



## The Senate

STATE CAPITOL  
HONOLULU, HAWAII 96813

August 3, 2021

### MEMORANDUM

TO: Libby Char, Director

FROM: Senator Sharon Y. Moriwaki  
Chair, Senate Special Committee on Accountability

RE: Procurement Informational Briefing

The Senate Special Committee on Accountability is charged with improving procurement policies and processes. In particular, we have asked departments to submit information on contracts and bid protests. We are inviting you and your department's procurement officer(s) and any relevant staff to attend a public informational briefing on **Wednesday, August 18<sup>th</sup> at 1:00 P.M.** via videoconference to present your procurement procedures; and challenges and suggested recommendations for addressing them, if any. Regarding your department's procurement and bid protest procedures, we ask that you present a visual presentation (e.g. PowerPoint) for discussion.

We also request that you provide the following information **24 hours prior to the date of the briefing** for review by the committee.

1. Procurement training procedures/certification held by your procurement officer(s) and names
2. Brief description of your department's procurement procedures and timeline, consistent across each division within your department.
3. Brief description of your department's bid protests procedures
4. Problems or challenges your department faces in procurement
5. Suggested recommendations for addressing these challenges

Your staff may contact the Committee Clerk, Kaley Vatalaro, at [k.vatalaro@capitol.hawaii.gov](mailto:k.vatalaro@capitol.hawaii.gov) with questions.

Mahalo for your cooperation.

cc: Senator Donovan M. Dela Cruz  
Senator Michelle N. Kidani  
Senator Donna Mercado Kim  
Senator Kurt Fevella  
Cathy Ross, First Deputy Director  
Bonnie Kahakui