The State Procurement Office recognizes the amazing work that our procurement workforce does across the state of Hawaii and its counties.

The Hawaii Procurement Professional Excellence Team Award recognizes

- Noteworthy contributions to procurement include extraordinary business leadership or the design, development or execution of a procurement program or project that furthers an Agency's / Department's mission.
- Noteworthy contributions to contracting policy include 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.

Congratulations to all the nominees for their diligence in promoting excellence in government procurement. The nominees are the following;

- **County of Hawaii Purchasing Division (Winner)**
  
  Nominated by Jeff Dansdill, former Purchasing Agent, County of Hawaii Purchasing Division, who is now with the Hawaii Health Systems Corporation

  **Team Members**
  - Jeff Dansdill, CPPO, CPPB, former Purchasing Agent of the County of Hawaii Purchasing Division
  - Steve Wilhelm, Purchasing Specialist
  - Lori Shikuma, Buyer III
  - Larry Suenishi, Buyer I
  - Krystie Campbell, Contracts Clerk

  **Description of Team**
  The team is the County of Hawaii's Purchasing Division which serves its twenty-one departments and agencies. Annually, the Division processes approximately 150 invitations for bids and requests for proposals, 800 requests for quotations, and is responsible for assisting the Chief Procurement Officer (Finance Director) with the day to day operations of a centralized procurement system.

  **Contract Management System**
  Over the last two years, there are two projects the Division has taken on that has significantly improved procurement within the County. The first project was the implementation of the County’s financial systems contract management module. Prior to implementing the module, contract information was kept throughout the Division and was not easily available to staff within the Division, let alone other department’s staff. For example, purchasing staff keep expiring contract information on white boards in their work area, where user departments had to call the purchasing staff for updates.

  The Division staff decided to implement the contract management module as a way to centralize the information and share it electronically with the departments. The implementation of the contract management module by the Division staff included identifying which tabs/fields to use, inputting existing contract information, and training department staff how to access/use the information. The result was a one-stop contract record that provides all contract information including; the contract title, contact term, amount encumbered and expended, vendor information, procurement staff contact information, insurance documents and tracking, copy of the contract documents, the purchase order and invoice payment information, and custom fields for compliance.

  This contract management system not only provides the Division and Department staff one place to look for contract information, but it supports the running of various reports to be proactive in the renewal or rebidding of procurements. This includes a goal of the Division of staying up to date on insurance documentation which has been difficult to track manually in the past.
Google Forms

The second project is the use of Google Forms to successfully track the success of the Purchasing Division, showing the Division creates value within the organization. The Division wanted to illustrate the competitive procurement process saves the County money, so it created a cost saving log. This is a simple online form that the procurement staff can enter solicitation information along with the prices received for the award amount and next lowest amount, theoretically providing the cost savings. These records are gathered throughout the fiscal year and totals shared in Division Head meetings as well as shared in the annual budget reporting.

In addition to the cost savings log, internal and external surveys were created using Google Forms to collect and present the information to stakeholders. Questions were developed based upon discussions within the team of the critical information we wanted to assess, that being adequately notice of solicitations, timeliness of work, and meeting users’ expectations.

Survey results are compiled using Google Forms templates and shared/discussed monthly at the Purchasing Division’s supervisors meeting. The results and comments are a good way to both recognize outstanding work and address concerns received anonymously. In addition, the results are shared with the Finance Director and Division Heads to promote the good work the Division is achieving.

Community or other service outside work that demonstrates excellence

The Purchasing Division is increasing its involvement in the State and National procurement community. Steve Wilhelm currently serves on a NASPO Sourcing Team for Procurement Acquisition Support Services. Larry Suenishi, Lori Shikuma, and Steve Wilhelm attended SPOCON 2016, and all purchasing staff are members of the National Institute of Government Procurement and the Alaska – Hawaii Governmental Procurement Association. Jeff Dansdill served on the SPO evaluation committee for the recently completed Office Supplies and Printer Cartridges contract. He is also the President of the Alaska-Hawaii Governmental Procurement Association, member of the NIGP Knowledge Committee, and will receive the NIGP 2017 Volunteer Award at the 2017 NIGP Forum. Jeff holds certifications as a Certified Professional Public Buyer (CPPB) and Certified Public Procurement Officer (CPPO) with the Universal Public Procurement Certification Council.

The two projects listed above, the contract management system and Google Forms, is part of a greater vision to use technology to increase efficiency and performance for the County of Hawaii’s Purchasing Division. The Division staff understand its importance and has constantly assisted in implementing other projects including the use of Public Purchase to solicit and receive quotes, bids, and proposals, use of electronic signatures and filing of procurement files electronically, and expand the County’s Purchasing Division intranet page to share information and educate departments regarding the current procurement procedures when staff is not available.

But these process and system improvements would not be possible if it was not for a highly dedicated and skilled procurement staff that exhibits excellence in what they do on a day-to-day basis.

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Founders of the Alaska-Hawaii Governmental Procurement Association

Nominated by Wendy K. Imamura, Purchasing Administrator, Division of Purchasing, Department of Budget and Fiscal Services, City and County of Honolulu

Team Members:
- Jeff Dansdill, formerly of the County of Hawaii Purchasing Division
- Greg King, County of Maui Purchasing Division
- Lisa Mendoza, City & County of Honolulu Division of Purchasing
- Starla Takara, City & County of Honolulu Division of Purchasing
- Kelly Wu, City & County of Honolulu Division of Purchasing

In 2016, the team founded the Alaska-Hawaii Governmental Procurement Association (AHGPA). The
Association strives to bring together procurement professionals across the States of Alaska and Hawaii to share, network, and advance the procurement profession within our own states.

AHGPA’s mission has been to develop, support, and promote excellence in the public procurement profession through education, collaboration, and addressing the challenges that are unique to our distinct locations.

The Association has created a scholarship program that can be used to support its members’ professional development by helping to pay for:

- Attendance fees for Procurement Seminars or Conferences
- Course/Exam fees for Procurement Certification Review Classes
- Instructor fees for Procurement Related Seminars/Workshops/Webinars

Since being founded by the team AHGPA membership has grown to include over 80 members from the various government procurement organizations within the State of Hawaii.

❖ **Past Performance Contracting Team, Division of Purchasing, Department of Budget and Fiscal Services, City and County of Honolulu**

Nominated by Wendy K. Imamura, Purchasing Administrator, Division of Purchasing, Department of Budget and Fiscal Services, City and County of Honolulu

**Team Members**

- Kelsi Imamura, Procurement Officer
- Romona Maeshiro, Procurement Specialist
- Starla Takara, Procurement Specialist
- Clifford Lau, Chief of Facilities Division

The Team was tasked with developing a procurement process that included a prequalification step to determine responsibility and low bid award method:

- **Step 1 - Non-Priced Qualifications**
  The team created a solicitation that calls for the potential bidders to submit a non-priced qualifications package that details the bidder’s experience and past performance. With the performance criteria established, the Team then set out on creating a process for capturing the bidder’s performance on similar projects. The Team created a standardized evaluation form that required the Owner of the project to rate the Bidder’s performance based on a rating scale. With the information collected, the City then completes a “pass/fail” determination on the bidders.

- **Step 2 – Priced Bid**
  After completing step 1, the bidders that pass the qualification review process were allowed to submit a bid. The City then awards to the lowest priced bid.

The team has used the above process to great success with several projects. The projects were completed on time, on budget, and without receiving a single protest. Current projects include the Kapolei Consolidated Corporation Yard Phase 3 ($15.3M), the Hauula Fire Station Replacement ($8M), and various Elderly Services Contracts ($3M annually).

In conclusion, the Team showed great ingenuity in working within the State of Procurement Code to create a process that created a win-win for all parties. The bidder community understood that contractors would be fairly held accountable for their performance on projects and the City would receive bids from qualified, capable and responsible contractors. Because of its success, the Team has now been tasked with expanding the process’s use throughout the City.