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**DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM**


No. 1 Capitol District Building, 250 South Hotel Street, 5th Floor, Honolulu, Hawaii 96813
Mailing Address: P.O. Box 2359, Honolulu, Hawaii 96804
Web site: www.hawaii.gov/dbedt

LINDA LINGLE
GOVERNOR
THEODORE E. LIU
DIRECTOR
MARK L. ANDERSON
DEPUTY DIRECTOR

Telephone: (808) 586-2355
Fax: (808) 586-2377

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To: All Division Heads and Administrators of Attached Agencies

From: Ken N. Kitamura 
Administrative Services Officer

Subject: Request for Proposal Procedures

The Department has worked with the State Procurement Office to address a number of recurring concerns about the procedures of the Evaluation Committee on the subject above. These procedures are immediately in effect.

Please add the attached document to your Standard Operation Procedures Manual.

If you have any questions, please call Eileen Harada at 586-2441.