



The Senate

STATE CAPITOL
HONOLULU, HAWAII 96813

July 28, 2021

MEMORANDUM

TO: Curt Otaguro, Comptroller

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 4th at 10:30A.M. in Conference Room 211** (or 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 with questions.

Mahalo for your cooperation.

cc: Senator Donovan M. Dela Cruz
Senator Michelle N. Kidani
Senator Donna Mercado Kim
Senator Kurt Fevella
Bonnie Kahakui