

**COMMUNITY COUNCIL ON  
PURCHASES OF HEALTH AND HUMAN SERVICES**  
1151 Punchbowl Street, Room 322  
Honolulu

**Regular Meeting**  
January 12, 2004  
10:00 a.m.

**AGENDA**

- I. Call to Order
- II. Approval of Minutes – Meeting of December 10, 2003
- III. New Business
  - a) For Discussion
    - i. Proposed changes to the procurement of health and human services
    - ii. Schedule of activities
    - iii. Contracts database update
- IV. Other Business
- V. Announcements
- VI. Next Meeting
- VII. Adjournment

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

January 12, 2004  
1151 Punchbowl Street, Room 322  
Honolulu, Hawaii 96813

Members Present: Mary Lou Barela Joanne Lundstrom Jamie Woodburn  
Victor Geminiani Debbie Shimizu

Excused: Ann Higa  
Stella Wong

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

## I. Call to Order

Joanne Lundstrom called the meeting to order at 10:08 a.m.

## II. Approval of Minutes – Meeting of December 10, 2003

It was moved and seconded that the minutes of the last meeting be approved.

## III. New Business

### A. Proposed Changes to the Procurement of Health and Human Services

1. Mara Smith summarized proposed changes to the Hawaii Administrative Rules (HAR) for Chapter 103F, HRS, Purchases of Health and Human Services:

- Change of public notice requirement from newspaper to posting on the Internet.
- Request for Information (RFI) shall be mandatory and required for every procurement.
- RFIs shall be written and posted on the Internet.

2. There was discussion as to whether RFI waivers should also be posted.

In response to Mary Lou Barela's question regarding waivers, Mara Smith said that the RFI waiver is not a waiver from procurement.

Jamie Woodburn asked if the intent of the RFI is to gather information from the community. Mara Smith responded that the intent of the RFI is to gather information for a specific purchase of health and human service. Mr. Woodburn pointed out that although the requirements of the service may not change from one procurement to the next, it should not be the basis for an RFI waiver, as the need for the service may change.

Joanne Lundstrom commented that provider input as to obsolescent services would be beneficial. An RFI manual with examples and sample forms would be helpful, as well as provider training on how to respond to RFIs and how to present or volunteer information not related to the RFI.

3. Mara Smith stated that state agencies will also be required to post on the Internet all purchases contracted through the Treatment List of Qualified Providers. Jamie Woodburn inquired as to how much is expended each year through the treatment list. Ms. Smith felt that the reporting of services contracted through the treatment list is incomplete.
4. Mary Lou Barela requested clarification on changing Request for Proposals (RFPs) procurement notices from the newspaper to the Internet. Mara Smith explained that all RFP procurement notices will be required to be posted on the Internet only and newspaper publications optional.

Victor Geminiani commented that a vendor list is the preferable way to notify providers of available solicitations. Mara Smith stated that notifying potential providers is not required and is left to the discretion of the user agency. However, there appears to be an increase in the number of purchasing agencies that notify providers when a solicitation is available.

5. Mara Smith noted that it will be required for RFPs to be posted on the web. RFPs posted on the Internet will be unofficial copies.

#### **B. Schedule of Activities**

A draft of the public information meeting schedule was distributed to the council members. Meetings are scheduled on the islands of Oahu, Hawaii, Maui, Kauai and Molokai. The first of eight meetings is tentatively scheduled for February 3, 2004. Council members are encouraged to attend the meeting on their respective island.

#### **C. Contracts Database**

Mara Smith reported that the contracts database preliminary expenditures total approximately \$663 million for FY '03 and somewhat less for FY '04.

### **IV. Other Business**

- A. Victor Geminiani inquired about the next planned conference for purchases of health and human services and whether there any planned initiatives or themes. Mr. Geminiani said that the Department of Labor's Office of Community Services (OCS) held a recent conference that was similar to the SPO conference held in January 2003.

OCS plans to hold an annual conference, and there is concern about duplication of efforts. Aaron Fujioka said that although both conferences may be similar in nature, the basis or intent of each conference is different.

- B. Mary Lou Barela and Mr. Geminiani cited departmental concerns with grants, subsidies, out-of-state-at-large providers competing with local providers, and Chapter 42F grants and subsidies that are available through the legislature.

Joanne Lundstrom said that the State departments do not seem aware of how nonprofits operate and how cash flow is affected when payments are not made on a timely basis. Ms. Lundstrom added that there should be an exchange of information about partnering with business. Aaron Fujioka added that it would be a good workshop topic for state agency personnel.

- C. Debbie Shimizu asked about the Governor's advisory committees on the various islands and their relationship to health and human services. Mary Lou Barela stated that the Governor appoints the community-wide committees, and the county decides on topics for discussion. The committees are not health and human service based. Ms. Shimizu said that a Kona committee meeting is scheduled to discuss nonprofits. Aaron Fujioka explained that nonprofits are not limited to health and human services, for instance, developers use nonprofits to do community planning and various infrastructural work.
- D. Victor Geminani asked if there is a record of the number of state contracts with nonprofits and for-profit organizations. Information was not available on this issue. Joanne Lundstrom expressed an interest to know if there are identifying trends in health and human services from nonprofits to for-profit organizations.

**V1. Next Meeting**

The next meeting is scheduled for February 26, 2004 at 10:00 a.m.

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

2/26/04

Date



Jamie Woodburn, Vice-Chair/Secretary,  
Community Council on Purchase of Health  
And Human Services

**COMMUNITY COUNCIL ON  
PURCHASES OF HEALTH AND HUMAN SERVICES**  
1151 Punchbowl Street, Room 322  
Honolulu

**Regular Meeting**  
February 26, 2004  
10:00 a.m.

**AGENDA**

- I. Call to Order
- II. Approval of Minutes – Meeting of January 12, 2004
- III. New Business
  - a) For Discussion
    - i. Proposed changes to the procurement of health and human services
    - ii. Public informational meetings update
    - iii. Contracts database update
- IV. Other Business
- V. Announcements
- VI. Next Meeting
- VII. Adjournment

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

February 26, 2004  
1151 Punchbowl Street, Room 322  
Honolulu, Hawaii 96813

Members Present: Mary Lou Barela            Joanne Lundstrom            Jamie Woodburn  
                                 Ann Higa                            Debbie Shimizu

Excused:            Victor Geminiani  
                                 Stella Wong

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

## **I. Call to Order**

Joanne Lundstrom called the meeting to order at 10:16 a.m.

## **II. Approval of Minutes – Meeting of January 12, 2004**

It was moved and seconded that the minutes of the last meeting be approved.

## **III. New Business**

### **A. Proposed Changes to the Procurement of Health and Human Services**

Mara Smith reported that responses to the proposed changes to the Hawaii Administrative Rules (HAR) have been positive and enthusiastic.

### **B. Public Informational Meetings Update**

Mara Smith reported that 6 of 8 statewide public information meetings on the changes have been held. There have been no objections to the changes; however, concern was voiced that advertising public notices only on the web may affect small and rural businesses that do not have internet access. Other input from attendees of the informational meetings were of contractual rather than procedural matters. Mary Lou Barela and other members commented that they have not heard any negative comments about the planned changes to the rules.

Mara Smith told the members that at the informational meetings she also gave a brief overview of the Community Council and its purpose.

Joanne Lundstrom inquired if there were other procurement issues brought up at the public informational meetings. Mara Smith said that fair and consistent scoring for proposal evaluation and more training sessions were requested.

### **C. Contracts Database Update**

Mara Smith reported that the contracts database is currently being reviewed prior to release.

## **IV. Other Business**

### **A. Discussion was held on several topics:**

- **Reduction in Funding.** Jamie Woodburn and other members expressed concern when state agencies reduce contract funding and make it retroactive several months although the services have already been performed.
- **Lack of Contract Referrals.** Jamie Woodburn, Mary Lou Barela and other members expressed concern when State agencies do not guarantee a minimum number of contract referrals, and the provider is left to maintain staff levels in anticipation of contract referrals.

Mara Smith stated that based on the information requested by the state agency, the mandatory Request for Information (RFI) is a good way for potential providers to express their concerns about methods of payment.

Joanne Lundstrom, Debbie Shimizu, and Mary Lou Barela agreed that there needs to be education and collaboration between State agencies and providers, and the need for State agencies to better forecast their service requirements.

Jamie Woodburn added that a need exists for the private sector to be able to voice their concerns collectively. Holding a workshop was suggested. Mr. Woodburn said that the intent of the RFI should be to make the procurement process a collaborative one.

Mr. Woodburn asked if there is a way to get a report on the contracted dollar amounts and the actual payout for services performed. Mara Smith said that it would be possible to obtain the information.

Aaron Fujioka told members that some procurement activities previously optional are now being proposed as mandatory to ensure procurement uniformity and compliance among state agencies.

**V1. Next Meeting**

The next meeting is scheduled for April 7, 2004 at 10:00 a.m.

There being no further business, the meeting was adjourned at 11:24 a.m.

Respectfully submitted,

4/7/04

Date



Jamie Woodburn, Vice-Chair/Secretary,  
Community Council on Purchase of Health  
And Human Services



**COMMUNITY COUNCIL ON  
PURCHASES OF HEALTH AND HUMAN SERVICES**  
1151 Punchbowl Street, Room 322  
Honolulu

**Regular Meeting**  
April 7, 2004  
10:00 a.m.

**AGENDA**

- I. Call to Order
- II. Approval of Minutes – Meeting of February 26, 2004
- III. New Business
  - a) For Discussion
    - i. Summary of comments received at public informational meetings
    - ii. Proposed changes to the procurement of health and human services
    - iii. Contracts database update
- IV. Other Business
- V. Announcements
- VI. Next Meeting
- VII. Adjournment

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

April 7, 2004  
1151 Punchbowl Street, Room 322  
Honolulu, Hawaii 96813

Members Present: Mary Lou Barela      Joanne Lundstrom      Jamie Woodburn  
Victor Geminiani      Debbie Shimizu  
Ann Higa      Stella Wong

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

## **I. Call to Order**

Joanne Lundstrom called the meeting to order at 10:08 a.m.

## **II. Approval of Minutes – Meeting of February 26, 2004**

It was moved and seconded that the minutes of the last meeting be approved.

## **III. New Business**

### **A. Summary of Comments Received at Public Informational Meetings**

Mara Smith reviewed a draft of the analysis of comments received in response to the proposed amendments to the administrative rules. The majority of comments were favorable. Mary Lou Barela expressed that there is still concern for small provider organizations that do not have access to the web. A transition process was suggested.

Ms. Smith pointed out that although a written comment was received that some amendments create an extra step in the procurement process, it is an excellent opportunity for state agencies to have better planning practices with the community. The analysis of comments received will be posted on the State Procurement Office, Health and Human Services, website.

### **B. Proposed Changes to the Procurement of Health and Human Services**

For §3-143-202, HAR, Mara Smith clarified that the change from a minimum of 21 to 28 days applies to both posting on the web and availability of the Request for Proposals.

The first draft of the proposed amendments to the rules will be posted on the web. A second draft will follow.

Ms. Smith briefly mentioned possible additions to the rules for types of contracts and methods of payment, i.e., cost reimbursement, unit rate, accommodation rate, and minimum guaranteed payments.

### **C. Contracts Database Update**

Mara Smith reviewed a draft of the contracts database with the council members. The report is a summary of total funds contracted for fiscal years 2003 and 2004 by department and division. This is the first year the Department of Human Services' MEDQUEST Division submitted data, and accounts for the considerable increase in contracted funds from the 2002 and 2003 reports.

Victor Geminiani asked if the contracts database is being sent to the legislature. Mara Smith replied that a summary report listed by departments and source of funds would be sent to the legislature shortly. Debbie Shimizu asked if there would be a disclaimer for the dollar amounts listed, i.e., the totals are contracted rather than expended amounts. Mara Smith said that explanations would be provided.

Joanne Lundstrom mentioned that for planning purposes, it would be interesting to compare trends between states.

Stella Wong informed the council that the Executive Office on Aging (EOA) would be giving moneys to the counties to contract for services; therefore, EOA should be reporting fewer contracts, but not less money, in next year's report. The expenditure would be reported as contracted amounts with the counties.

Victor Geminiani noted that it would be interesting to compare contracts for out-of-state versus in-state, profits versus nonprofits, and the economic benefit to working with locally based nonprofit organizations.

Jamie Woodburn asked if it is possible to quantify amounts for Felix-Waihee contracts. Mara Smith replied affirmatively.

Mara Smith reported that the contracts database is being finalized and will be posted on the web.

### **IV. Other Business**

Debbie Shimizu suggested sharing best practices among agencies on positive changes. Mara Smith replied that at future Purchase of Services Team (POST) meetings, agencies would be invited to briefly describe how their agencies deal with certain procurement processes.

Aaron Fujioka asked the council to consider advantages and disadvantages of requiring contract funds to be certified or encumbered.

**V. Next Meeting**

The next meeting is scheduled for May 12, 2004 at 9:30 a.m.

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

May 12, 2004  
Date

Jamie Woodburn  
Jamie Woodburn, Vice-Chair/Secretary,  
Community Council on Purchase of Health  
And Human Services

**COMMUNITY COUNCIL ON  
PURCHASES OF HEALTH AND HUMAN SERVICES**  
1151 Punchbowl Street, Room 322  
Honolulu

**Regular Meeting**  
May 12, 2004  
9:30 a.m.

**AGENDA**

- I. Call to Order
- II. Approval of Minutes – Meeting of April 7, 2004
- III. New Business
  - a) For Discussion
    - i. Proposed changes to the procurement of health and human services
    - ii. Contracts database update
- IV. Other Business
- V. Announcements
- VI. Next Meeting
- VII. Adjournment

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

May 12, 2004  
1151 Punchbowl Street, Room 322  
Honolulu, Hawaii 96813

## Members Present

Joanne Lundstrom, Chair  
Jamie Woodburn, Vice-Chair and Secretary  
Mary Lou Barela  
Victor Geminiani  
Ann Higa  
Debbie Shimizu  
Stella Wong

## Others:

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

## **I. Call to Order**

Joanne Lundstrom called the meeting to order at 9:34 a.m.

## **II. Minutes**

Stella Wong motioned and Jamie Woodburn seconded that the minutes of the April 7, 2004 meeting be approved. The motion was carried.

## **III. New Business**

### **A. Proposed Changes to the Procurement of Health and Human Services**

1. Mara Smith reported that there has been little feedback to the proposed administrative rules changes since the last meeting. A second draft of rule changes will be forthcoming. The draft will include a description of various types of contracts in response to provider comments on payment terms. Ms. Smith described the various types of contracts and asked members for other suggestions.

Jamie Woodburn mentioned that the Office of Community Services (OCS) of the Department of Labor does quarterly advances. Joanne Lundstrom added that initial payments are a good idea for residential programs that usually have start up costs. Victor Geminiani suggested that a contingency fee based on recoverables be a possible addition. Ann Higa suggested a firm fixed payment with a unit rate for ancillary services.

Joanne Lundstrom suggested a base rate. Mary Lou Barela said that the Department of Health, Child and Adolescent Mental Health Division, has base rate contracts with additional services listed and compensated as the services are utilized. Mara Smith said that base rates fall under the unit rate category.

2. Mara Smith distributed to the members the analysis of comments received at the public informational meetings held during February and March. Mary Lou Barela inquired how long it would be before the changes become effective. Aaron Fujioka and Ms. Smith replied that it depends on when various government approvals are made. It could take as long as a year.
3. Joanne Lundstrom asked if the threshold for formal bidding changed. Mara Smith replied that for small purchases method of procurement, the threshold is up to \$25,000.

#### **B. Contracts Database Update**

Mara Smith distributed copies of health and human services data base reports of services contracted by state agencies for fiscal year 2004. Contracts awarded totaled \$669 million, of which \$286.5 million was for Medicaid fee for services. The reports were broken down by funding (federal, state, special), departments and divisions. Contracts with other government agencies by source of funds were also provided.

Ms. Smith said that the database report would be sent to the legislators. Debbie Shimizu asked if members could have input into the letter, which accompanies the report to the legislators. Mary Lou Barela suggested that the part of the report title be changed to "Contracted and Not Expended."

#### **IV. Other Business**

- A. At the last meeting Aaron Fujioka asked the council to consider advantages and disadvantages of requiring contract funds to be certified or encumbered. Mara Smith reported that the Department of Human Services commented that funds, if encumbered, cannot be easily moved from one service to another and would cause delays. Further research will be done on the subject.
- B. Joanne Lundstrom inquired if costs can be renegotiated if a contract is not executed within a year. Mara Smith said that contract costs could be renegotiated if the request for proposals allows for such increases. Cost increases could be addressed in the RFP template, which is under revision. Ms. Smith added that lack of additional funding usually results in decrease in amount of services.
- C. Debbie Shimizu inquired if the legislature had any health and human service issues that the council needs to be aware of. Aaron Fujioka replied that there hasn't been any legislation affecting chapter 103F.

D. Victor Geminani inquired about grounds for protest under the rules, and when do the proposals become public information. Mara Smith explained that only the following matters may be protested:

- (1) A purchasing agency's failure to follow statutes;
- (2) A purchasing agency's failure to follow rules; and
- (3) In the case of a competitive purchase of service, a purchasing agency's failure to follow the request for proposals as issued by the purchasing agency.

Ms. Smith also said that proposals become public information after execution of all contracts; however, the register of applicants becomes public information ten working days, or a reasonable time after the submittal deadline, pursuant to section 3-143-615, HAR.

E. Mara Smith announced that the next health and human services conference is scheduled for late summer 2005. Conference topics could focus on planning, understanding the market, the request for information process, procurement changes from past to present, and considerations for 'best value' other than cost.

Mary Lou Barela suggested a training session for state workers on the evaluation process. Mara Smith said that the new RFP template and the rule changes could be session topics. Debbie Shimizu suggested trends in health and human services. Joanne Lundstrom suggested differences and similarities between profits and nonprofit organizations.

Mara Smith requested that council members think about conference themes and topics for discussion.

#### V. Next Meeting

The next meeting is scheduled for June 30, 2004 at 9:30 a.m.

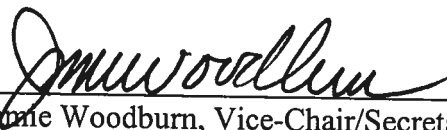
#### VI. Adjournment

There being no further business, the meeting was adjourned at 11:01 a.m.

Respectfully submitted,

7/15/04

Date



Jamie Woodburn, Vice-Chair/Secretary,  
Community Council on Purchase of Health  
And Human Services



**COMMUNITY COUNCIL ON  
PURCHASES OF HEALTH AND HUMAN SERVICES**  
1151 Punchbowl Street, Room 322  
Honolulu

**Orientation and Regular Meeting**  
July 20, 2004  
9:30 a.m.

**AGENDA**

**Orientation**

- I. Introductions
- II. About the State Procurement Office
- III. Chapter 103F, HRS
- IV. The Administrative Rules for Chapter 103F, HRS
- V. The Role of the Community Council
- VI. Questions and Answers

**Regular Meeting**

- I. Call to Order
- II. Approval of Minutes – Meeting of May 12, 2004
- III. New Business
  - For discussion
    - a) Proposed Timeline for Competitive Purchase of Service Method of Purchasing Health and Human Services
- IV. Other Business
- V. Announcements
- VI. Next Meeting
- VII. Adjournment

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

July 20, 2004

9:30 a.m.

1151 Punchbowl Street, Room 322  
Honolulu, Hawaii 96813

## Members Present

Joanne Lundstrom, Chair  
Jamie Woodburn, Vice-Chair and Secretary  
Mary Lou Barela  
Christine Chun  
Victor Geminiani  
Pauline Pavao  
Stella Wong

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

## Members Excused

Ann Higa  
Debbie Shimizu

### **I. Call to Order**

Joanne Lundstrom called the meeting to order at 9:34 a.m.

### **II. Orientation**

Mara Smith conducted an orientation for the newly appointed Community Council. New to the council are Christine Chun and Pauline Pavao.

Each member received an informational binder consisting of:

- Chapter 103F-202, HRS, Community Council
- State Procurement Office Website Handout
- Various Reports
- Chapter 103F, HRS
- Chapters 3-140 to 3-149, HAR

Ms. Smith gave an overview of the State Procurement Office, Chapter 103F, Hawaii Revises Statutes, the Administrative Rules for Chapter 103F, HRS and various reports.

Sections of the binder not covered will be reviewed at the next council meeting.

### Discussion

Mary Lou Barela inquired as to when statement of findings and decision become public information. Mara Smith replied that the information becomes public when the contracts are executed. Mary Lou Barela and Victor Geminiani expressed concern when contracts take six months or longer to execute, especially when it shortens the contract service period. Victor Geminiani also expressed concern when protests take months to resolve, the contract service period is shortened, and results in loss of income to the provider. Mara Smith explained that while protests may be an inconvenience at times, they have an important role to play in the procurement process. Deleting the protest process would not be advantageous to protestors who are aggrieved.

Ms. Barela asked questions about the intent of restrictive purchases of services method of procurement.

### **III. New Business**

Mara Smith distributed the proposed timeline for competitive purchase of service method of purchasing health and human services. The public notice for request for proposals is October 12, 2004 and proposal submittal deadline is set for January 14, 2005. Discussion followed, and Pauline Pavao expressed a desire to stay with the earlier version in which RFPs would be released in early September and the proposal submittal deadline would be late December. Ms. Smith stated the feedback received from state agencies was that it was not feasible to release RFPs in September as it was too early in the budgeting cycle to predict budgets with any accuracy and would not allow time to conduct Requests for Information (RFIs). Mary Lou Barela indicated it might help state agencies to function more efficiently under pressure. Ms. Smith stated that it would most likely result in State agencies choosing not to conduct RFIs as time would be too short and thus, would not be conducive to conducting the most effective RFP process.

### **V. Next Meeting**

The next meeting is scheduled for August 24, 2004 at 9:30 a.m.

**VI. Adjournment**

There being no further business, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Aug. 17, 2004  
Date

Jamie Woodburn  
Jamie Woodburn, Vice-Chair/Secretary,  
Community Council on Purchase of Health  
And Human Services

**COMMUNITY COUNCIL ON  
PURCHASES OF HEALTH AND HUMAN SERVICES**  
1151 Punchbowl Street, Room 322  
Honolulu

**Regular Meeting**  
August 24, 2004  
9:30 a.m.

**AGENDA**

- I. Call to Order
- II. Approval of Minutes – Meetings of May 12, 2004 and July 20, 2004
- III. New Business
  - a) Continuation of Orientation
    - i. Planning
    - ii. The Role of the Community Council
  - b) Report of Planned Purchases
  - c) Procurement Timeline for the Competitive Purchase of Services Method of Procurement for Health and Human Services-Final
  - d) RFP Template – Proposed Changes
  - e) The Fourth Conference on Purchases of Health and Human Services
- IV. Other Business
- V. Announcements
- VI. Next Meeting
- VII. Adjournment

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

August 24, 2004

9:30 a.m.

1151 Punchbowl Street, Room 322

Honolulu, Hawaii 96813

## Members Present:

Joanne Lundstrom, Chair  
Jamie Woodburn, Vice-Chair and Secretary  
Christine Chun  
Victor Geminiani  
Pauline Pavao  
Debbie Shimizu  
Stella Wong

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

## Members Excused

Mary Lou Barela  
Ann Higa

### **I. Call to Order**

Jamie Woodburn called the meeting to order at 9:42 a.m.

### **II. Minutes**

Stella Wong motioned that the minutes of the meetings held on May 12, 2004 and July 20, 2004 be approved. Pauline Pavao seconded. The motion was carried.

### **III. New Business**

#### 1. Continuation of Orientation

##### a. Planning

Mara Smith reviewed Chapter 3-142, Hawaii Administrative Rules, on planning, which encompasses collaborative efforts between entities (government and private). The request for information is a planning tool, which agencies utilize to obtain community response to services being

solicited. The proposed amended rules require an RFI to be conducted prior to a competitive purchase of service.

Stella Wong inquired about the timeline for the administrative rule changes to become effective. Ms. Smith said that public hearing for the rule changes is projected for December 2004. Thereafter, the appropriate governmental approvals are required before the amended rules become effective.

Ms. Smith also mentioned that the Report of Planned Purchases issued by the State Procurement Office is a tool to be used in the planning process.

b. The Role of the Community Council

Ms. Smith summarized Section 103F-202, HRS, the Community Council and its role in advising and assisting the administrator in areas of planning and purchasing health and human services from the providers perspective.

Aaron Fujioka said that the Community Council is a representation of the constituency and assists in dissemination of information. The State Procurement Office will create on its site a Community Council web page. Chris Chun said that the webpage could promote awareness and thought that it is a good idea. Joanne Lundstrom mentioned that the organizations to which council members belong are also good places where information can be shared.

2. Report of Planned Purchases

Mara Smith reviewed the Report of Planned Purchases which will be posted on the State Procurement Office website and also distributed to state agencies and private sector providers. Debbie Shimizu inquired if the state departments provided the information in the report. Mara Smith replied affirmatively. Aaron Fujioka added that the State Procurement Office coordinates, but does not contract. The purpose of the planned purchases report is to inform, generate interest, and promote contact among interested parties. Stella Wong mentioned that the Executive Office on Aging will be procuring through the counties; therefore, the procurements would not be appearing in the next planned purchases report. Joanne Lundstrom inquired if the report includes contracts that have been extended. Mara Smith stated that future planned reports would include projections for several years and would indicate when extended contracts may be solicited again.

3. Procurement Timeline for the Competitive Purchase of Services Method of Procurement for Health and Human Services – Final

Copies of the final timeline were handed out to all members.

#### 4. RFP Template – Proposed Changes

Mara Smith summarized the proposed RFP template changes and reported that the revised template will be issued soon. Most of the changes are for clarification purposes. In Section 4 of the template, background and summary will no longer be criteria for points. Jamie Woodburn asked if online submission of RFPs will be allowed. Ms. Smith and Aaron Fujioka explained that there are concerns that need to be resolved, i.e., time of receipt, corrupted files, and reproduction of proposals for evaluation purposes. Victor Geminiani wanted to know who decides if multiple or alternate proposals and whether single or multiple contracts will be allowed. Mara Smith replied that the decision lies with each procuring agency.

Jamie Woodburn commented about the experience and contract output criteria when output is controlled by the contracting state agency. In such cases, it is not fair to the provider(s) when there is a minimum provider output set by the agency and the numbers cannot be met by the provider(s) because of lack of referrals from the state.

Stella Wong asked what section 103-55, HRS, says about wages and labor law compliance. Mara Smith explained the statute briefly and added that it does not apply to non-profits. An Internet address to the statute will be included in the RFP. Joanne Lundstrom mentioned that for many non-state contracts, the Board of Directors also need to sign/authorize the contract. Aaron Fujioka replied that when someone signs a contract on the provider's behalf, but is not authorized, the contract responsibility remains and is still binding upon the provider.

#### 5. The Fourth Conference on Purchases of Health and Human Services

Mara Smith reported that the next conference on purchases of health and human services is planned for summer of 2005. Items under council consideration are 1) expanding the Expo (state and provider exhibits), 2) extending participation to include various interested parties (non-profits, for-profits and government), and 3) workshops topics. Chris Chun suggested that there be some collaboration between profit and non-profit organizations – working on social services projects for a common interest. Victor Geminiani suggested a workshop on the partnership between the private and public sector towards economic growth in dealing with housing, health care and education. Joanne Lundstrom suggested a workshop on training state agencies about non-profits.

#### 6. Community Council Board Election

Mara Smith announced that members of the board will be elected at the next council meeting.



**IV. Next Meeting**

The next meeting is scheduled for September 20, 2004 at 9:30 a.m.

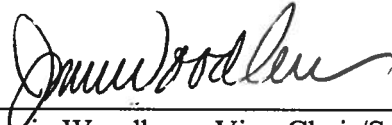
**V. Adjournment**

There being no further business, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,

9/14/04

\_\_\_\_\_  
Date



\_\_\_\_\_  
Jamie Woodburn, Vice-Chair/Secretary,  
Community Council on Purchase of Health  
And Human Services

**COMMUNITY COUNCIL ON  
PURCHASES OF HEALTH AND HUMAN SERVICES**  
1151 Punchbowl Street, Room 322  
Honolulu

**Regular Meeting**  
September 20, 2004  
9:30 a.m.

**AGENDA**

- I. Call to Order
- II. Approval of Minutes – Meetings of August 24, 2004
- III. New Business
  - a) Election of Officers
  - b) Revised Request for Proposals Template - Final
  - c) The Fourth Conference on Purchases of Health and Human Services
- IV. Other Business
- V. Announcements
- VI. Next Meeting
- VII. Adjournment

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

September 20, 2004  
9:30 a.m.  
1151 Punchbowl Street, Room 322  
Honolulu, Hawaii 96813

## Members Present:

Joanne Lundstrom, Chair  
Jamie Woodburn, Vice-Chair and Secretary  
Christine Chun  
Ann Higa  
Pauline Pavao  
Stella Wong

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

## Members Excused

Mary Lou Barela  
Victor Geminiani  
Debbie Shimizu

### **I. Call to Order**

Joanne Lundstrom called the meeting to order at 9:33 a.m.

### **II. Minutes**

Pauline Pavao motioned that the minutes of the meetings held on August 24, 2004 be approved. Stella Wong seconded. The motion was carried.

### **III. New Business**

#### 1. Election of Officers

Joanne Lundstrom postponed election of officers until the next meeting.

#### 2. Revised Request for Proposals Template - Final

Copies of the template were distributed to the members. Corinne Higa explained that the template changes were primarily done for clarification purposes. In Section 4, Proposal Evaluation, the changes encourage user agencies to incorporate additional evaluation criteria and to allocate points so applicants would have a better understanding of how their proposals will be

evaluated. It also aims to clarify the evaluation process. Aaron Fujioka explained that the template creates structure and organization in the procurement process, however revisions occur as rules or procedures change.

### 3. The Fourth Conference on Purchases of Health and Human Services

Corinne Higa reported that the next conference on purchases of health and human services is planned for summer of 2005. Copies of agendas from the last three conferences were handed out to council members for review and for ideas for the next conference. Items under council consideration are:

- 1) Conference theme
- 2) Possible conference dates
- 3) Increasing points of contact to increase attendance and participation in the conference.
- 4) Workshop topics
- 5) Ideas to expand the Expo (state and provider exhibits)

The Hawaii Community Foundation and Hawaii Community Services Councils were suggested as resources for points of contact information. Pauline Pavao added that council members could also provide contact lists.

Aaron Fujioka said that the State Procurement Office is looking to increase state and private sector attendance from 500 to 700 participants. He also mentioned the possibility of not charging a registration fee to attend. Jamie Woodburn suggested that if a nominal fee is charged, it could be used to subsidize airfare for attendees from the neighbor islands.

Council members agreed that the Convention Center was an ideal place for the conference. Joanne Lundstrom inquired about possible conference dates. Aaron Fujioka suggested that the conference be held prior to August 2005. Staff will check with the Convention Center for available dates. Chris Chun asked how the conference dates were selected since it varied from one conference to the next. Aaron Fujioka replied the first conference debuted Chapter 103F, HRS. The second and third were based on agenda of the State Procurement Office. The next conference is planned around the state's next budget period.

Stella Wong suggested a workshop on utilizing federal funds and how to obtain more funding. Lillian Kohler, Director of the Department of Human Services, was suggested as a possible speaker. Other organizations such as the Chamber of Commerce were suggested as possible workshop speakers. Ms. Wong also suggested that the conference revisit some of the workshops held in the past. Ann Higa suggested a workshop on the basics, e.g., grants in aid, and the difference between capital improvement and operational funding. Pauline Pavao suggested that workshops be directed to the interests of various levels of staff.

**IV. Next Meeting**

The next meeting is scheduled for October 14, 2004 at 10:30 a.m.

**V. Adjournment**

There being no further business, the meeting was adjourned at 9:24 a.m.

Respectfully submitted,

Oct. 13 2004  
Date

Jamie Woodburn  
Jamie Woodburn, Vice-Chair/Secretary,  
Community Council on Purchase of Health  
And Human Services

**COMMUNITY COUNCIL ON  
PURCHASES OF HEALTH AND HUMAN SERVICES**  
1151 Punchbowl Street, Room 322  
Honolulu

**Regular Meeting**  
November 3, 2004  
9:30 a.m.

**AGENDA**

- I. Call to Order
- II. Approval of Minutes – Meeting of September 20, 2004
- III. New Business
  - a) Election of Officers
  - b) Proposed Revisions to Hawaii Administrative Rules, Draft 2
  - c) The Fourth Conference on Purchases of Health and Human Services
- IV. Other Business
- V. Announcements
- VI. Next Meeting
- VII. Adjournment

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

November 3, 2004

9:30 a.m.

1151 Punchbowl Street, Room 322

Honolulu, Hawaii 96813

## Members Present:

Joanne Lundstrom, Chair  
Jamie Woodburn, Vice-Chair and Secretary  
Mary Lou Barela  
Christine Chun  
Victor Geminiani  
Pauline Pavao  
Debbie Shimizu

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

## Members Excused:

Ann Higa  
Stella Wong

### **I. Call to Order**

Joanne Lundstrom called the meeting to order at 9:33 a.m.

### **II. Minutes**

Victor Geminiani motioned that the minutes of the meetings held on August 24, 2004 be approved. Pauline Pavao seconded. The motion was carried.

### **III. New Business**

#### 1. Election of Officers

Joanne Lundstrom nominated Mary Lou Barela for the position of Chairperson. There being no other nominations, Pauline Pavao motioned to approve Ms. Barela as the Chairperson. Debbie Shimizu seconded. The motion was carried.

Debbie Shimizu nominated Christine Chun as the Vice Chair/Secretary. There being no other nominations, Mary Lou Barela motioned that Ms. Chun be

approved as the Vice Chair/Secretary. Pauline Pavao seconded. The motion was carried.

Pauline Pavao asked if the Community Council has executive sessions. Aaron Fujioka replied that the Community Council acts as an advisory to the administrator of the State Procurement Office and does not get involved in operations; therefore, executive sessions have not been necessary.

Christine Chun asked how long is the term of office. Aaron Fujioka said that election of officers can be done on a yearly basis.

## 2. Proposed Revisions to the Hawaii Administrative Rules (HAR), Draft 2

Copies of the proposed revised Chapters 141-144, HAR, Draft 2 were distributed to members. Mara Smith reviewed the additional changes made:

### Chapter 3-141, General Provisions

- Minor language changes for purposes or clarity.

### 3-142, Planning

- Added waiver of planning activities for good cause

### 3-143, Competitive Purchase of Service

- Proposal submittal deadline moved to a separate section for clarity. Submittal deadline changed from 21 to 28 days from release of the request for proposals.
- Access to request for proposals (RFP) moved from public notice of requests for proposals section to a separate section for clarity.
- For clarification purposes, makes it mandatory to issue an addendum if substantive matters are raised at the orientation.
- Telefacsimile submittals included under electronic means.
- Numerical scoring for evaluations of RFPs shall include an explanation of the scores given in accordance with criteria established in the RFP.
- Repealed pre-registration section.
- Joint request for proposals moved from the end of the chapter to new section inserted after secondary purchases.
- Sections on request for information and collaboration of providers moved to planning chapter for purposes of clarity.

### 3-144, Restrictive Purchase of Service

- Deadline for protests for restrictive purchases set at 7 days after the notice of restrictive purchase is posted.
- Minor language changes for clarity purposes.



Debbie Shimizu inquired if it is required under chapter 3-141 for a purchasing agency's request for an expedited review of a request for exemption to be in writing. After some discussion, Aaron Fujioka suggested, and council members concurred that the paragraph for an expedited review is not necessary.

Debbie Shimizu wanted to know who represents the ex-officio member of the interagency committee at the community council meetings as stated in chapter 3-142. Aaron Fujioka stated that because procurement functions are delegated by agency heads, the Purchase of Services Team (POST) replaces the interagency council to disseminate information and gather input from the user agencies. Joanne Lundstrom added that the community council, as an advisory, could report community concerns to Administrator, Aaron Fujioka, who in turn can communicate with the department heads.

Mary Lou Barela asked if the Governor's office needed to be apprised of the Community Councils' function. Aaron Fujioka stated that the nature of the Community Council is to provide feedback and act as an advisory to the administrator, but that the objectives and goals of the council could be posted on the SPO website.

Debbie Shimizu inquired as to who is on the registration list. Mara Smith replied that health and human service organizations as well as sole proprietors register with the State Procurement Office. Regarding repeal of the pre-registration section of chapter 3-143, Aaron Fujioka stated the registration process served a purpose at the onset of Chapter 103F, but its value has diminished over the years. With the advancement of technology and development of the Hawaii Electronic Procurement System, state agencies will soon be able to validate provider compliance with state requirements online.

Joanne Lundstrom wanted to know the next step for the proposed revised rules. Mara Smith replied that the draft will be posted on the website for review by all interested parties.

Mara Smith said that at the next council meeting, proposed revisions to chapters 145, 146, and 149, HAR, would be covered. For contracting, Jamie Woodburn expressed concern when state agencies do not guarantee minimum payments. Joanne Lundstrom added that underfunding is also a problem. Aaron Fujioka responded that the concerns expressed are not ones that rules would address; it should be addressed in the request for proposals instead. It is a departmental decision and policy call on how available moneys are to be allocated. Mr. Fujioka suggested that if providers are encountering such problems, then specific requests for proposals should be cited and the State Procurement Office would bring it to the attention of the respective department heads.

### 3. The Fourth Conference on Purchases of Health and Human Services

Mara Smith reported that at the January 2003 conference there were 540 participants, approximately 50% were from the public sector and 50% were

from the private sector. To give the council members an idea of neighbor island attendance, Ms. Smith distributed a summary of the number of attendees by island and organization. Neighbor island participation included 54 individuals and 5 provider exhibitors at the Expo.

To increase neighbor island participation at the next conference, the State Procurement Office is considering providing travel (airfare and ground transportation) allowances up to \$175 per person. Mary Lou Barela mentioned that the Weinberg Foundation does co-sponsorships for travel. Pauline Pavao suggested limiting the number of participants each neighbor island provider can send to the conference. Mara Smith also suggested that registration fees for neighbor island participants could be waived. The general consensus among council members was that the fees should not be waived.

To give the council members an idea of the various business types the next conference will be addressing, Ms. Smith also distributed a summary of the State Procurement Office's list of registered providers by type of business and island. The majority of registered providers are non-profit corporations (41%), sole proprietorships (31%), and for-profit corporations (22%). 62% of all registered providers are located on Oahu, 17% on Hawaii, 8% on Maui, 5% on Kauai and 1% or less on Molokai and Lanai.

The tentative dates for the 2005 conference are Thursday, July 7, or Friday, July 8, pending reserving the Hawaii Convention Center in January 2005. Mary Lou Barela mentioned that there would be more neighbor island attendance if the conference is held on July 8<sup>th</sup>. Chris Chun inquired if reservations made in January for the Convention Center would remain firm. Ms Smith believed that the reservation would remain firm.

Ms. Smith also reviewed a draft of a possible agenda for the next conference featuring 2 keynote speakers and 3 workshop sessions. Ms. Smith said that Mr. John Flanagan of Hawaii Community Services Council has expressed interest in participating in the conference.

Ten possible workshop topics and presenters were introduced to the council for consideration and comment. Mary Lou Barela suggested contact be made with the Kauai Community Foundation, an organization which started out as a support organization, but through changing times networks through collaborative efforts. Chris Chun expressed positive comments for the "Client Workforce (First to Work, WDD, etc.)" workshop, which would encourage for-profits to participate in such programs. She stated that she knows several private sector human resources specialists who have had positive experiences with such programs.

Mara Smith also reviewed a possible layout for the Expo. Exhibitors include professional organizations, state agencies, providers, sole proprietors, and vendors.

**IV. Other Business**

Mary Lou Barela acknowledged and thanked Mara Smith and Aaron Fujioka for the lei given to her at the Kauai conferring of commissions ceremony. Ms. Barela also expressed appreciation for Ms. Smith's attendance.

**V. Next Meeting**

The next meeting is scheduled for December 1, 2004 at 9:00 a.m.

**VI. Adjournment**

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

November 20, 2004

Date



Jamie Woodburn, Vice-Chair/Secretary,  
Community Council on Purchase of Health  
And Human Services

**COMMUNITY COUNCIL ON  
PURCHASES OF HEALTH AND HUMAN SERVICES**  
1151 Punchbowl Street, Room 426  
Honolulu

**Regular Meeting**  
December 1, 2004  
9:00 a.m.

**AGENDA**

- I. Call to Order
- II. Approval of Minutes – Meeting of November 3, 2004
- III. New Business
  - a) Proposed Revisions to Hawaii Administrative Rules, Draft 2 - Completion of Review
  - b) Provider Survey - Draft
  - c) SPO Programs Available to Qualifying Nonprofit Providers
  - d) The Fourth Conference on Purchases of Health and Human Services
- IV. Other Business
- V. Announcements
- VI. Next Meeting
- VII. Adjournment

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

December 1, 2004

9:00 a.m.

1151 Punchbowl Street, Room 426

Honolulu, Hawaii 96813

## Members Present:

Mary Lou Barela, Chair  
Christine Chun, Vice-Chair and Secretary  
Ann Higa  
Pauline Pavao  
Debbie Shimizu  
Jamie Woodburn

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

## Members Excused:

Victor Geminiani  
Joanne Lundstrom  
Stella Wong

### **I. Call to Order**

Mary Lou Barela called the meeting to order at 9:08 a.m.

### **II. Minutes**

Mary Lou Barela had a correction to page 4 of the November 3, 2004 minutes. “The reference to “Kauai Community Foundation” is corrected to read “Hawaii Community Foundation.” Pauline Pavao moved that the minutes be approved as corrected. Ann Higa seconded. The motion was carried.

### **III. New Business**

1. Proposed Revisions to the Hawaii Administrative Rules (HAR), Draft 2 – Completion of Review

Copies of the proposed revised Chapters 3-142, 3-144 to 3-147, and 3-149, HAR, Draft 2 were distributed to members. Mara Smith reviewed the additional changes made:

## Chapter 3-142, Planning

- Rewording of additional existing language for purposes or clarity.

### 3-144, Restrictive Purchase of Service

- Deleted rush review of restrictive requests. Unnecessary to address in rules.
- Amended and renumbered §3-144-202 to §3-144-203.1 for procedure clarity.
- Revised amendment to §3-144-206.
- Minor language changes for clarity purposes.

### 3-145, Treatment Purchase of Service

- Deletes newspaper publication requirement and makes reference to §3-141-407 for public notices.
- Clarifies the procedure for selection of a provider.
- Adds requirement of posting contract awards on the Internet.
- Telefacsimile submittals included under the term electronic submittals.
- Amends time of receipt to actual receipt of electronic submissions.
- Deletes restrictive purchase of services as an option when there is an inadequate response to the solicitation for statement of qualifications. Other listed actions makes restrictive purchase of services an unnecessary option.
- Amends annual reports by purchasing agencies to be submitted at the time, manner and format prescribed by the administrator.

### 3-146, Small Purchases

- Amends time of reporting in anticipation of continuous online reporting.

### 3-147, Crisis Purchases

- Amends time of reporting in anticipation of continuous online reporting.

### 3-149, Contracting

- Deletes additional content requirements for request for proposals; addressed elsewhere in the rules.

Debbie Shimizu asked about the meaning of “advantageous provider” as referred to Section 3-145. Aaron Fujioka referred to the definition in Section 3-140. “Advantageous ” means the measure of how well a proposal submitted in response to a purchasing agency’s request for proposals would serve the best interest of the state based on the evaluation criteria enunciated in the request for proposals. Mara Smith said that the definition would be amended to encompass other methods of procurement.

## 2. Provider Survey – Draft

Mara Smith reviewed a draft of a survey for health and human service providers who submit proposals on January 14, 2005, the biennium proposal submittal deadline. The purpose of the survey is to get feedback on the state's planning, procurement and contracting processes for health and human services. Each provider will receive a survey for each request for proposals that they respond to. Debbie Shimizu suggested that the rating scale be ordered from 1 to 5 rather than 5 to 1.

## 3. SPO Programs Available To Qualifying Nonprofit Providers

Mara Smith distributed a copy of a memo inviting eligible health and human service nonprofit providers to participate in three State Procurement Office (SPO) programs. The Surplus Property Management Office administers a State property disposal program and coordinates the reutilization of State and Federal surplus property available through the Federal surplus property program; the Inventory Management Office administers a property donation program; and the Cooperative Purchasing Program allows eligible nonprofit organizations to purchase from SPO issued price lists and vendor lists that are competitively procured. Ms. Smith said that letters were also sent to the Hawaii Community Foundation, Hawaii Community Services Council, Chamber of Commerce and Aloha United Way. Mary Lou Barela suggested that letters also be sent to the Hawaii, Maui and Kauai United Way and Chamber of Commerce.

## 4. The Fourth Conference on Purchases of Health and Human Services

Mara Smith presented two conference themes for the council's consideration: (1) Community Planning, and (2) Public Private Partnerships. Ms. Smith emphasized the need for community planning, coordination of services, and sharing the successes with others. Mary Lou Barela also suggested including trends among states and procuring services locally. Pauline Pavao said that there should be an awareness that health and human services is a business and suggested the theme "The State of Health and Human Services." Christine Chun added that when partnerships are formed, the needed services are provided, which is cost effective, clients are served, and everyone wins. Debbie Shimizu suggested the theme "The Business of Health and Human Services, Creating a Win Win Situation."

Christine Chun suggested Walter Dods as a keynote speakers and that some legislators be asked to be facilitators. Mary Lou Barela made additional suggestions for keynote speakers.

#### **IV. Other Business**

Aaron Fujioka informed council members of changes occurring in the area of small purchases. With the implementation of the Hawaii e-procurement system (HePS) initiative, all small purchases will slowly be transitioned for electronic procurement and payment by pCard, which is a state credit Mastercard issued by First Hawaiian Bank. Companies will register for categories of products/services that they are interested in submitting quotations. When a state agency needs a product/service to be procured through a small purchase, the system will electronically notify all companies registered in that particular field of interest.

Debbie Shimizu asked if the selection of the vendor/contractor would be by low bid. Aaron Fujioka said that selection could be by low price or best value, which could include other factors such as warranty, service, and delivery. Jamie Woodburn wanted to know if the purchaser determines the selection. Mr. Fujioka replied affirmatively and stated that the procurement file shall document the selection and if applicable, justify why low price was not used as the determining factor.

Mr. Fujioka also mentioned about the implementation of pCard procurements, a charge card system, which replaces purchases by purchase order. Since January 2004, there have been about 30,000 pCard transactions, which accounts for less than 10% of purchase orders issued. Efficiency savings to the state is about \$3 million. Christine Chun asked about the initial implementation of the HePS and the pCard. Mr. Fujioka said that the HePS pilot will begin in January 2005. The pCard has been in existence for over 3 years. Mary Lou Barela wanted to know who uses the pCard. Mr. Fujioka replied the pCard is mainly a mechanism for payment and any authorized state personnel may have use of the pCard.

Ann Higa inquired if there is a transaction fee associated with the pCard. Mr. Fujioka stated that although the transaction fee is a cost of doing business with the State; vendors benefit from receiving prompt payments. Vendors receive payment by pCard within 2-3 days, whereas, vendors wait a longer period to receive payment by purchase order.

Chapter 103D-310, HRS, addresses the offeror responsibility, which requires mandatory compliance with the state's temporary disability insurance, workers' compensation, unemployment insurance, and prepaid health. Vendors are also required to obtain a certificate of good standing from the Department of Commerce and Consumer Affairs and a tax clearance from the state's Department of Taxation and the Internal Revenue Service. Although it is not required under Chapter 103F, HRS, it is a topic for future discussion in support of local business. Debbie Shimizu asked if the issue could be raised during the 2005 legislative session. Mary Lou Barela suggested that the council think about the issue and discuss it at a future meeting.



**V. Next Meeting**

The next meeting is scheduled for January 18, 2005 at 9:00 a.m.

**VI. Adjournment**

There being no further business, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

1/17/05

Date

Christine Chun

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