

**COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES
MEETING**

January 20, 2006
9:00 a.m.
1151 Punchbowl Street, Room 322
Honolulu, Hawaii 96813

Members Present: Mary Lou Barela, Chair
Christine Chun, Vice-Chair and Secretary
Ann Higa
Joanne Lundstrom
Pauline Pavao
Debbie Shimizu
Jamie Woodburn

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

Excused: Stella Wong

I. Call to Order

Mary Lou Barela called the meeting to order at 9:10 a.m.

II. Minutes of December 7, 2005

Jamie Woodburn moved that the minutes be approved. Pauline Pavao seconded. The motion was carried.

III. Contracts Database – Update

Mara Smith reported that data input issues, i.e., duplicate contract entries, entering amendments, and funding by year, encountered by using agencies have been improving and are almost resolved. For fiscal year 2006, State agencies reported 728 contracts totaling \$667 million. For fiscal year 2005, 1,022 reported contracts totaled \$692 million. Ms. Smith stated a narrative report including graphically illustrated funding by islands, services by age group/population, might be more useful than the past tables. She asked the council for types of information that would be useful in provider planning. Members of the council indicated that providers would be interested in breakdown of services by geographic area, target groups, and providers. Joanne Lundstrom said that providers would be interested to know the State's service priorities and where funds are actually being spent; i.e., housing, homeless, substance abuse. Mary Lou Barela added foster care and elderly as other examples. Ms. Smith indicated

the data was not categorized in that manner but she would attempt various key word searches. Attempts at categorizing contracts prior to the establishment of Chapter 103F failed because the categories were not well defined. One attempt was to categorize services into the areas of prevention, intervention, treatment, aftercare but it was not well defined. Another involved categorization by subject area such as homelessness but the results were equivocal and similar to results achieved with the special population categories in pre-2005 contracts databases. Services would be listed as serving that population or subject area because it was possible that someone might benefit but the service was not necessarily designed for that population or category. Ms. Smith cited other areas that could be developed from the database such as contracts with other government agencies or payment methods (cost reimbursement, unit rate, or fixed price.) Joanne Lundstrom inquired if all contract modifications are posted on the contract database. Ms. Smith replied that only contract modifications affecting information in the database would be reflected. Ms. Smith stated that the database was not designed to record each modification as such but data required by the database, such as funds contracted, must be updated within 5 working days of execution of a contract modification. A question was asked as to what contracts were in the database. Ms. Smith replied that any health and human service contracts, including exempt contracts such as grants under Chapter 42F are to be posted to the database. Ms. Smith stated that the contracts database was designed as a planning tool for agencies and providers of health and human services.

IV. Report of Planned Purchases - Update

Mara Smith distributed the final Report of Planned Purchases, which provides prospective applicants advance notice of opportunities to submit proposals; and participate in State agency community planning activities. The report is also a planning tool for State agencies to plan and coordinate their procurement and contracting efforts. The report will be sent to the legislators, department heads, the Hawaii Community Foundation, Hawaii Community Services Council and various Hawaii offices of the Chamber of Commerce and United Way. A letter to interested parties is also being mailed informing them of the report's availability at the State Procurement Office website. Ms. Smith pointed out that the Report of Planned Purchases should not be confused with the contracts database. Planned purchases are services that State agencies are planning to procure. The contracts database reflects contracts in existence. Aaron Fujioka stated that the Report of Planned Purchases is a means of seeking community involvement through information distribution.

V. Proposed Rules Amendments - Update

Ms. Smith reported that the amended rules were filed with the Lieutenant Governor on January 12, 2006 and became effective on January 23, 2006. Ms. Smith highlighted major changes, which include planning requirements; mandatory requests for information; publishing of procurement notices only on

the Procurement Notices System (newspaper publication is optional); lengthening of the proposal submittal deadline from 21 to 28 days from the release date of the of the RFP; requiring numerical proposal evaluations to include a written explanation of scores; and addition of joint request for proposals. Jamie Woodburn inquired if requests for information are now mandatory. Mara Smith responded affirmatively. Mary Lou Barela asked if the amended rules include compliance with the Hawaii Compliance Express. Mara Smith replied that the Hawaii Compliance Express only applies to Chapter 103D, HRS, and not to Chapter 103F, HR, but does not preclude providers from using it.

VI. Biennium Timeline for Competitive Purchases of Health and Human Services - Draft

Mara Smith handed out a draft of the biennium procurement timeline for the council to review. She explained that coordination of procurements are a result of large number of procurements done on the biennium. However, since the inception of Chapter 103F, HRS, contract terms tend to be longer, up to six years and agencies procure at different times during the year; therefore, the number of biennium procurements occurring at the same time have decreased. By keeping abreast of notices on the Procurement Notices System, contracts on the CDRS, and planned purchases on the Planned Purchases Report, interested parties would be aware of upcoming procurements. There was discussion as to whether there is a need to continue the use of the coordinated biennium procurement timeline. Several council members were in favor of the continuation of a coordinated timeline for the upcoming biennium, at least for the period October through December as many RFPs are released during that time. Joanne Lundstrom asked that the proposal submittal deadline be at least 45 days from the RFP release date. Ms. Smith answered that in previous timelines it was a little longer.

VII. The Next Conference/Event on Purchases of Health and Human Services – Possible Dates, Themes, Format

Discussion continued on the type of event/series of events to showcase the accomplishments/results of contracts for health and human services. Ms. Smith distributed a State Foundation on the Culture and Arts' news release as an example of the format for a series of events. Mary Lou Barela said that the event should still be an opportunity for providers and State agencies to network, especially those from the neighbor islands. She added that the expo is a good way of doing such networking. Ms. Smith indicated that the conference/event is still being scheduled for September/October; however, fewer resources are available. The format could be a series of smaller events, culminating in a larger event. The event should showcase results, accomplishments, and the value of continued support of resources. Ms. Smith commented she was looking into various projects/initiatives by state agencies. One involves a partnership of the Alcohol and Drug Abuse Division and several other agencies that contract for substance abuse services. They have been working together to establish consistent services requirements. In the area of reporting, they have established a common data set,

which should make reporting easier for providers as well as provide a better idea of accomplishments for substance abuse contracts. In their next phase, the group will work on common monitoring and evaluation requirements. Ms. Smith indicated she would gather more information on this initiative as well as others. She asked if council members would watch for and seek out noteworthy initiatives in the area of accomplishments or measuring accomplishments for contracted health and human services. Jamie Woodburn suggested that the industry of nonprofits could feature the impact and results of services they provide, i.e., the cost savings to government of putting people from the community back into the workforce. Mary Lou Barela suggested that members think about possible themes and formats for discussion at the next meeting.

VIII. Next Meeting

The next meeting is scheduled for February 24, 2006 at 9:00 a.m.

VI. Adjournment

There being no further business, the meeting was adjourned at 10:32 a.m.

Respectfully submitted,

2-13-06

Date

Christine Chun

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