



## The Senate

STATE CAPITOL  
HONOLULU, HAWAII 96813

August 11, 2021

### MEMORANDUM

TO: Keith Hayashi, Interim Superintendent  
Department of Education

FROM: Senator Sharon Y. Moriwaki, Chair  
Senate Special Committee on Procurement (SCP)

SUBJECT: Senate Special Accountability Committee on Procurement Informational Briefing  
Follow-Up Questions

Thank you for your presentation at the August 12 Senate Special Committee's informational briefing on your department's procurement and contracting policies and procedures. A number of questions and requests for further information arose from the briefing. Below are requests for further information.

We ask that you submit responses by **COB on October 4<sup>th</sup>** to Committee Clerk Kaley Vatalaro at [k.vatalaro@capitol.hawaii.gov](mailto:k.vatalaro@capitol.hawaii.gov).

Thank you for your attention to this matter.

Attachment.

cc: Senator Donovan M. Dela Cruz  
Senator Michelle N. Kidani  
Senator Donna Mercado Kim  
Senator Kurt Fevella  
Brian Hallett  
Randall Tanaka  
Christian Butt  
Bonnie Kahakui

## 2021 SCP Informational Briefing Follow-Up Questions

### **Requested documents/reports:**

1. Please include details of the kind of training that procurement staff is required to take.
2. Please provide criteria or a description of the scope of work that provides guidance on when to go out for bid that your Department follows.
3. Please provide a list of your trained procurement officers, including names, position description, and the last time they received training.
4. The updated spreadsheet provided by Christian Butt on 8/12/21 via Email does not include information on the time-period of projects, e.g., length of project and whether the project aligned with the original budget. Please update your spreadsheet to reflect accurate time-periods and budgeted amounts. Please also ensure that the change orders column is accurate.
5. Please share the national guidance/standard that other municipalities have applied on how you contract out for the Job Order Contracts (JOC) Program.
  - a. Is there criteria on the description of the scope of work, like repairs and maintenance, that can be done under this program (e.g., roof leaks)?

### **List of questions:**

1. Has your Department faced any protests on either goods/services and/or construction? If so, what was the basis of the protests and how long did they take to resolve?
2. Does the Procurement and Contract branch do procurement for all schools, or are the individual schools delegated procurement authority to do their own procurement?
3. Is there a dollar threshold when the IDIQ list is utilized?