

SPOCon Hawaii Procurement Conference Friday, October 21, 2016

Hilton Waikiki Beach Hotel 2500 Kuhio Avenue Honolulu, Hawaii 96815

Conference Schedule

Aloha!

Mahalo to 'Ōlelo Community Media, which will video the training sessions, awards luncheon, and various activities of SPOCon. Portions of SPOCon will air on 'Ōlelo Community Media. A television schedule will be provided at a later date.

7:15 – 8:15 a.m.	Vendor Registration and Set-Up Coffee & Pastries for Vendors	Prince Edward & Prince David Rooms
7:30 – 8:30 a.m.	Participant Registration	Ballroom Foyer
	Continental Breakfast for Government Attendees	Ballroom Alcove
8:30 – 9:00 a.m.	Welcome Procurement Initiatives Sarah Allen, Administrator, State Procur	Prince Kuhio Ballroom
9:00 a.m. – 9:40 a.m.	NASPO Cooperative Presentation Prince Kuhio Ballroom Donn Tsuruda-Kashiwabara, C.P.M., Purchasing Supervisor, State Procurement Offi Dugan Petty, Education & Outreach Coordinator, National Association of State Procurement Officials	
9:40 am – 10:30 am	Cooperative/Statewide Contracts Various Vendors	
10:30 a.m. – 11:00 a.m.	Break/Refreshments For Government Attendees	Ballroom Alcove
	Visit with Vendors	Prince Edward & Prince David Rooms
11:00 a.m. – 11:45 a.m.	Contract Law Fundamentals Dr. Hazel Beh, Professor of Law, Willian	Prince Kuhio Ballroom n S. Richardson School of Law

11:45 a.m. – Noon	Break (Lunch set-up)		
Noon – 1:00 p.m.	Awards Luncheon Hawaii Procurement Professional Exc The Honorable David Y. Ige, Governor,		
1:00 p.m. – 2:00 p.m.	Contract Management Mara Smith, Assistant Administrator, Sta	Prince Kuhio Ballroom ate Procurement Office	
2:00 p.m. – 3:00 p.m.	Procurement Pricing Prince Kuhio Ballroom Sarah Allen, Administrator, State Procurement Office		
3:00 p.m. – 3:30 p.m.	Break/Refreshments For Government Attendees	Ballroom Alcove	
	Visit with Vendors	Prince Edward & Prince David Rooms	
3:30 p.m. – 4:30 p.m.	Procurement Pricing (Continued)	Prince Kuhio Ballroom	
	Closing Remarks Sarah Allen, Administrator, State Procurement Office		
4:30 p.m. to 5:00 p.m.	Vendor Pack Up		

A certificate of attendance will be emailed to each government attendee after SPOCon.

Mahalo!

Acknowledgements

The State Procurement Office (SPO) thanks the many hands that contributed to the success of this event.

Hazel Glenn Beh, PhD, JD (William S. Richardson School of Law) Hilton Waikiki Beach Hotel NASPO ValuePoint Office of Enterprise Technology Services 'Ōlelo Community Media Dugan Petty (NASPO ValuePoint) The SPO Team

... and other wonderful volunteers we unintentionally omitted.

Speakers

Sarah Allen Administrator State Procurement Office



Sarah Allen is the Administrator of the State of Hawaii Procurement Office (SPO) and the Chief Procurement Officer for the Executive Branch, a position which she has held since November 2013.

Sarah has expertise in contracting, acquisition and financial management. She is also

an Instructor at University of Phoenix and an Arbitrator for the Financial Industry Regulations Authority. From 2007 to 2013, she was a Senior Manager for ASI Government Inc., during which she acted as Executive Procurement Advisor to the National Geospatial Intelligence Agency. Prior to that, she was a Senior Acquisition Analyst from 2006 to 2007 for CACI at the Pentagon, and served in the U.S. Air Force from 2000 to 2006.

Sarah is a member of the National Contract Management Association, the International Association for Contract and Commercial Management, the National Association for State Procurement Officials and the American Institute of Certified Public Accountants.

Sarah earned a Global Executive Master of Business Administration from George Mason University, a Master of Acquisition Management from the American Graduate University, and a Bachelor of Commerce in Accounting and Auditing from the University of South Africa.

Donna "Donn" Tsuruda-Kashiwabara, C.P.M. Purchasing Specialist State Procurement Office

Donna (Donn) Tsuruda-Kashiwabara, C.P.M., is a Purchasing Specialist with the SPO and head of its Purchasing Services section, which manages over one hundred price/vendor list contracts averaging the State over \$50 million in cost savings annually.



Ms. Tsuruda-Kashiwabara joined the SPO in 2000 and has been involved in many high-profile procurements such as the Enterprise Resource Planning (ERP) Solution and the RFPs for the Energy Performance Contracting Services (ESCO) vendor list, for which she received the DAGS Team of the Year Award in 2010.

Her extensive purchasing background includes eight years as the Furniture, Fixtures and Equipment Buyer for Bank of Hawaii. Prior to that she was the Purchasing Agent for Liberty House (now Macy's) in the Store Planning Division.

She has an associate degree in Merchandising/Mid-Management from Kapiolani Community College and Certified Purchasing Manager (C.P.M.) certification from the Institute of for Supply Management, Inc. formally the National Association of Purchasing Managers (NAPM). She served as Certification Vice Chair, Program Chair and Communications Chair of the NAPM-Hawaii chapter.

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Dugan Petty Education and Outreach Coordinator NASPO ValuePoint

Dugan Petty is the Education and Outreach Coordinator for NASPO ValuePoint, specializing in Information and Communication Technology. He is also a Senior Fellow in the Center for Digital Government and the Governing Institute.



Dugan is the former CIO for the State of Oregon serving from 2006 to 2012 when he retired from state service. His collaborative leadership led to a new e-government delivery system, open government applications, strengthening security and improved IT governance.

During his 15-year tenure in Oregon state government, he also served as Oregon's Risk Manager and Oregon's Chief Procurement Official leading a stakeholder taskforce in the modernization of Oregon's procurement statutes and a strategic sourcing initiative called Smart Buy that improved contract outcomes and reduced spending. Before coming to Oregon, he served in Alaska State Government as Director of General Services and as Alaska's Chief Procurement Officer where his leadership lead to modernization of Alaska's Procurement Statutes and improved outcomes in purchasing, real property leasing and facilities management.

Dugan is the only person to have served as both the president of NASCIO and NASPO. He was a founding member and past Chair of the Western States Contracting Alliance – now NASPO ValuePoint.

NASCIO recognized Dugan's leadership and contributions in 2013 with its Meritorious Service Award. Government Technology named Dugan one of its Top 25 Doers, Dreamers and Drivers for 2011. He received the Julio Mazzone Distinguished Service Award in public purchasing in 2004.

Hazel Glenn Beh, PhD, JD Professor of Law William S. Richardson School of Law



Professor Hazel Glenn Beh joined the law school in 1995 as Acting Associate Dean and joined the faculty in 1996. She teaches Contracts, Advanced Torts & Insurance Law, and legal writing. She also serves currently as codirector of the Health Law Policy Center at the Law School. Professor Beh was Associate Dean for Academic Affairs from 2007 to 2009.

After law school, she clerked for Hawaii Supreme Court Chief Justice Herman Lum. From 1993 to 1994, she was the Research & Appellate Coordinator for the City and County of Honolulu Corporation Counsel. In addition to her law degree, Professor Beh also holds a Ph.D. in American Studies and a Masters of Social Work. She worked as a social worker with the elderly in the Hawaii community for twelve years. Her scholarship interests are diverse; she has written articles concerning insurance, law and medicine, torts, contracts, and higher education law.

In 1999, she was selected by students and faculty as Outstanding Professor of the Year. Professor Beh is also a 2000 recipient of the Board of Regents' Excellence in Teaching Award, the University of Hawaii's highest honor for teachers. She received the 2008 Hawaii Women Lawyers Outstanding Women Lawyer of the Year award, in recognition of her efforts to establish the part-time program at the law school. Professor Beh is a past Chair of the Associate of American Law Schools (AALS) Education Law Section; of the AALS Contracts Section and of the AALS Insurance Law Section. She was a visiting professor at LaTrobe University, Melbourne, Australia in 2005, the University of California, Hastings College of Law in Spring 2002 and at Meijo University, Nagoya, Japan in Summer 2001.

Mara Smith Assistant Administrator State Procurement Office



Mara Smith has 20 years of procurement experience with the SPO and is the Assistant Administrator. Over the years, Mara has been actively involved in the health and human services area as a Contract Specialist and Procurement Manager.

Also, as the eProcurement manager, Mara and her team

implemented the first eProcurement application, HePS, for the Executive branch, provided user training and oversight, and several years later, coordinated the transition to HIePRO, an upgraded eProcurement application.

Mara has also served as the statewide procurement training coordinator. Her past experience includes working for the State's Office of Youth Services, nonprofits in Hawaii and Tennessee, and the Tennessee State Department of Youth Services.

Nominees

Procurement Professional Excellence Award

The State Procurement Office recognizes the amazing work that our procurement workforce does across the state of Hawaii and its counties. Every day, motivated individuals work closely with the private sector to develop and deliver solutions to meet the day's challenges; to maintain our infrastructure, modernize government, tackle homelessness, innovate our healthcare system, and cool our schools.

The Hawaii Procurement Professional Excellence Award recognizes

- Noteworthy contributions to procurement including extraordinary business leadership or the design, development or execution of a procurement program or project that furthers an Agency or Department's mission, and
- Noteworthy contributions to contracting policy including the development of a management policy, regulation, data system or other task that significantly enhances the economy, efficiency and effectiveness of an agency's acquisition system.

This first year, seven procurement professionals were nominated by their respective Departments/Agencies (listed in alphabetical order):

Debra Gagne Special Projects Assistant to the CIO Office of Enterprise Technology Services Department of Accounting and General Services

Ms. Gagne is currently in a Special (Projects) Assistant to the Chief Information Officer position with the Office of Enterprise Technology Services under the Department of Accounting and General Services. She is the Project Manager assigned to the Enterprise Payroll and Time and Attendance Modernization project that kicked off officially in October 2015.

As the project manager for this procurement initiative, Debra was required to oversee and manage the entire procurement process from RFP drafting, issuance, offeror management, discussions, demonstrations, evaluation and selection. What made the effort even more challenging was that the selection needed to be completed before June 30, 2016.

Debra utilized modern toolsets and systems to maximize efficiency and engagement from all stakeholders to ensure that individuals were informed about required tasks and deadlines. These modern tools also allowed for online collaboration across departments and jurisdictions that hadn't been realized until the enterprise project was launched.

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Susan Gray-Ellis

Contracting Specialist, Strategic Industries Division Department of Business, Economic Development and Tourism

Ms. Gray-Ellis implemented a number of initiatives within the Hawaii State Energy Office (HSEO) to improve procurement efficiency. She completed updates for template documents to be used for the competitive seal proposals method of procurement.

These templates are a valuable, time-saving resource for HSEO staff utilizing this method of procurement. Susan also expanded DBEDT/HSEO's annual solicitation of professional services to include the anticipated services of other divisions and attached agencies within DBEDT. This effort will provide department-wide efficiency in soliciting and receiving qualifications for professional services.

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Gregory King Central Purchasing Agent Department of Finance, County of Maui

Mr. King is in charge of procurement and contracting for all of the agencies in the County of Maui. He supervises six procurement and contract staff in the Purchasing Division, which is involved with all goods, services, and construction procurement for the

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County of Maui. During FY16, they processed over \$84 million in goods, services and construction, and 25,000 pCard transactions. Their cost avoidance measures were estimated at \$1.2M and one of Greg's high-viz procurements currently under way includes an RFP for a Police Body Cam.

Greg educated the County Council and the County auditor on the overall value and savings generated by the pCard program, and conducted numerous training sessions to various county groups on procurement policy and procedures. He is also an instructor in the County Supervisor training academy sponsored by the County of Maui Personnel Division.

As the current chair of the Procurement Policy Board, Greg assists the state legislature in reviewing and passing rules developed by the State Procurement Office as a result of new legislation passed by the Legislature. He served as chair since 2012 and from 2005 to 2008, and also served as a member from 2000 to 2008.

Greg is a member of the National Institute of Government Procurement and earned his Certified Public Procurement Officer (CPPO) designation in 2016. He is the Treasurer of the newly formed Alaska-Hawaii Government Procurement Association, which was incorporated in July 2016.

As a dedicated member of his community, he has served as a volunteer for organizations including the Leukemia Society, the American Heart Association, Community Work Day, Maui Academy of Performing Arts, and the Alzheimer's Association.

Tammy Lee Contracts Office Supervisor Department of Transportation

Ms. Lee has managed the Contracts Office at DOT for the last four years. All formal DOT contracts, plans and specifications pass through the Contracts Office. This office executed 159 formal goods and construction contracts in 2015 with the award amount totaling in excess of \$230,182,997. In 2016 this number increased to 189 contracts totaling \$686,252,397.

The Airports Division is constructing two Consolidated Rental Car Facilities (CON RAC). One at the Honolulu International Airport for \$350,000,000 and one at the Kahului Airport for \$330,000,000. The \$227,000,000 Honolulu International Airport Mauka Extension Project is DOT's first construction project with a Project Labor Agreement (PLA). Tammy wrote the PLA justification for the project.

Tammy is a big reason why despite the numerous bid protests, DOTs was able to move forward. The Contracts Office responded to upwards of 90 protests. She was instrumental on the outcome of the bid protests. Tammy is the kind of employee that leaves a lasting positive impression.

Tammy reviewed all proposed legislation on procurement and wrote all testimonies on procurement during the 2015 and 2016 Legislative session. She was not only able to interpret the legal language but also how the proposed legislations impact the interest of DOT.

Other measures that she was instrumental in formulating our testimony included legislation on comprehensive ethics training for employees who conduct/participate on procurement, requiring past performance as a criterion for selection, and prohibiting bid shopping and bid peddling.

Lois Mow Director - Procurement & Contracts Branch Department of Education

As the Director of the Procurement and Contracts Branch (PCB), Lois leads an office of ten procurement specialists that supports the Hawaii Department of Education's (DOE) 256 schools and district/state-level offices in the most difficult and complex procurement and contracting issues. She is responsible for the administration of the DOE's procurement and contracting practices, policies and procedures and provides departmental guidance and assistance and training in complying with the procurement code.

In her role as Director, Lois has focused on assessing and improving upon products and services needed by our schools and offices by offering greater choices and helping to maximize the greatest value for our limited dollar. Through the DOE's purchasing power, we are able to provide a safe, supportive, learning environment with facilities, equipment, instructional materials and other necessary resources for our students.

Krystal-Lee Tabangcura Procurement Specialist Hawaii Housing Finance & Development Department of Business, Economic Development and Tourism

Krystal-Lee Tabangcura is a valuable member of the HHFD 'ohana and guides the agency with its public contracting, including the development and execution of its contracts and solicitation forms, ensuring compliance with procurement policies and procedures, and managing the agency's formal solicitation process. She has shown excellent leadership that has positively impacted the agency and earned the respect of her colleagues from both within the State and outside agencies.

Krystal has taken the lead to collaborate with her colleagues to work as a team in meeting the goals of the agency. She ensures that the procurement process adheres to the State's laws, regulations, and SPO guidance. She works with various staff from different branches within HHFCD to assure compliance.

Erwin Wright Procurement and Specifications Specialist Department of Finance, County of Kauai

Erwin is the Specifications and Procurement Specialist VI for the Division Purchasing. He serves two major roles as both the senior procurement specialist for the County of Kauai and is also the line Operations Manager for a technician and two (2) senior specialists within the division. Erwin has committed 20 years of his professional life to the Division of Purchasing, and has a total of 31 years of service to the County of Kauai. To date, the Division of Purchasing, under Mr. Wright's facilitation and in collaboration with the I.T. Division, have effectively designed and implemented the following technology initiatives:

1. The Shared Forms Initiative which focused upon accurately identifying all procurement forms, amending content, and reprogramming these forms to be data-fill capable. The initiative allows for the electronic transmission of these documents from departments and agencies to achieve a near paperless application of various procurement processes and the elimination of the delays associated with inter-office mail deliveries.

2. The Division of Purchasing initially designed and successfully launched a County-based electronic system and have since expanded this initiative to a broader interoperable and integrated system for construction. In July 2016, the Division of Purchasing will expand the electronic procurement application to goods and services.

3. The Electronic Contract Data Management System replaced the prior paper-intense and costly process of executing multiple copies of contract documents in the County. The new process is a fully electronic process that utilizes electronic applications to process and fully execute contracts and transmit to parties via the use of email communications. A contract portal has also been designed by Mr. Wright and has been implemented County-wide. The system will include a searchable log.

Hawaii State-Wide Cooperative Vendors

The State Procurement Office is constantly looking at how to provide the State of Hawaii with easy to procure, state-wide contracts that have already been competed. This allows the state to benefit from economies of scale, decreases procuring time, and allows for more consistency with vendors. The SPO has invited our vendors to share with you what they offer and how their specific contracts work.

SPOCon invites all attendees to learn more about the various contracts from participating companies in NASPO ValuePoint contracts in the Prince Edward & Prince David Rooms



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