

PROCUREMENT POLICY BOARD

1151 Punchbowl Street
Conference Room 410
Honolulu, Hawaii 96813

Regular Meeting
November 15, 2007
1:00 pm

AGENDA

- I. Call to Order
- II. Approval of Minutes – Meeting of October 18, 2007
- III. Member Darryl Bardusch requests the Board to:
 - A. Establish mandatory training for procurement officials.
 - a. Identify different levels or positions.
 - b. Identify the required training for each level or position.
 - c. Establish a deadline for when the training must be completed.
 - B. Have an audit conducted of all procurements handled by the Department of Business, Economic Development & Tourism for the year 2007.
 - C. Implement regulations relating to the new law on imposing penalties or fines for violations of procurement law.
 - D. Establish regulations to separate various roles/responsibilities in the procurement process. Specifically one person develops the requirement, a second person conducts the procurement, a third person received the item and a fourth person pays for the item.
- IV. Nomination of Mr. William Takaba, Director of Finance, County of Hawaii, Mr. Wallace Rezentes, Jr., Director of Finance, County of Kauai and Mr. Kalbert Young, Director of Finance, County of Maui as voting members on the Small Business Utilization Council.
- V. Announcements
- VI. Adjournment

Individuals may present testimony on matters on the Procurement Policy Board's agenda when the agenda item is being discussed by the Board. Individuals intending to testify should contact the State Procurement Office at (808) 587-4700 at least 48 hours before the scheduled meeting. Written testimonies will be accepted through e-mail at procurement.policy.board@hawaii.gov or faxed to (808) 587-4703 until 1:00 pm, November 13, 2007. Testimonies received after the November 13, 2007 deadline will be forwarded to the board after the November 15, 2007 meeting. Individuals submitting written testimony at the meeting and would like the written testimony distributed to the board at this meeting, are requested to provide 12 copies.

Individuals requiring special assistance or services may call (808) 587-4700 by 1:00 p.m., November 12, 2007 to discuss accommodation arrangements.