

PROCUREMENT POLICY BOARD MEETING

March 17, 2011

1:00 pm

Conference Room 410

1151 Punchbowl Street

Honolulu, Hawaii 96813

Members Present

Pamela Torres, Chair  
Bruce Coppa, member  
Leslie Chinen, member  
Keith Matsumoto, member

Others

Aaron Fujioka, State Procurement Office  
Pat Ohara, Deputy Attorney General  
Ruth Yamaguchi, State Procurement Office  
Kevin Takaesu, State Procurement Office  
Kathy Kanemori, Honolulu Board of Water Supply  
Lance Inouye, General Contractors Association

*Agenda Item I - Call to Order*

Chair Pamela Torres called the meeting to order at 1:00 PM.

*Agenda Item II – Approval of Minutes of November 18, 2010.*

Mr. Keith Matsumoto made a motion, seconded by Mr. Bruce Coppa, to approve the minutes of the November 18, 2010 meeting.

The motion was unanimously approved.

*Agenda Item III – Election of Officers.*

Mr. Aaron Fujioka stated that the statutes call for election of the chairperson on an annual basis and that this item had been deferred from prior meetings. Mr. Leslie Chinen nominated Mr. Matsumoto for Chair and Ms. Torres for Vice Chair. Mr. Matsumoto nominated Mr. Coppa for secretary.

Mr. Matsumoto made a motion, seconded by Mr. Coppa, to accept the nominee for each position.

The motion was unanimously approved.

*Agenda Item IV – Interim Hawaii Administrative Rules (HAR) § 3-125-13, Price adjustment for construction contracts.*

Mr. Fujioka explained the chronology of events leading up to the interim rules and requested the board make a motion to adopt as interim rules to start the rule making process.

Mr. Matsumoto made a motion, seconded by Mr. Coppa to adopt as Interim Hawaii Administrative Rules (HAR) § 3-125-13, *Price adjustment for construction contracts*, and allow the State Procurement Office on behalf of the Board to proceed with the public hearing process.

The motion was unanimously approved.

*Agenda Item V – Interim Hawaii Administrative Rules (HAR) chapter 3-120, Exhibit A, Procurements Exempt from chapter 103D, HRS.*

*Agenda Item VI - Interim Hawaii Administrative Rules (HAR) § 3-120-4, Procurements exempt from chapter 103D, HRS*

Mr. Fujioka explained that Agenda Item V is reviewed by the Board on an annual basis and Agenda Item VI has been revised to reflect the revisions to Exhibit A.

Mr. Matsumoto made a motion, seconded by Mr. Coppa to adopt as Interim Hawaii Administrative Rules (HAR) chapter 3-120, Exhibit A, *Procurements Exempt from chapter 103D, HRS* and HAR § 3-120-4.

Chair Torres had concerns that exempting the items in Exhibit A completely from HRS chapter 103D may give license to agencies to abuse the system and wanted conditions placed on use of Exhibit A. No specific sections of HRS chapter 103D were identified to accommodate this request.

The motion was unanimously approved.

*Agenda Item VII - Announcements*

Mr. Fujioka announced that the next board meeting is tentatively scheduled for April 21, 2011 at 1:00 pm.

Agenda Items VI - *Adjournment*

Mr. Chinen made a motion, seconded by Mr. Matsumoto to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned at 1:43 pm.

Respectfully submitted,

3/22/2011  
Date

Bruce A. Coppa  
BRUCE A. COPPA, Secretary  
Procurement Policy Board

Attachment: March 17, 2011 PPB Agenda

Pending Board Approval

**PROCUREMENT POLICY BOARD (PPB)**  
1151 Punchbowl Street, Conference Room 410  
Honolulu, Hawaii 96813

Regular Meeting  
March 17, 2011  
1:00 pm

AGENDA

- I. Call to Order.
- II. Approval of Minutes - Meeting of November 18, 2010.
- III. Election of Officers.
- IV. Interim Hawaii Administrative Rules (HAR) § 3-125-13, Price adjustment for construction contracts.
- V. Interim Hawaii Administrative Rules (HAR) chapter 3-120, Exhibit A, Procurements Exempt from chapter 103D, HRS.
- VI. Interim Hawaii Administrative Rules (HAR) § 3-120-4, Procurements exempt from chapter 103D, HRS.
- VII. Announcements.
- VIII. Adjournment.

Agenda and available agenda items may be viewed at <http://hawaii.gov/spo/procurement-policy-board-minutes-of-meeting>. Individuals may present testimony on matters on the Procurement Policy Board's agenda when the agenda item is taken up by the Board. Individuals intending to testify should contact the State Procurement Office at (808) 587-4700 at least 48 hours before the scheduled meeting. Written testimonies will be accepted through e-mail at [procurement.policy.board@hawaii.gov](mailto:procurement.policy.board@hawaii.gov) or faxed to (808) 587-4703 until 1:00 pm, March 15, 2011. Testimonies received after the March 15, 2011 deadline will be forwarded to the board as time permits. Individuals submitting written testimony at the meeting and would like the written testimony distributed to the board at this meeting, are requested to provide 12 copies.

Individuals requiring special assistance or services may call (808) 587-4700 by 1:00 p.m., March 14, 2011 to discuss accommodation arrangements.