

U N I V E R S I T Y O F H A W A I I

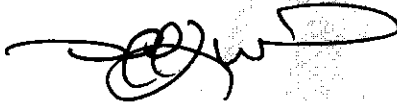
Office of Procurement and Real Property Management

June 13, 2006

OPRPM CIRCULAR NO. 06-015

TO: Fiscal Officers

FROM: Duff Zwald
Director



SUBJECT: Hawaii Compliance Express

Pursuant to section 3-122-112, Hawaii Administrative Rules, a vendor, prior to award of a purchase of \$25,000 or more, is required to provide a tax clearance from the Department of Taxation, a 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. Prior to final payment on a contract, the contractor shall provide a tax clearance.

To meet the above requirements, the State has developed an electronic proof of compliance process, Hawaii Compliance Express (HCE), that allows a vendor to obtain these certificates by registering online through a simple wizard interface at <http://vendors.ehawaii.gov/hce/splash/welcome.html>. Instead of manually applying for paper certificates at the separate state agencies, a vendor, for an annual fee of \$15.00, may electronically register with the HCE to obtain a "Certificate of Vendor Compliance" which is acceptable as proof of the vendor's compliance with section 3-122-112, HAR for both contracting purposes and final payment.

University fiscal officers may obtain no-cost online access to the HCE system to enable them to view and print a copy of a vendor's compliant certificate which is an acceptable alternative to the paper certificates. To access the HCE system, go to <http://vendors.ehawaii.gov/hce/splash/welcome.html>, click on "Create an Account" at the Account Services screen, click on "No, I just want to get setup to use this service" at the Create a New Account screen, complete all information except leave the billing address blank, and submit your application. Upon submittal of your application, transmit an e-mail to hce@ehawaii.gov advising them of your application and requesting confirmation. If you have any questions, please contact Jing Zu at jing@ehawaii.gov or 587-4214.

For additional information on the HCE system, please refer to SPO Procurement Circular No. 2005-04, Amendments 1 and 2, at <http://www.spo.hawaii.gov/>, and click on Procurement Circulars under Quick Links.

If you have any questions regarding this OPRPM Circular, please contact Gwen Won at gwon@hawaii.edu or 956-8687.