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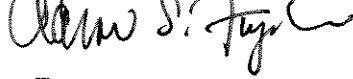
AARON S. FUJIOKA
ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE
P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700 Fax: (808) 587-4703
www.spo.hawaii.gov

June 29, 2007

PROCUREMENT CIRCULAR NO. 2005-04, Amendment 3

TO: Chief Procurement Officers
Executive Department Heads

FROM: Aaron S. Fujioka 

SUBJECT: Hawaii Compliance Express

The State Procurement Office on behalf of the State of Hawaii, accepted the 2006 National Association of State Procurement Officials (NASPO) *Cronin Information Technology Gold Award* for the Hawaii Compliance Express (HCE) program. This award is given to recognize innovative state procurement programs and to promote sharing of ideas between states and may be viewed at <http://www.naspo.org/awards/>.

Commencing on July 1, 2007, the vendor fee to register or renew will be \$12.00 annually, a reduction from \$15.00. As of June 2007, there are 1,228 registered vendors on the HCE. Agencies should continue to encourage vendors to register as the simple means to verify compliance, as we continue to eliminate the time consuming process of obtaining paper certificates from the vendors/contractors.

To ensure vendor compliance with state statutes, and the ease of obtaining the certificate from the HCE system:

- Prior to award, the purchasing agency shall verify whether a vendor is HCE registered by logging into HCE.
- If a registered vendor, the purchasing agency shall check the compliant status, print the *Certificate of Vendor Compliance* to include in the procurement file, or maintain an electronic copy if conducted on the Hawaii e-Procurement System (HePS).
- If a vendor is not registered, direct the vendor to the HCE online registration. A newly registered vendor takes approximately 1-2 weeks to process thru HCE.
- If a vendor is participating in HCE, departments and agencies are required to verify compliance via HCE and shall not require vendors to submit paper certificates. Vendor's who decline to participate in HCE shall submit paper certificates in a timely manner or risk award to the next vendor.
- Purchasing agencies requiring access to the HCE can sign up at website <http://vendors.ehawaii.gov>. After creating an account by using the "Create an Account" link, users should send an e-mail with their username to hce@ehawaii.gov to request access; a confirming e-mail will be sent back to the purchasing agency when access has been approved.

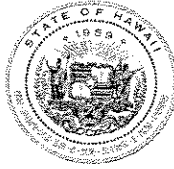
Procurement Circular No. 2005-04, Amendment 3
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Page 2

These HCE procedures shall also be applicable for HRS Chapter 103F contracts.

To view the complete listing of all current Procurement Circulars at the SPO homepage, <http://www.spo.hawaii.gov/>, under the "Quick Links" section, click on "Procurement Circulars".

Your staff may contact Colin Tanaka at 586-0558 if they have any questions, or you may call me at 587-4700.

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May 26, 2006

PROCUREMENT CIRCULAR NO. 2005-04, Amendment 2

TO: Chief Procurement Officers
Executive Department Heads

FROM:

Aaron S. Fujioka

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka".

SUBJECT: Hawaii Compliance Express

This Amendment 2 provides supplementary information on the Hawaii Compliance Express (HCE) system.

As of April 2006, approximately 360 vendors have registered with the Hawaii Compliance Express (HCE). The HCE provides a valuable alternative to the manual process of obtaining paper certificates for proof of compliance prior to award of a contract and for final payment.

We encourage agencies to inform their current vendors to register with the HCE. Feedback from vendors currently using this system is very positive. One simple way to inform your vendors is to include a provision in your solicitations, such as:

"Hawaii Compliance Express.

Prior to award of contract, vendor is required to submit the following documents to the procurement officer to demonstrate compliance with State laws:

- TAX CLEARANCE, Form A-6
- DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE, Form LIR#27
- CERTIFICATE OF GOOD STANDING issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

Alternatively, instead of separately applying for these [paper] certificates at the various state/federal agencies, vendors may choose to use the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov/hce/splash/welcome.html>. The HCE provides the vendor a "Certificate of Vendor Compliance" with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay an annual fee of \$15.00 to the Hawaii Information Consortium, LLC (HIC)."

Chief Procurement Officers
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May 26, 2006
Page 2

Another means to promote the HCE is to post the attached flyer that details the benefits to the vendors, in an area accessible by your vendors.

Concurrently, there are benefits to the purchasing agency. With a logon/password, a purchasing agency is able to access the HCE system to obtain a copy of a vendors compliant certificate. No waiting for the vendor to provide you with their paper certificates before award or upon final payment. Your departmental administrative/fiscal office should contact HIC at 587-4220 to set up access to the HCE system for purchasing personnel.

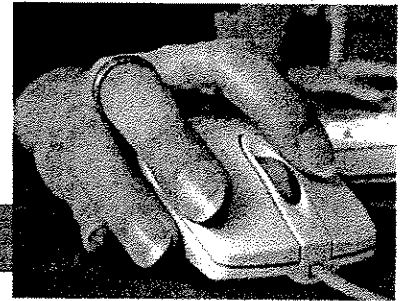
Should you have any questions or concerns please call me at 587-4700, or your staff may call Colin Tanaka at 586-0558.

attachment

HCE: Fast, Convenient, Hassle-free

Vendor Compliance with a **click**

Why wait in line?



Hawai'i Compliance Express
<http://vendors.ehawaii.gov>



powered by  **ehawaii.gov**

About Hawai'i Compliance Express (HCE)

Hawai'i Compliance Express (HCE) allows vendors selling goods or services to state or county government entities to quickly and easily demonstrate that they are in compliance with state procurement laws. There is a \$15.00 annual registration fee for the service. To register, just go to <http://vendors.ehawaii.gov>, complete the easy step-by-step process, and pay the \$15.00 online using a credit card.

220 S. King Street
Suite 2190
Honolulu, Hawaii 96813

WHAT YOU GET

- A **single electronic certificate** of Vendor Compliance (in PDF format) accepted by all government procurement officers in Hawai'i. Eliminates the need for a Tax Clearance, Labor Certificate, and Certificate of Good Standing for state procurement purposes.
- A **full year of service** with one quick registration and annual reminders as the expiration date approaches.
- **Automatic submission** of your information to the pertinent government certifying agencies.
- **Automatic email notification** anytime your status changes with any of the certifying agencies.
- **Automatic status updates** of your certificate every time it is viewed.
- **Unlimited access by government buyers** and procurement officials to view your certificate in the bid review process or as required to issue payments.

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September 29, 2005

PROCUREMENT CIRCULAR NO. 2005-04, Amendment 1

TO: Chief Procurement Officers
Executive Department Heads

FROM: Ruth E. Yamaguchi
Acting Administrator

A handwritten signature in black ink, appearing to read "Ruth E. Yamaguchi", written over the printed name in the "FROM:" field.

SUBJECT: Hawaii Compliance Express

This Amendment 1 amends Procurement Circular 2005-04, dated August 1, 2005.

Effective August 27, 2005, the Certificate of Vendor Compliance issued electronically through the Hawaii Compliance Express (HCE), officially managed by the State's internet portal contractor, Hawaii Information Consortium, LLC, may be used for both proof of compliance prior to award of a contract and for final payment, pursuant to section 3-122-112, HAR.

Vendors were notified of the HCE by mail. Attached for your use, is the mailer that was sent to these vendors. You are encouraged to distribute these mailers to your vendors, who are not acquainted with the HCE, or you may direct them to the HCE website at <http://vendors.ehawaii.gov> for more information.

As previously stated, since the HCE process will require the disclosure of sensitive company information, access to view information on a registered vendor shall be restricted to the respective vendor and to procurement individuals as authorized by the government agency. Therefore, if departments have not already done so, it is recommended that the departments each designate a primary lead person to contact the HIC Coordinator, Jeff Jiminez, at 587-4220, to set up access privileges and to provide training on this system.

Should you have any questions or concerns please call me at 586-0554 or your staff may call Colin Tanaka at 586-0558.

Attachment

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August 1, 2005

PROCUREMENT CIRCULAR NO. 2005-04

TO: Chief Procurement Officers
Executive Department Heads

FROM: Ruth E. Yamaguchi
Acting Administrator

A handwritten signature in black ink, appearing to read "Ruth E. Yamaguchi", written over the printed name and title.

SUBJECT: Hawaii Compliance Express

The State Procurement Office requested the Hawaii Information Consortium, LLC (HIC), Manager of the State's official internet portal, www.ehawaii.gov, to develop an electronic proof of compliance process in order for a vendor to obtain a tax clearance from the Department of Taxation, Certificate of Compliance from the Department of Labor and Industrial Relations, and a Certificate of Good Standing from the Department of Commerce and Consumer Affairs to meet the requirements of section 3-122-112, Hawaii Administrative Rules. As described below, government agencies shall accept the new "Certificate of Vendor Compliance" (sample attached) as proof of the vendors' compliance with the requirements of section 3-122-112, HAR.

In response to our request, the HIC developed the Hawaii Compliance Express (HCE) to commence on August 1, 2005. Instead of filling out forms and manually applying for these certificates at the various state agencies, this new process allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Compliance" form. Vendors that elect to use the new Hawaii Compliance Express services will be required to pay an annual fee of \$15.00 to the HIC. Vendors choosing not to participate in the new program will be required to provide the paper certificates in the same manner as being done now.

Government procurement personnel will be provided with no-cost online access to the HCE system, allowing them to view and print the compliance status of registered vendors. Since the HCE process may require the disclosure of sensitive company information, access to view information on registered vendors will be restricted to the respective vendor and to registered procurement personnel as authorized by the government agency.

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Page 2

Departments shall have their primary lead person for this program list the names, telephone numbers, and email addresses of the procurement personnel they wish to have access to the HCE system. The list should be sent by **August 12, 2005** to Jeff Jiminez, HIC Coordinator, Hawaii Information Consortium, Inc., 220 South King St., Suite 2190, Honolulu, HI 96813; or may also be emailed to jeff@ehawaii.gov. The HIC shall contact the listed persons via e-mail to set up access privileges and to provide training on the system. Should your staff have any questions about this registration, they may call Jeff at (808) 587-4214.

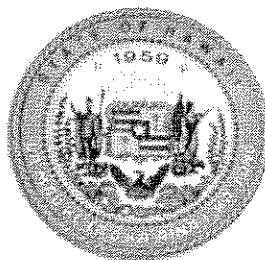
INFORMATIONAL SESSIONS

The State Procurement Office and the HIC will conduct two informational sessions on the Hawaii Compliance Express on **August 15, 2005** at 9:00 am and 11:00 am in the Kalanimoku Building, 1151 Punchbowl Street, Rooms 322B and 322C. To sign up for one of the informational sessions, please contact Robert Zamarron at (808) 586-0573; or email robert.zamarron@hawaii.gov.

To accommodate interested personnel on the neighbor islands, the HIC will have both information sessions available via speakerphone and on-line web 'Ready Talk'. At the selected session (either 9:00 or 11:00 am), individuals participating via speakerphone should call (866) 740-1260, and enter pin number 5874225; and via the on-line web 'Ready Talk' at www.readytalk.com, enter access code 5874225.

Should you have any questions or concerns please call me at 586-0554, or your staff may contact Colin Tanaka at 586-0558.

Attach.



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

Pursuant to Section 103D-310, HRS, and Section 3-122-112, HAR, this document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: **Sample Company**

DBA/Trade Name: **Sample Company**

Issue Date: **08/01/2005**

Status: **Not Compliant**

Hawaii

Tax#:

FEIN#: 125555577

UI#:

DCCA

FILE#:

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Submitted
	Internal Revenue Service	Submitted
COGS	Hawaii Department of Commerce & Consumer Affairs	Not applicable
LIR27	Hawaii Department of Labor & Industrial Relations	Submitted



Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information