


State of Hawaii
Department of Transportation
MEMORANDUM

DIR 1.10962

DATE: OCTOBER 24, 2014

TO: DEP-S, DEP-A, DEP-H, DEP-P, STP, OCR, ENV, RTS, DIR-P,
& ADMIN STAFF OFFICES

FROM: INTERIM DIR (FORD N. FUCHIGAMI) 

SUBJECT: PROCUREMENT TRAINING POLICY

Pursuant to the State Procurement Office (SPO) Procurement Delegation 2010-01, dated December 6, 2010, procurement authority may be delegated to employees by the Director if the employee has attended the required training workshop(s) and has an approved SPO-036, Procurement Delegation. Our Department's procurement delegation is documented in the DOT's Procurement Delegation (identifies by position) and the Exhibit A (identifies specific names and dollar limits) in the DOT Library database. This delegation is updated as needed.

Applicable training as determined by each of the respective Managers or Supervisors ensures that the delegated procurement personnel receive the appropriate information, guidance, and are in compliance with HRS §103D-110, as amended by Act 194, SLH 2008 and HRS §103F-301.

In 2013, the Office of the Auditor issued its findings in the DOT Procurement Audit of Fiscal Years' 2009 and 2010 and pointed out that the DOT does not have a formal policy on "recurring training". To respond to this finding, the DOT is taking a pro-active approach to ensure procurement personnel are current on changes to laws or policies and continues to have refresher training on a scheduled basis. I believe this pro-active approach will provide better oversight by managers over employees with procurement delegation and reduce future procurement violations. Therefore, effective immediately, I am implementing the following new procurement training requirements:

1. When the procurement code or policy changes occur, managers and supervisors over employees with procurement delegation are responsible to ensure all procurement personnel complete a re-take of the appropriate workshop before working or continuing on the respective procurement.
2. If there are no changes to the procurement law or policy, the managers and supervisors over employees with procurement delegation are responsible to ensure all procurement personnel complete a refresher course of the applicable core methods listed below every 5 years or sooner.

HRS §103D Goods, Services and Construction

- SPO 100 Competitive Sealed Bidding
- SPO 105 Competitive Sealed Proposals
- SPO 110 Emergency and Sole Source Procurements
- SPO 115 Professional Services
- SPO 120 Small Purchases Method of Procurement
- SPO 125 Exemptions from HRS Chapter 103D

HRS §103F Health & Human Services

- SPO 205 Planning, Using the Request for Information (RFI), and Collaboration for Health & Human Service
- SPO 210 Treatment, Restrictive Crisis and Small Purchase Methods of Procurement and Exemptions from HRS Chapter 103F
- SPO 215 Request for Proposals (RFP) Process for Health & Human Services
- SPO 220 Evaluating Proposals for an RFP for Health and Human Services
- SPO 225 RFPs: Getting from a Notice of Award to an Executed Contract for Health & Human Services

3. Procurement officers and personnel with a Procurement Violation must ensure they are retrained in the applicable procurement method within a one month's period (based on class availability) or sooner AND shall not be authorized to conduct or participate in the applicable procurement method until retraining has been completed.

SPO is currently offering the majority of their procurement training workshops on demand at their website, <http://spo.hawaii.gov/for-state-county-personnel/training/on-demand-training/>.

The procurement officers and personnel's training requirements shall be monitored by the respective Division's Managers /Supervisors and Procurement Coordinators.

Our goal is to provide our employees with the proper training to be compliant with the laws and policies and to reduce the procurement violations. Your support and guidance in this new policy will provide our employees with the tools to strengthen their procurement knowledge.