JOSH GREEN, M.D.
GOVERNOR
KE KIAʻĀINA

BONNIE KAHAKUI
ADMINISTRATOR



PROCUREMENT POLICY BOARD
RICHARD HELTZEL
LANCE INOUYE
MEOH-LENG SILLIMAN
PAULA YOUNGLING

STATE OF HAWAIʻI | KA MOKUʻĀINA O HAWAIʻI
PROCUREMENT POLICY BOARD
P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4701
Email: mailto:mstate.procurement.office@hawaii.gov
http://spo.hawaii.gov/

Procurement Policy Board Meeting

September 25, 2026, 10:00 a.m. (HST)
Virtual and Physical Location

To view the meeting and provide oral testimony during the meeting:

Join via Teleconference
Click on **Join the meeting now**
Or copy and paste the following Uniform Resource Locator (URL) into your browser:

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/214004525332001?p=tJUWut3x4zP8ZC0tOx

If prompted, enter:

- Meeting ID: 214 004 525 332 001
- Passcode: bb7X6CU7

For instructions to turn on live captions in Microsoft Teams, please click here.

Dial in by Phone

- +1 808-829-4853,,963802372#, United States, Honolulu (Toll charges apply)
- Phone Conference ID: 841 440 896#

For instructions to join a meeting by phone, please click here.

Physical Location

Bid Room of the State Procurement Office, Kalanimoku Building, 1151 Punchbowl Street, Room 416, Honolulu, is available to the public and is guaranteed to be connected to the remote virtual meeting.

Pursuant to Hawaiʻi Revised Statutes section 92.3.7, the Procurement Policy Board will meet remotely using interactive conference technology. The public may either attend the meeting in person, at the physical location noted above, or participate remotely by using the Microsoft Teams meeting information noted on this agenda. If participating remotely, please mute your phone/device, except while testifying. Remote testifiers will be given the option of being on-camera via the Microsoft Teams link in this agenda or similar option for remote testimony.

In the event that audiovisual communication cannot be maintained by all participating board members and quorum is lost, the meeting will automatically be recessed for 30 minutes, during which time an attempt to restore audiovisual communication will be made. If such attempt to restore is successful within said 30 minutes, all board members, members of the public, staff

and other interested individuals shall log on again to the Microsoft Teams link on this Notice, whereby audio communication will be established for all participants and the meeting will continue. If reconvening the meeting is not possible because audio and visual communication cannot be re-established, the meeting will be terminated.

Contact for Meeting Information/Written Testimony

To request email notification of meetings, email procurement.policy.board@hawaii.gov.

We request that testimony be submitted no later than 72 hours prior to the meeting to ensure time for review by Board members. Testimony received after that time will still be considered by the board but might not be distributed to board members until the start of the meeting. Members of the public who submit written testimony close to or after the start of the meeting run the risk that the members will not receive it in time to consider it.
Written testimony may be submitted by one of the methods listed below:

- By email to: procurement.policy.board@hawaii.gov
- By United States Postal Service to:1151 Punchbowl Street, Room 416, Honolulu, HI 96813

In accordance with Hawai‘i Revised Statutes, Chapter 92, all testimony, whether written or oral, should be related to an item that is on the agenda. Written public testimony submitted to the Procurement Policy Board will be treated as public record and any information contained therein may be available for public inspection and copying. Please include the word “Testimony” and the subject matter following the address line.

The Board Packet is available for review

- at 1151 Punchbowl Street, Room 416, Honolulu, HI 96813, or
- on-line at https://spo.hawaii.gov/procurement-policy-board/procurement-policy-board-meeting-agenda-minutes/

An electronic draft of the minutes for this meeting will also be made available at the same location when completed.

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Ruth Baker at ruth.a.baker@hawaii.gov as soon as possible, preferably by 11:00 a.m. HST, September 22, 2026. If a response is received after that date/time, we will try to obtain the auxiliary aid/service or accommodation, but we cannot guarantee that the request will be fulfilled. Upon request, this notice is available in alternate formats such as large print or electronic copy.

Procurement Policy Board Meeting
Agenda
Friday, September 25, 2026, 10:00 a.m. (HST)

I. Call to Order, Public Notice

II. Roll Call, Quorum

III. Review and Approval of April 24, 2026, Meeting Minutes

IV. Election of Chairperson pursuant to §103D-201(e), Hawaii Revised Statutes, and Election of Vice Chair.

V. Announcements

Future Procurement Policy Board Meetings:

- Wednesday, October 21, 2026, 2:00 – 4:00 p.m.
- Wednesday, December 2, 2026, 2:00 – 4:00 p.m.

The meetings will be hybrid, on Microsoft Teams and in-person in a physical location at 1151 Punchbowl Street, Room 416.

VI. Adjournment

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

BONNIE KAHAKUI
ADMINISTRATOR

PROCUREMENT POLICY BOARD
RICHARD HELTZEL
LANCE INOUYE
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Procurement Policy Board

Minutes of Meeting

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Date/Time:	Friday, April 24, 2026, 1:00 p.m.
Locations:	State Procurement Office Bid Room Kalanimoku Building, Room 416 1151 Punchbowl Street Honolulu, Hawaii 96813 Virtual Meeting Using Interactive Conference Technology – Microsoft Teams
Members Present:	Rick Heltzel Lance Inouye Lisa Maruyama Meoh-Leng Silliman
Deputy Attorney General:	Charles Lee
State Procurement Office:	Bonnie Kahakui, Administrator Dayna Omiya, Assistant Administrator Ruth Baker Jacob Chang Matthew Chow Shane Duyvejonck Stacey Kauleinamoku-Murakami Kelli Nekomoto Carey Ann Sasaki Keari Shibuya Pauline Yang Jetson Yee Alan Yeh
City & County of Honolulu:	Paula Youngling, Purchasing Administrator

I. Call to Order, Public Notice

Chair Lisa Maruyama called the Procurement Policy Board (PPB) meeting to order at 1:04 p.m. The meeting was held on Microsoft Teams and in-person at the physical location. The meeting was recorded.

II. Roll Call, Quorum

Roll call was conducted of the PPB members; there was quorum. Staff of the State Procurement Office (SPO) introduced themselves.

Deputy Attorney General Charles Lee clarified that based on the Governor's press release and the status of the Comptroller's office, Meoh-Leng Silliman, serving as Acting Comptroller, is authorized to act as a voting member of the PPB.

III. Review and Approval of December 2, 2025

A motion was made by Member Rick Heltzel and seconded by Member Lance Inouye to approve the minutes of the meeting on December 2, 2025.

A detailed discussion occurred about wording in Hawaii Administrative Rules Section 3-122-45.01, specifically the phrase "any committee members" versus "all committee members." Member Lance Inouye stated that the corrected wording should read: "A copy of the document identifying all committee members and any subsequent changes thereto shall be placed in the contract file."

Members agreed to amend the minutes of the December 2, 2025, meeting as discussed.

IV. Public Testimony

Chair Maruyama announced that public testimony will be taken on all items as those items occur during the meeting, and that remote testifiers will be given the option of being on camera. No public testimony was offered at this time.

V. Administrator's Report on 2026 Legislation Related to Procurement (for information only; no decision-making)

No oral or written testimony was received at the time.

State Procurement Office Administrator Bonnie Kahakui provided updates and the SPO's position on procurement legislation advancing in the 2026 Legislative Session. The list of measures was also included in the agenda packet.

- **Governor's Message 773 -** Submitting for consideration and confirmation to the Procurement Policy Board, Gubernatorial Nominee, PAULA YOUNGLING, for a term to expire 06-30-2030. Ms. Youngling was confirmed by the Senate on April 24, 2026. [SPO – Support]

- **Senate Bill 2928 SD1 HD1 – Relating to Procurement**
  Establishes the Small Business Procurement Program and Small Business Procurement Coordinator position permanently in the State Procurement Office. [SPO - Support]

- **House Bill 1297 HD1 SD1 – Relating to Procurement**
  Sets a time limit for submitting bid protests. Makes the seventy-five-day limit for issuing a written decision on protests apply to any contract awarded by competitive sealed bid or competitive sealed proposal. Caps the protest bond amount. [SPO - Support]

- **Senate Bill 2075 SD1 HD2 – Relating to Procurement**
  Requires purchasing agencies to apply a five per cent flat rate local preference in evaluating bids or proposals from qualified Hawaii bidders or offerors who submit a timely preference certification. Establishes criteria for a bid or proposal to qualify for a local preference. Establishes requirements for the qualification and certification of Hawaii bidders and offerors and consequences for failure to maintain qualification. Requires the Procurement Policy Board to adopt rules. [SPO - Comment]

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- **House Bill 1519 HD1 SD3 – Relating to Campaign Contributions**
  Requires disclosure of the names of compensated officers of state and county contractors and grantees. Prohibits the compensated officers of certain state and county contractors and grantees from making, promising, or soliciting certain campaign contributions for the duration of the contract or grant. [SPO – Comment, requested clarifying language]

- **Senate Bill 2530 – Relating to Campaign Contributions**
  Requires disclosure of the names of compensated officers, and their immediate family members, of state contractors with contracts exceeding the small purchase threshold established under the Hawaii Public Procurement Code and grantees with grants exceeding $250,000. Prohibits the compensated officers of state contractors, and their immediate family members, from making, promising, or soliciting certain campaign contributions for the duration of the contract exceeding the small purchase threshold. Prohibits state grantees, including compensated officers and their immediate family members, from making, promising, or soliciting certain contributions for the duration of the grant exceeding $250,000. [SPO – Comment, requested clarifying language]

- **Senate Bill 2601 SD2 HD1 – Relating to Procurement**
  Amends criminal penalties under the Hawaii Public Procurement Code by providing that a person who intentionally violates the code is subject to prosecution for a misdemeanor in cases of egregious violations of the Code. Ensures that awarded contracts are supported by sufficient appropriations by requiring a contract amount that exceeds fifteen per cent of the amount of the appropriation or balance of an appropriation to be approved by the Chief Procurement Officer to become binding. Establishes positions within the State Procurement Office. Appropriates funds. [SPO – Comment, has concerns]

- **Senate Bill 2246 SD1 HD2 – Relating to Financial Disclosures**
  Expands the scope of persons who are subject to public financial disclosure requirements. Makes technical, conforming amendments to disclosure provisions applicable to legislators. [SPO - no position]

- **House Bill 1155 HD1 SD2 – Relating to Procurement**
  Prohibits all governmental bodies and public employees from procuring services for project management through non-governmental third-party contracts, except for certain procurements of independent verification and validation contracts for information technology services. Temporarily authorizes, until 6/30/2027, outside contractors who prepared specifications and work statements in the development of a Department of Transportation solicitation to bid on those projects if certain requirements are satisfied. [SPO – Comment, has concerns]

- **Senate Bill 2929 SD1 HD2 – Relating to Public Notice**
  Authorizes government agencies to satisfy public notice requirements by electronic posting on official state or county websites or electronic calendars, while preserving traditional publication as an option. Directs the Office of Enterprise Technology Services, in consultation with the Access Hawaii Committee, to adopt rules governing the implementation of electronic notice before the electronic notice authorization takes legal effect. [SPO - Support]

- **House Bill 1663 HD2 SD1 – Relating to Reimbursement of Public Officers and Employees**
  Requires the State or a county to reimburse an officer or employee for work-related travel costs that the officer or employee loaned to the State or a county within thirty calendar days of submitting an approved statement of completed travel. Requires the State or a county to pay interest on a loan not reimbursed within thirty calendar days until the loan is fully reimbursed. Obligates an officer or employee to request a complete refund from the travel vendor for travel not taken for good cause. Entitles an officer or employee to reimbursement from the State or a county when a travel vendor offers a partial refund or no refund. [SPO – OK with bill]

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- **Senate Bill 3332 SD1 HD1 – Relating to State-Funded Travel**
  Requires reports on travel taken by certain state agencies and for the reports to be submitted to the money committees of the Legislature. Sunsets 6/30/2028. Effective 7/1/3000**.** [SPO – OK with bill]

Chair Maruyama requested that future legislative reports include the State Procurement Office's stance on each bill. Member Heltzel also requested that the SPO provide a report/update on procurement bills during the Legislative Session.

VI. New Business

Member Inouye requested future discussion on Hawaii Administrative Rules Section 3-122-52.5 and Section 3-122-53, Subsection (3), specifically regarding procurements with fewer than three responsible offerors. Chair Maruyama confirmed the request would be recorded for the next agenda.

VII. Announcements

A. Acknowledgements and Appreciation for Chair Lisa Maruyama
Vice Chair Rick.Heltzel delivered remarks recognizing Chair Maruyama for her leadership and contributions to the Procurement Policy Board. Members and staff shared appreciation for her service, guidance, and contributions. Chair Maruyama shared reflections and gratitude for the Board and SPO staff.

B. Next Meeting: Members will be polled on their availability for the next meeting.
Procurement Policy Board meetings will be hybrid, on Microsoft Teams and in-person in a physical location at 1151 Punchbowl Street, Room 416.

VIII. Adjournment

The motion to adjourn was made by Member Silliman and by Member Inouye. The meeting was adjourned by unanimous approval at 1:48 p.m.

Respectfully Submitted

Lisa Maruyama, Chair
Procurement Policy Board

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