

October 31, 2002

PROCUREMENT DIRECTIVE NO. 2002-03

TO: All Chief Procurement Officers  
All Executive Departments

FROM: Phyllis M. Koike, Chair  
Procurement Policy Board

SUBJECT: Procurement Policy Board

This directive rescinds Procurement Directive No. 2001-02 dated February 27, 2001 and is issued pursuant to Section 103D-202, HRS, and Section 3-121-2, HAR, on the policies and procedures for the procurement policy board to conduct its business.

A. The duties of the board are as follows:

1. To issue interim rules for chapter 103D, HRS, by procurement directives, which shall be exempt from public notice, public hearing, and gubernatorial approval requirements of chapter 91, HRS;
2. To adopt and monitor rules that govern procurement pursuant to chapters 103D and 103F throughout the State and the counties;
3. To decide policy matters, introduce and propose amendments to legislation, and monitor procurement statutes; and
4. To issue procurement directives, policy guidance, forms, lists, or other information, as required. The Administrator of the State Procurement Office is delegated authority to sign and distribute such information.

B. Board Meetings

1. There are seven board members who meet as required. The meetings are open to the public and a notice is posted at least six days prior to a meeting.
2. The Board meetings shall be conducted pursuant to Robert's Rule of Order.

3. The Notice of the meeting shall consist of the agenda which lists all of the items to be considered, the date, time, and place of the meeting and shall be filed at the Lieutenant Governor's office at least six days prior to the meeting. The board shall maintain a list of names and addresses of persons who request notification of meetings and shall send by mail or facsimile a copy of the Notice to these persons.
4. The public is welcomed to attend board meetings (except executive sessions). Although the public is invited to attend all board meetings, the public may participate in the meeting only if the person is recognized by the chair.
5. If a person wishes to submit comments on one or more agenda items, the person should contact the State Procurement Office at (808) 587-4700 at least 48 hours before the scheduled meeting.
6. Following is a suggested format to be used when presenting any material to the board:
  - a. State purpose(s) or reason(s) why this is being presented to the board;
  - b. State how this action is being accomplished presently;
  - c. Compare suggested and present methodology;
  - d. Elaborate on conditions that support such action;
  - e. Conclusion: State how this action will benefit the State.
7. Persons who need special assistance (i.e. interpreter, wheelchair accessibility) to participate shall contact the State Procurement Office at 587-4700 at least three working days prior to the meeting.

C. Board Address

All concerns may be addressed to the attention of the Procurement Policy Board:

Ms. Phyllis M. Koike, Chairperson  
Procurement Policy Board  
c/o Administrator, State Procurement Office  
1151 Punchbowl Street, Room 230A  
Honolulu, Hawaii 96813