



**Bonnie  
Kahakui**



**SUMMARY**

Results-oriented strategic planner with 20+ years of extensive procurement knowledge; committed to maintaining procurement integrity statewide.

**SKILLS**

- Understanding of Procurement statutes & rules
- Complex issue resolution
- Project management
- Training policy & development
- Working relationships with governmental agencies
- Market research principles and skills
- Administration management

**EXPERIENCE**

**Acting Administrator**

Honolulu, HI

State of Hawaii, DAGS/ State Procurement Office

Jan 2020 to Current

- Provides guidance to all governmental bodies relating to procurement.
- Plans, directs, and coordinates educational programs for procurement personnel.
- Develops, reviews, and analyses procurement rules, policies, and procedures.
- Plans, develops, and coordinates implementation of procurement online systems.
- Prepares testimony and represents the office, at the legislature, on all procurement matters.
- Investigate procurement irregularities of purchasing agencies.
- Represents the SPO at the Access Hawaii Committee meetings, overseeing the internet portal contract.
- Oversees all operations of the State Inventory Management System.
- Oversees all operations of the State Surplus Office.

**Assistant Administrator**

Honolulu, HI

State of Hawaii, DAGS/State Procurement Office

Jan 2019 to Current

- Draft circulars/directives to purchasing agencies, both State and Counties.
- Recommends/approves cooperative purchasing agreements.
- Draft policies, procedures, and administrative rules.
- Advises the SPO Administrator on all legislative proposals.
- Provide advice and assistance to all State and county agencies in interpreting the law and rules.
- Oversees changes to improve record keeping of the annual physical inventory.
- Conduct review of procurement practices of state and county agencies.
- Develop relationships with industry officials, consumer groups, and other interested parties on procurements laws.

- Develop relationships with various cooperative alliances (NASPO, Sourcewell, MMCAP).
- Reviews all chief procurement officer requests from executive departments (exemptions from 103D & 103F, sole source, emergency, contract extensions, procurement violations).
- Directs operation of the surplus property program to reuse federal property.
- Directs work of the office's seven sections.

#### **EProcurement Supervisor**

Honolulu, Hawaii

State of Hawaii, DAGS/State Procurement Office

May 2015 to Jan 2019

- Provided technical resource and implementation of the statewide eprocurement system (HiePRO), Hawaii Awards and Notices Data System (HANDS), Hawaii Compliance Express (HCE) and online procurement manual (Wizard).
- Developed and implemented the State-wide purchasing card and travel programs.
- Assisted in the development of the Surplus Auction.
- Reviewed legislation impacting all electronic interactive systems.
- Supervised training and technical services relating online applications for agencies and vendors.
- Developed and recommended amendments to Hawaii Administrative Rules, policies, and procedures, relating to travel.

#### **Purchasing Specialist (Exempt, IV & V)**

Honolulu, Hawaii

State of Hawaii, DAGS/State Procurement Office

Dec 2007 to May 2015

- Conducted market research, created specifications for solicitations and administered contracts.
- Developed price/vendor list instructions, and monitored compliance of vendors and purchasing agencies.
- Implemented and administered travel services and related contracts.
- Assisted with the development and implementation of the Hawaii Electronic Procurement System.
- Developed, scheduled, and conducted procurement training for State & County personnel.
- Coordinated, planned, evaluated, and reviewed procurement matters with external cooperative alliances (i.e., NASPO and Sourcewell).
- Developed office procedures for requests to access government records.
- Reviewed and approved the acquisition/transfer or disposal of office equipment/furniture.

### **Travel Manager**

Honolulu, HI

State of Hawaii, Office of the Comptroller

Feb 1997 to Dec 2007

- Implemented and administered the travel services contract.
- Ensured vendor compliance with terms and conditions of the contract.
- Developed, implemented, and maintained travel policies and guidelines.
- Conducted training for departmental Administrative Officers and staff.
- Procured and administered the car rental contract and ensured compliance by users and vendor.
- Gathered and analyzed data for studies and reports and provided recommendations for improvement.

### **Sales Manager**

Honolulu, HI

Cambe's Hawaii/Cambe Corp.

Nov 1992 to Feb 1997

- Submitted group travel proposals and sales reports to management.
- Negotiated hotel, air, and ground transportation contracts.
- Executed group travel contracts.
- Ensured compliance with contract terms.
- Monitored group progress and financial obligations.
- Reconciled group expenditures.

### **Group Sales & Operations Manager**

Honolulu, HI

First Family of Travel

Apr 1984 to Aug 1992

- Created and produced marketing advertisement for group travel.
- Developed sales proposals for group travel.
- Secured group sales from retail agents.
- Negotiated, reviewed, and approved vendor (air/hotel/ground) contracts.
- Arranged convention services (facilities, speakers, catering, flowers, audio visual equipment, translators, etc.).
- Generated and analyzed productivity reports.
- Supervised sales managers and tour guides.
- Maintained payroll records.
- Conducted personnel performance, evaluation, and progress reports of staff.

## **EDUCATION AND TRAINING**

**Bachelor of Business Administration: Travel Management**

University of Hawaii

Honolulu, HI

**Associate of Arts: Legal Studies**

Kapiolani Community College/University of HI Community Colleges

Honolulu, HI

- Graduated with honors
- Member of Phi Theta Kappa

## **PROFESSION ORGANIZATIONS**

- National Association of State Procurement Officials (NASPO)
- National Association of State Auditors, Comptrollers, and Treasurers (NASACT) - Travel and pCard Sharing Group
- National Institute for Public Procurement (NIGP)
- Hawaii/Alaska Chapter of NIGP
- National Association of pCard Professions (NAPCP)
- National Contract Management Association (NCMA)

## **ACCOMPLISHMENTS**

Governor's Team of the Year (2014) for the Hawaii Electronic Procurement System

DAGS Team of the Year (2017) for the Procurement Wizard

Government Standard of Excellence Award for HANDS (2018)

DAGS Manager of the Year (2020)

