

Procurement Informational Briefing – Requested Information

September 23, 2021

State of Hawaii

Department of Land and Natural Resources (9-22-21)

#1 – Procurement training
procedures/certifications held by
your procurement officer(s) and
names

103D Procurement Training

- DLNR follows the SPO procurement training requirements.
 - Each Division is responsible for ensuring that staff have appropriate training and delegation, which is verified centrally by the ASO.
 - DLNR's internal process is as follows:
 - Staff completes required SPO workshops and documents their completion date on a standardized form provided by ASO.
 - Division submits the Record of Completed SPO Workshops and SPO Form SPO-036 to ASO.
 - ASO verifies that required SPO workshops were completed and submits the forms to SPO for procurement delegation.
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	NAME	DIVISION	PROCUREMENT OFFICERS	PROCUREMENT METHODS DELEGATED					
				Competitive Sealed Bids (IFB)	Competitive Sealed Proposals (RFP)	Professional Services	Small Purchase	Sole Source	Emergency
1	Suzanne Case	ALL	HOPA	√	√	√	√	√	√
2	Kaleo Manuel	ALL	Deputy - CWRM	√	√	√	√	√	√
3	Robert Masuda	ALL	Deputy Director	√	√	√	√	√	√
4	Cynthia Gomez	ASO	Fiscal Management Officer	√	√	√	√	√	√
5	Grace Teves	ASO	Budger Accountant	√	√	√	√	*	*
6	Leslie Kobata	BOC	Program Administrator	√	√	√	√	√	√
7	Michael Nahoopihi	KIRC	Program Administrator	√	√	√	√	*	*
8	Brian Kanenaka	DAR	Program Manager	*	*	*	√	*	*
9	David Onizuka	DAR	Program Manager	*	*	*	√	*	*
10	Ed Underwood	DOBOR	Program Administrator	*	*	*	√	*	*
11	Finn McCall	DOBOR	Engineer	√	*	*	√	*	*
12	Rick Lau	DOFAW	DOFAW Procurement Specialist	*	*	*	√	*	*
13	David Smith	DOFAW	Program Administrator	*	*	*	√	*	*
14	Carty Chang	ENG	Program Administrator	*	*	*	√	*	*
15	James Kurata	ENG	Program Manager	*	*	*	√	*	*
16	Dickey Lee	ENG	Program Manager	*	*	*	√	*	*
17	Alan Downer	HP	Program Administrator	*	*	*	√	*	*
18	Randolph Lee	HP	Program Specialist	*	*	*	√	*	*
19	Lila Loos	ITSO	IT Administrator	*	*	*	√	*	*
20	Frank Fujimoto	ITSO	IT Specialist	*	*	*	√	*	*
21	Russell Tsuji	LAND	Program Administrator	*	*	*	√	*	*
22	Samuel Lemmo	OCCL	Program Administrator	*	*	*	√	*	*
23	Kimberly Mills	OCCL	Planner	*	*	*	√	*	*
24	Curt Cottrell	SP	Program Administrator	*	*	*	√	*	*
25	Eric Kato	SP	Program District Superintendent	*	*	*	√	*	*
26	Russell Kumabe	SP	Program Manager	*	*	*	√	*	*
27	Dean Takebayashi	SP	Program District Superintendent	*	*	*	√	*	*
28	Stephen Thompson	SP	Program Manager	*	*	*	√	*	*
29	Martha Yent	SP	Program Supervisor	*	*	*	√	*	*

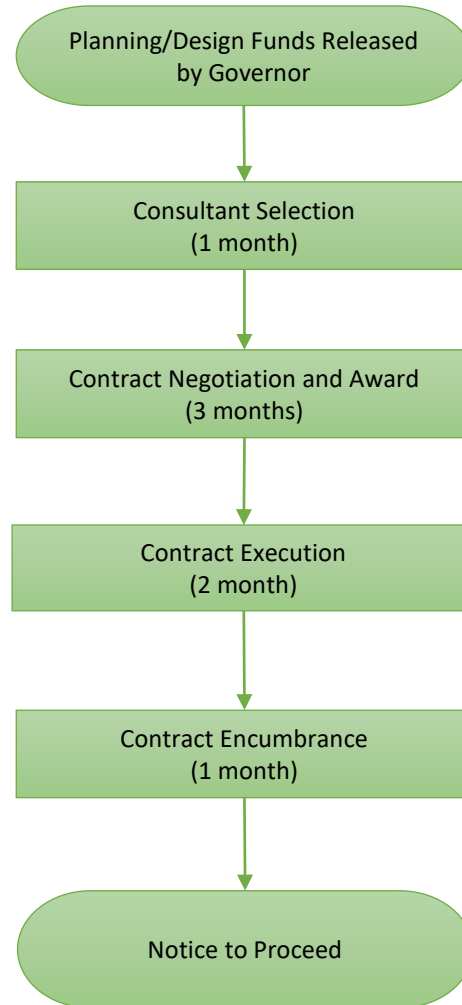
* Not delegated as a Procurement Officer for this procurement method

#2 – Brief description of your department's procurement procedures and timeline, consistent across each division within your department

Procurement Procedures – Professional Services

Professional Services (103D-304, HRS)

- Before the beginning of FY, DLNR publishes a Notice to Providers of Professional Services for CIP and Operating Budget Projects.
- All submittals are reviewed and evaluated and a **list of qualified firms** for each professional service discipline is prepared.
- During the FY when professional services are needed and after planning and design funds have been released, the procurement process for a consultant may begin.

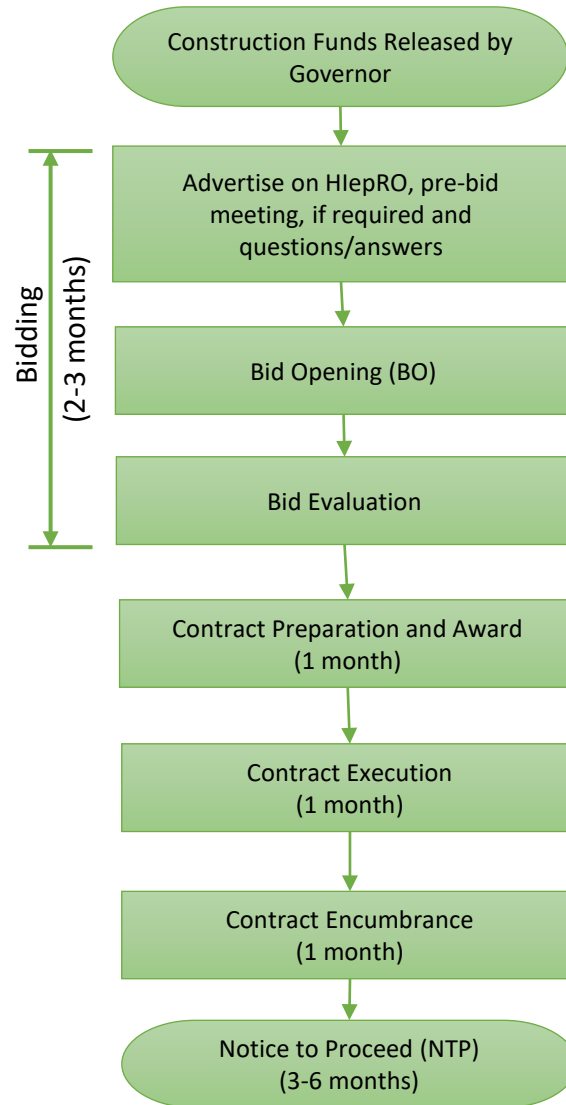


Timeline for Procurement/Contracting for Professional Services is **approximately 7 months**

Procurement Procedures – Competitive Sealed Bid

Competitive Sealed Bidding (103D-302, HRS)

- Procurement conducted on the State of Hawaii eProcurement System (HlePRO)
- If estimated project cost is more than \$500,000 a pre-bid meeting is held. Bid due date is a minimum of 15 calendar days later.



Timeline for Procurement/Contracting may be **up to 12 months**

Procurement Procedures – Others

- Competitive Sealed Proposals (HRS 103D-303)
- Sole Source (HRS 103D-306)
- Emergency (HRS 103D-307)
- Exemption Requests from HRS 103D (103D-102 and HAR Chapter 3-120 Exhibit A)

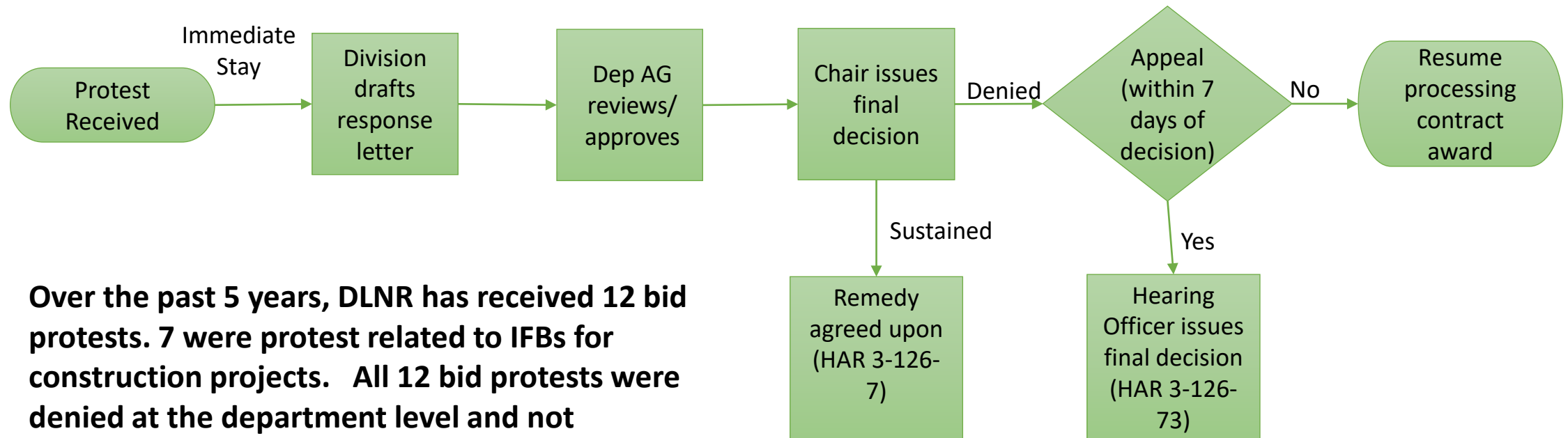
Conducted in accordance with HRS 103D

Division completes SPO Form and submits on HANDS for CPO approval

#3 – Brief description of your department's bid protest procedures

Protest (HRS 103D-701)

Procedures followed in accordance with HRS 103D-701. Additionally, construction contracts awarded pursuant to HRS 103D-302 or 103D-303 would need to have a written decision issued within 75 calendar days of receipt of the protest.



Over the past 5 years, DLNR has received 12 bid protests. 7 were protest related to IFBs for construction projects. All 12 bid protests were denied at the department level and not appealed. Final decisions were issued to the protestor within 70 days.

#4 – Problems or challenges your department faces in procurement

Currently DLNR does not have any problems or challenges in procurement to report to the Committee.

#5 – Suggested recommendations for addressing these challenges

Currently DLNR does not have any suggested recommendations related to procurement.