

COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

February 24, 2005
9:00 a.m.
1151 Punchbowl Street, Room 416
Honolulu, Hawaii 96813

Members Present:

Mary Lou Barela, Chair
Christine Chun, Vice-Chair and Secretary
Joanne Lundstrom
Debbie Shimizu
Stella Wong
Jamie Woodburn

Others: Aaron Fujioka, State Procurement Office
Mara Smith, State Procurement Office
Corinne Higa, State Procurement Office

Members Excused:

Victor Geminiani
Ann Higa
Pauline Pavao

I. Call to Order

Mary Lou Barela called the meeting to order at 9:11 a.m.

II. Minutes

Joanne Lundstrom moved that the minutes be approved. Stella Wong seconded. The motion was carried.

III. New Business

1. Short-Form RFP Template 1

Mara Smith distributed copies of the final version of the Request for Proposals (RFP) Short Form template 1, which will be used by state agencies when services are prescribed and criteria for evaluation of proposals are based primarily on applicant qualifications and pricing.

2. Provider Survey – Final

Mara Smith handed out the revised health and human service provider survey. The form has been shortened; an optional point of contact section has been added. The survey will be emailed and will be available online at the State Procurement Office website.

Mary Lou Barela suggested that prospective applicants who did not submit a proposal also be surveyed. Joanne Lundstrom suggested that the survey inquire why these providers did not respond to the request for proposals. Mara Smith responded that since requests for proposals are now online, and it is not a requirement to register with the purchasing agency prior to downloading the solicitation, knowledge of prospective applicants who downloaded the RFP but did not subsequently submit an application may be limited.

3. Treatment Purchase of Service – Statement of Qualifications Application – Draft

Mara Smith distributed the first draft of the treatment purchase of services' statement of qualifications application. Council members were requested to review and provide feedback within two weeks. There was discussion about the various categories of service. Mary Lou Barela suggested adding an adult category under psychiatry and Debbie Shimizu suggested a counseling category under psychology. Ms. Smith said that the list of services would be sent out to state agencies for additions, deletions, and updates.

4. SPO Website Update – Contracts Database

Mara Smith reported that the State Procurement Office is continuing to work with the Information and Communications Services Division of the Department of Accounting and General Services to get the website operational. Training will be provided to state personnel to input contract information.

5. The Fourth Conference on Purchases of Health and Human Services.

Mara Smith reported that the conference will be held on August 16, 2005 at the Hawaii Convention Center. A draft of the conference agenda was distributed to members. The day will include keynote speakers, a luncheon speaker and three sessions of workshops. Ms. Smith suggested that some workshops with greater interest could be held in a larger room. She also noted that some comments from the last conference evaluation indicated that a desire for longer workshops. Joanne Lundstrom suggested that some workshops could span two sessions.

Ms. Smith informed the council that conference planning meetings are also being conducted with state agency personnel, largely made up of members from the Purchase of Service Team (POST). As part of the planning process, Ms. Smith suggested that the Community Council and the state planning committee meet together in the future. The council was in consensus.

Frank Chong of Aloha Care was a speaker at the last biennial conference and was again suggested as a speaker. Other suggestions for speakers are Aaron Fujioka and Walter Dods.

There was discussion on workshop topics. Council members were interested in a workshop on insurance. Joanne Lundstrom said that it would be interesting to know about the Hawaii Association for Nonprofit Organizations as a venue for insurance prospecting. Also of interest are federal grants to faith-based organizations and issues on how to handle such grants. Other concerns for discussion included:

- State and private sector planning
- Cost analysis
- Outcome budgets vs milestone budgets, payments, and meeting or exceeding outcomes
- Guaranteed payments
- Accounting differences between state agencies

Mara Smith asked if there is interest in having legislators present workshops. Suzanne Chun Oakland, Dennis Arakaki and Roslyn Baker were suggested by council members.

Mara Smith asked council members to continue thinking of workshop topics and for volunteers to be in charge of a workshop. Jamie Woodburn volunteered to coordinate logistics for presenters at the conference.

IV. Other Business

Aaron Fujioka informed the council that he would be resigning his position as administrator of the State Procurement Office, effective March 10, 2005, and will be working for the City and County of Honolulu as a special advisor in the Department of Community Services. Council members wished him well, and acknowledged and expressed their appreciation to Mr. Fujioka for his guidance, ethics, diligence and integrity.

V. Next Meeting

The next three meetings are scheduled for March 29, April 28, and May 26, 2005, at 9:00 a.m.

VI. Adjournment

There being no further business, the meeting was adjourned at 11:07 a.m.

Respectfully submitted,

3-17-05

Date

Christine Chun

Christine Chun, Vice-Chair/Secretary,
Community Council on Purchase of Health
and Human Services