


State of Hawaii
Department of Transportation
MEMORANDUM

DIR 1.11077

December 11, 2015

TO: DEP-S, DEP-A, DEP-H, DEP-HWY

FROM: DIR 

SUBJECT: PROCUREMENT CODE OF ETHICS AND COMPLIANCE TRAINING
POLICY

Effective immediately, I would like to have all DOT employees who have an approved SPO-036 Procurement Delegation as a Procurement Officer or authority to conduct/participate in the procurement process, take SPO-126 "Procurement Code of Ethics and Compliance" by March 31, 2016 or sooner. For DOT employees, this course will be required every three (3) years.

SPO-126 is an overview of Hawaii Administrative Rules (HAR), Chapter 3-131 on "Compliance", formerly known as "Procurement Violations." Topics include procurement code of ethics, parceling, procurement violations, application of civil and criminal penalties for procurement violations, and assessment of administrative fines for employees and vendors.

The course is 26 minutes and available on demand at the State Procurement Office website, <http://spo.hawaii.gov/for-state-county-personnel/training/>.

My goal is to provide our employees with the proper training to be compliant with the laws and policies and to reduce the procurement violations. The Business Management Office (BUS) will continue to monitor all procurement training. Your support in this new policy will strengthen our procurement knowledge and hopefully reduce any future violations.

c: BUS