>$78.00</td>
<td>$78.00</td>
</tr>
<tr>
<td>2 door, 4 WD Jeep</td>
<td>na</td>
<td>na</td>
<td>$75.00</td>
</tr>
<tr>
<td>4 door, 4WD Jeep</td>
<td>$75.00</td>
<td>na</td>
<td>$75.00</td>
</tr>
<tr>
<td>Sports Utility Vehicle (standard)</td>
<td>$105.00</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Sports Utility Vehicle (full size)</td>
<td>$105.00</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>Truck &amp; Cargo Vans (optional)</td>
<td>$75.00</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>15 passenger van (optional)</td>
<td>$155.00</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>Drop Charges</td>
<td>na</td>
<td>$25.00 (Oahu, Maui, Kauai, Molokai)</td>
<td>$25.00 (Hilo/Kona or reverse)</td>
</tr>
<tr>
<td>Additional Driver Fee Under Age Driver Fee 21-25 years</td>
<td>waived</td>
<td>waived</td>
<td>waived</td>
</tr>
<tr>
<td>Grace Period</td>
<td>waived</td>
<td>99 minutes</td>
<td>99 minutes</td>
</tr>
</tbody>
</table>
SPO PRICE LIST 13-21
Interisland Airline Price Agreement

Interisland Airline Price Agreement
SPO Voucher List No. 13-21
Quick Reference Guide

Office/Department | Maximum Allowable | Minimum Allowable
--- | --- | ---
Corporate, Limited | $1,000 | $100

Travel Approval Form
- Worksheet A: Airfare Quotes/Baggage
- Worksheet B: Per Diem
- Worksheet C: Hotel
- Worksheet D: Ground Transportation/Car Rental
- Statement of Completed Travel (department form)
Worksheet A  
(Airfare)

- Intra-State
  - Requires 1 quote
  - Authorized itinerary
  - Most economical itinerary
  - pCard may only be used for authorized itinerary
  - Employee responsible for any additional cost due to deviation/personal preferences.
Worksheet A (Airfare)

- Out-of-state
  - Requires a min. of 2 quotes from 2 different sources
  - Authorized vs. Actual itinerary
  - Most economical itinerary
  - pCard may only be used for authorized itinerary
  - Employee responsible for any additional cost due to deviation/personal preferences.

Worksheet A (Airfare)

- Baggage fees
  - 1 bag authorized, unless otherwise approved
  - Must meet standard airline regulations
  - Employee responsible for extra bags, additional fees (unless justified)
  *if using the price list vendor may have waived or reduced baggage fees
- Justification
  - Must be noted if not using the lowest fare
Worksheet A (Airfare)

- Travel Information: Land Management Conference – Boston, MA
- Conference Dates: Start - May 9, 2011 at 8:00 am
  End - May 13, 2011 at 2:00 pm

### OUT-OF-STATE TRAVEL

#### Itinerary 1

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>Airfare Quote</th>
<th>Baggage Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/7/11</td>
<td>HNL</td>
<td>SFO</td>
<td>$325.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5/8/11</td>
<td>SFO</td>
<td>BOS</td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5/11/11</td>
<td>BOS</td>
<td>LAX</td>
<td>$150.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Itinerary 2

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>Airfare Quote</th>
<th>Baggage Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/7/11</td>
<td>HNL</td>
<td>SFO</td>
<td>$325.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5/8/11</td>
<td>SFO</td>
<td>BOS</td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5/11/11</td>
<td>BOS</td>
<td>LAX</td>
<td>$150.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Worksheet A (Airfare)

- Travel Information: Land Management Conference – Boston, MA
- Conference Dates: Start - May 9, 2011 at 8:00 am
  End - May 13, 2011 at 2:00 pm

All quotes shall be obtained on the same 5 hour work day using the same parameters, i.e., dates, similar times, & destination. Attach a copy of the proposed itinerary in lieu of filling in the above sections. TAC Card may not be used for any itinerary involving personal deviations, which impacts the airfare quote.

Justification for selection made to other than lowest TAC:

Traveler: Jane Doe
Prepared by: Bonni
Date: 2/13/2014
Worksheet B (Per Diem – Intra-State)

- Part A – Overnight Travel
  - Commences 60 minutes prior to flight
    - Sample flight departs at 6:30 am (for an 8:00 am meeting) /return at 5:00 pm
  - Ends when flight returns to home airport

<table>
<thead>
<tr>
<th>Worksheet B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPUTATION OF PER DIEM AND MEAL ALLOWANCE</strong></td>
</tr>
<tr>
<td>Check One:</td>
</tr>
<tr>
<td>Travel from:</td>
</tr>
<tr>
<td>Dept Date</td>
</tr>
</tbody>
</table>

A. Computation of Per Diem Allowance: (Intra-State Overnight/Out-of-State)

<table>
<thead>
<tr>
<th>Day</th>
<th>Full Days</th>
<th>Return Day</th>
<th>Total Days</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0.75</td>
<td>1.75</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total A $ 157.50

Quarter days not dates

Worksheet B (Per Diem - Intra-State)

- Part B – Only complete for Same Day Travel - $20.00

<table>
<thead>
<tr>
<th>Worksheet B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPUTATION OF PER DIEM AND MEAL ALLOWANCE</strong></td>
</tr>
<tr>
<td>Check One:</td>
</tr>
<tr>
<td>Travel from:</td>
</tr>
<tr>
<td>Dept Date</td>
</tr>
</tbody>
</table>

A. Computation of Per Diem Allowance: (Intra-state Overnight/Out-of-state)

<table>
<thead>
<tr>
<th>Day</th>
<th>Full Days</th>
<th>Return Day</th>
<th>Total Days</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1.45</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total A $ 0.00

B. Computation of Meal Allowance (same day travel) $20 x 1 Total B $ 20.00
WORKSHEET B (PER DIEM - INTRA-STATE)

- Part C – Add meal allowance when lodging provided
  C. Computation of Meal Allowance when lodging provided at no cost to employee (rounded to the nearest dollar)
    (Intra state per diem is $390.00, out of state per diem is $416.00)
    • Travel beginning before 9:00 am
    • Travel beginning before 12:00 noon
    • Travel ending after 1:00 pm

<table>
<thead>
<tr>
<th>Time of Day</th>
<th>Meal Type</th>
<th>Percent of Per Diem</th>
<th>Number of Meals</th>
<th>Meal Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>8%</td>
<td>Breakfast</td>
<td>1</td>
<td></td>
<td>$7.00</td>
</tr>
<tr>
<td>12%</td>
<td>Lunch</td>
<td>1</td>
<td></td>
<td>$11.00</td>
</tr>
<tr>
<td>20%</td>
<td>Dinner</td>
<td>1</td>
<td></td>
<td>$18.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total C:</td>
<td><strong>$36.00</strong></td>
</tr>
</tbody>
</table>

- Part D – Deduct meal allowance when meals furnished
  D. DEDUCT meals when furnished at no cost to the traveler (rounded to the nearest dollar).
    (Intra state per diem is $390.00, out of state per diem is $416.00)
    • Number of meals furnished:
      - 8% of per diem
      - 12% of per diem
      - 20% of per diem

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Percent of Per Diem</th>
<th>Number of Meals</th>
<th>Meal Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8%</td>
<td>1</td>
<td>($7.00)</td>
</tr>
<tr>
<td>Lunch</td>
<td>12%</td>
<td>1</td>
<td>($11.00)</td>
</tr>
<tr>
<td>Dinner</td>
<td>20%</td>
<td>1</td>
<td>($18.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total D: $36.00</td>
</tr>
</tbody>
</table>

Travel Time Off for Same Day Travel
(HGEA Settlement)

- Applies only to employees who could qualify for overtime pay
- Calculations start 30 minutes prior to flight time and ends when flight returns to home airport
- Travel time off is computed at one and ½ times
- Rounded to the nearest 15 minutes

**EXAMPLE**

Employee’s regular hours are: 7:45am – 4:30pm

<table>
<thead>
<tr>
<th>Travel Times:</th>
<th>From: 6:05 am</th>
<th>To: 6:41 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From: 5:15 pm</td>
<td>To: 5:51 pm</td>
</tr>
</tbody>
</table>

Departure: 5:35 am to 7:45 am = 130 minutes
Return: 4:30 pm to 5:51 pm = 81 minutes

Total unconverted time = 211 minutes
Total converted time = 316.5 or 5.25 hrs.
Worksheet B (Per Diem – Out-of-State)

- Part A – Overnight Travel
  - Commences 24 hrs. prior to start of business
    - based on Hawaii time

![Worksheet B](worksheet.png)

- Part C – Add meal allowance when lodging provided

![Worksheet B](worksheet.png)
Worksheet C (Hotel Accommodations)

- Requires minimum 2 quotes
- Exception for conference hotel
- Calculation of excess lodging
  - Actual cost – hotel allowance
    - Hotel allowance - $50.00 Intra-state
    - $85.00 Out-of-state
- Excess lodging requires prior approval
- Use personal card to make reservations.
- pCard **MAY NOT** be used
- Include justification if not using the lowest cost hotel

---

Worksheet C (Hotel)

<table>
<thead>
<tr>
<th>Selected</th>
<th>Name of Hotel</th>
<th>Hotel Rate</th>
<th>Date of Quotation</th>
<th>Excess Lodging Per Day</th>
<th>Total Excess Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boston Double Tree Bay</td>
<td>$142.00</td>
<td>2/3/11</td>
<td>$3/2/11</td>
<td>$45.40</td>
</tr>
<tr>
<td></td>
<td>Holiday Inn Express</td>
<td>$168.00</td>
<td>2/18/11</td>
<td>$1/18/11</td>
<td>$33/14</td>
</tr>
</tbody>
</table>

Form of Payment: [ ] P.O. # [ ] Credit Card # *Credit Card #
Exp. Date: ___________ Cardholder: ___________ Name: ___________

*Entering personal credit card information is optional.

Justification for selection other than lowest quotation (conference hotel excluded)

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**If staying at a conference hotel, the minimum quotes are not required. Check the appropriate box.**
Worksheet D (Ground Transportation)

Intra-State Car Rental

- Car rental when authorized
- SPO Price List No.12-14 is mandatory
- www.hawaiistatecars.com

### WORKSHEET D
**GROUND TRANSPORTATION**

**INTRA-STATE CAR RENTAL**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Car Rate (price list)</th>
<th>Total Cost (no. of days x rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Real A Car</td>
<td>$41.50</td>
<td>$41.50</td>
</tr>
</tbody>
</table>

### SPO PRICE LIST 12-14

**Commercial Car Rental Services**

- Driver need not be pCardholder
- Employee must have a valid driver’s license
- Compact size, unless justified/authorized for larger car size
- Gas included
- Insurance not reimbursable
- Employee personally responsible for deviations (upgrades, overtime, extensions)

Report any accident/incidents to Risk Management immediately!
Worksheet D-Ground Transportation

Out-of-State Car Rental
- Car rental only when necessary & authorized
- Requires minimum 2 quotes – compact car
- pCard may not be used
- Only collision damage waiver (may also be called physical damage or loss damage waiver) is reimbursable. All other insurance options are at the employee expense.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Car Rate</th>
<th>Date of Quotation</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thrifty Car Rental</td>
<td>$205.67</td>
<td>2/18/2011</td>
<td>$205.67</td>
</tr>
<tr>
<td>Enterprise</td>
<td>$218.94</td>
<td>2/18/2011</td>
<td>$218.94</td>
</tr>
</tbody>
</table>

*Employer should use hotel airport shuttle whenever possible

Justification for other than compact car (extra or out of state travel):

Worksheet D-Ground Transportation

Other Ground Transportation Costs
- Taxi, shuttles, parking, rail, bus, etc.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi</td>
<td></td>
</tr>
<tr>
<td>Airported Shuttle</td>
<td>$5.90</td>
</tr>
<tr>
<td>Parking</td>
<td>$5.90</td>
</tr>
<tr>
<td>Other (e.g., subway, bus, rail, metro, etc.)</td>
<td>Specify</td>
</tr>
</tbody>
</table>

Total Estimated Cost: $4.00

Traveler: [Name]          Prepared by: [Name]          Date: 2/18/2011
EXCEPTIONS TO PRICE LIST NO.12-14

• Delegated to the Department Head
  – Must be obtained prior to travel.
  – SPO-016, Procurement Violation for after-the-fact exceptions.

• Check with ASO for departmental procedures & policies

Travel Approval Form (SPO-030)

Employee/Traveler Information

✔ Check intra or out-of-state
✔ Complete employee/traveler profile
✔ Complete justification
✔ Indicate date/time/destination business starts
✔ Indicate date/time/destination business ends
Travel Approval Form (SPO-030)

TRAVEL APPROVAL FORM

Check One: In-State X Out-of-State

Name of Traveler: John Doe

Position/Title: Environmental Specialist

Department/Division/Office: DLNR - Land Management

Contact Person: Dennis Kauhaua

Billing Address:

Justification: Attend Land Management Conference

Date & Time Business/Conference/Meeting Begins*: 5/9/2011 8:00 AM City: Boston, MA

Date & Time Business/Conference/Meeting Ends: 5/13/2011 2:00 PM City: Boston, MA

Cost Information (transfer information)

☑ Worksheet A - Air travel costs (authorized only)
  ✔ including baggage fees

☑ Worksheet B - Per diem

☑ Worksheet C - Hotel costs

☑ Worksheet D - Transportation costs

☑ Other Expenses (i.e. registration fees)
Travel Approval Form

Cost Information (transfer information)

<table>
<thead>
<tr>
<th>COST INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet A - Airfare for Authorized Travel</td>
<td>$764.00</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Baggage Fees</td>
<td>$50.00</td>
</tr>
<tr>
<td>Worksheet B - Per Diem and Meal Allowance</td>
<td>$1,051.25</td>
</tr>
<tr>
<td>Worksheet C - Hotel Accommodations - Excess Lodging</td>
<td>$315.18</td>
</tr>
<tr>
<td>Worksheet D - Ground Transportation</td>
<td>$64.00</td>
</tr>
<tr>
<td>Other Expenses (registration fee, training material, passport etc.)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Describe:</td>
<td></td>
</tr>
<tr>
<td>Program ID:</td>
<td></td>
</tr>
<tr>
<td>Appropriation Symbol:</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$2,390.73</td>
</tr>
</tbody>
</table>

Travel Approval Form

Complete TAF Form*

- Attach all worksheets (if applicable)
- Signed by Requesting Authority
- Signed by Approving Authority

*Amend TAF only when changes to:
- dates of travel
- destination
- purpose
Travel Procedures (cont.)

- Check departmental policies for other approvals & procedures

- Make definite travel arrangements only when approvals have been received
  (It may be necessary to re-do worksheets)

- Failure to follow travel procedures is considered a procurement violation and may result in submitting a SPO-016

- Keep all receipts for Statement of Completed Travel (including airline boarding passes as proof of travel)

STATEMENT OF COMPLETED TRAVEL

- Follow department policy & procedures

- Use department form

- Submit within 10 working days of return
## SAMPLE STATEMENT OF COMPLETED TRAVEL

**Statement of Completed Travel**  
Department of Accounting and General Services

- **Check One:**  
  - Within State (overnight)  
  - Out of State  

- **Division/Branch:**  
  - State Procurement Office  

- **Date:** 12/11/2012

In accordance with Section 70-10.16, HRS, as amended, and the Comptroller’s Rules and Regulations, I certify that I traveled from Honolulu to San Diego on official business.

The travel was authorized by (see attached):  
- Request for Intra-State Travel  
- TAF / Memo

- **Date of Departure:** 12/4/2012  
- **Time:** 12:45pm  
- **Return Date:** 12/7/2012  
- **Time:** 3:14pm

### Computation of Per Diem Allowance (average of out of state - instructions on reverse)

<table>
<thead>
<tr>
<th>Depart Day</th>
<th>Full Days</th>
<th>Return Day</th>
<th>Total Days</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5</td>
<td>2</td>
<td>0.75</td>
<td>3.25</td>
<td>$545.25</td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>0</td>
<td>$545.25</td>
<td></td>
</tr>
</tbody>
</table>

**Computation of Travel Allowance (same day travel)**

### Computation of Subsistence Allowance when per diem is not provided:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Number of Meals</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>4</td>
<td>$12.80</td>
</tr>
<tr>
<td>Lunch</td>
<td>4</td>
<td>$17.80</td>
</tr>
<tr>
<td>Dinner</td>
<td>4</td>
<td>$21.80</td>
</tr>
</tbody>
</table>

### Total Claim:

**$589.25**

### Deducted from Total Claim:

- **State Warrant Voucher (DBR#):**
  - **Dated:**
  - **Amount:**

**Total Due to Employee or State:**

**$589.25**

Submitted by:  
Approved by:  

Date:  
Typed Name:  

**E&F:**  
**Social Security #:**  
* Handwritten in the original dollar.
SPO WEBSITE
http://hawaii.gov/spo

Welcome to the State Procurement Office!

The State Procurement Office (SPO) serves as the central authority on procurement, statistics and rules for all government bodies of the State and Counties. Hawaii is decentralized in its procurement of goods, services, construction and health and human services. Each jurisdiction has authority to purchase, however the State Procurement Office remains the central source on matters of procurement policy.

Where can I find information on...
* SPO Executive Overview
* Overview of Government Contracting
* Opportunities to Compete for State Contracts: Procurement Notices for Solicitations
* Hawaii eProcurement System - HoPS
* Contract Awards and Information

SPO WEBSITE
http://hawaii.gov/spo

Procurement: Purchasing Procedures, Requirements, FAQs and Other References
* Purchasing Goods, Services and Construction
* Purchasing Health and Human Services
* Specifications Scope of Work
* DOCA Office Responsible for Procurement Appeals of Procurement, Licencing, Licensing Dispute
* Unbundling and suspensory

Posting Procurement Awards, Notices and Solicitations- PANS
Information on posting requirements, forms, training materials, etc.

CPO Approvals
* CPO Approvals for Goods, Services and Construction
* CPO Approvals for Health and Human Services

Contract Awards
SPO WEBSITE
http://hawaii.gov/spo

FINAL REMINDERS

1. Written delegation is not required. This is a mandatory workshop for ALL staff making travel arrangements, or staff involved in Pre-Post travel review.
2. Use the forms on the website as they are the most current. Obsolete forms may be rejected.
3. E-mail the group attendance sheet within 24 hours (or Monday if the class is held on a Friday) to spo.training@hawaii.gov
4. Complete the online survey.
5. SPO moving to a new website!
CONTACT INFORMATION

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