

SMALL BUSINESS REGULATORY REVIEW BOARD

Department of Business, Economic Development & Tourism
No. 1 Capitol District Bldg., 250 South Hotel St. 5th Fl., Honolulu, Hawaii 96813
Mailing Address: P.O. Box 2359, Honolulu, Hawaii 96804

Tel 808 586-2594
Fax 808 586-2572

Neil Abercrombie
Governor

Richard C. Lim
Director, DBEDT

Mary Alice Evans
Deputy Director, DBEDT

Members

Anthony Borge
Chairperson
Oahu

Craig Takamine
Vice Chair
Hawaii

Barbara Bennett
2nd Chairperson
Kauai

Kyoko Y. Kimura
Maui

Harris Nakamoto
Oahu

Wayne Tanaka
Oahu

Richard C. Lim
Director, DBEDT
Voting Ex Officio

AGENDA

Wednesday, October 15, 2014 ★ 9:30 a.m.
No. 1 Capitol District Building
250 South Hotel Street - Conference Room 436

I. Call to Order

II. Introduction of New Board Member

III. Approval of September 30, 2014 Meeting Minutes

IV. Administrative Matters

- A. Discussion and Presentation from Ms. Sarah Allen, Administrator from State of Hawaii State Procurement Office (SPO) regarding how SPO can improve upon its Procurement Process by utilizing the functions and role of this Board
- B. Review of scheduled 2015 Board Meeting Dates

V. Next Meeting: Scheduled for Wednesday, November 19, 2014, at 9:30 a.m., Conference Room 436, Capitol District Building, Honolulu, Hawaii

VI. Adjournment

If you require special assistance or auxiliary aid and/or services to participate in the public hearing process (i.e., sign language, interpreter, wheelchair accessibility, or parking designated for the disabled), please call (808) 586-2594 at least three (3) business days prior to the meeting so arrangements can be made.

October 15, 2014 ~ SBRRB Meeting Checklist

Member Attendance

	Airline Preference	From	Details	Attend
Anthony Borge, Chair ✓	NA	Oahu	Parking Pass	Yes
Craig Takamine, Vice Chair ✓	HA	Hawaii	Parking Pass	No
Barbara Bennett ✓	HA	Kauai	Parking Pass	No
Kyoko Kimura ✓	HA	Maui	Parking Pass	Yes
Harris Nakamoto ✓	NA	Oahu	Parking Pass	No
Director's ex officio Mark Richey ✓	NA	Oahu	NA	Yes
Ashley Leahey ✓ Confirmation	HA	Maui	Parking Pass	Yes
Wayne Tanaka ✓	NA	Oahu	Parking Pass	Yes

Pre Meeting Checklist

Conference Room #436 (Confirm each month)	X
Make 12 - 15 copies of rule packages for board packets - continuous	✓
Poll board attendance ✓✓✓✓✓ (5)	✓
Prepare TAF for Director's approval - ASAP (Linda) ✓ Kyoko ✓ Ashley ✓	✓✓
Airline and Car rental booking ASAP - Linda ✓ Kyoko ✓ Ashley ✓	✓✓
Draft Agenda to Chair and send to OIP for final approval ✓ 10-6-13	✓
Post approved agenda on SBRRB website & State Calendar & Lte. Governor's Office ✓ Done ✓ Done ✓	✓✓
Send Agendas (only) to those people who requested it ✓ Done	✓
Mail approved agenda packets to board members, M. Ahn ✓	✓
Mail board packets Mon, Tues or Wed., Oct. 6, 7, 8, 9 ✓	✓
3-4 Days prior to meeting, send DAGS an email (or fax) re: Board members parking and attending SBRRB meeting - IMPORTANT ✓ Email + fax	✓

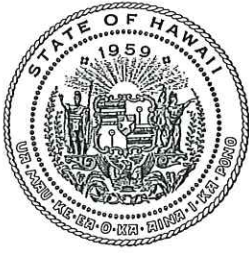
STAFF

Margaret Ahn ✓	Yes
Dori Palcovich ✓	Yes

Post Meeting Checklist

Visitors Sign-in-Sheet - Small Business Regulatory Review Board - October 15, 2014

	Name	Title	Organization	Email	Phone
1	Hokulani Unoosoy		SPO	RUTH.H.UNOOSOY@HAWAII.GOV	
2	HALEY SABA		HTRA	Isabala@hawaiipublicpolicy.org	447-1050
3	Sarah Allen	Admin	SPO-DAG		
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MEMORANDUM

Neil Abercrombie
Governor

Richard C. Lim
Director, DBEDT

Mary Alice Evans
Deputy Director, DBEDT

Members

Anthony Borge
Chair
Oahu

Craig Takamine
Vice Chair
Hawaii

Barbara Bennett
Second Vice Chair
Kauai

Kyoko Kimura
Maui

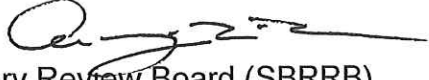
Harris Nakamoto
Oahu

Wayne Tanaka
Oahu

Ashley Leahey
Maui

Richard C. Lim
Director, DBEDT
Voting Ex Officio

TO: Sarah Allen, Administrator
State Procurement Office (SPO)
Department of Accounting and General Services

FROM: Anthony Borge, Chair 
Small Business Regulatory Review Board (SBRRB)

DATE: October 24, 2014

SUBJECT: Small Business Set-Aside Law, Chapter 103D, Hawaii Revised Statutes (HRS)

Thank you for taking the time to attend the SBRRB's October 15th meeting, and outlining your vision to create a small business advisory group with the ultimate goal of implementing a successful set-aside program for Hawaii small businesses.

On behalf of the SBRRB, we support SPO's initial intent in moving forward with the creation of a small business advisory group. It is this Board's understanding that the advisory group with SPO's leadership will be tasked with investigating and researching the possibility of creating a small business office to facilitate the State's set-aside program under Chapter 103D, Sections 901 through 906, HRS. It is also understood that all findings and proposals by the advisory group will be subject to proper authoritative oversight and approval.

Once again, thank you.



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Telephone: (808) 587-4700
e-mail: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>

SPO 15-086

October 20, 2014

Aloha,

The State Procurement Office (SPO) would like to invite you to participate in our initiative to implement a small business set-aside program. Although Hawai'i has a small business set-aside law (HRS §§103D-901 thru 103D-906; Act 50/SLH 2005), there are no current administrative rules implementing the statute since initial interim rules expired without any further guidance. In my discussions with small business advocates, and through subsequent research done by the SPO on this matter, it is clear that the time has come to engage in a process that will facilitate the creation of new administrative rules which will give effect to the State's intent to support small business through procurement.

The SPO wants to move forward on this initiative with the small business community and departmental stakeholders to build a solid foundation for the drafting and implementation of the small business set-aside rules. To that end, the SPO is preparing to establish and facilitate a Procurement Advisory Group (pursuant to HRS §103D-213) of skilled and knowledgeable stakeholders of small business interests in Hawai'i. I would like to invite you to participate as a member of this Advisory Group.

The Advisory Group will have a focused agenda, convening its first meeting on **October 29, 2014, from 1:00 p.m. to 2:30 p.m.**, and completing its work before the end of the year. The work of the Small Business Advisory Group will be to provide insight through experience, and identify priorities and key issues that should be addressed as the SPO moves forward in drafting new rules for consideration by the Procurement Policy Board. The SPO will also be formulating a survey to gather metrics and reach a broader range of small business associations and groups in Hawai'i.

Moving forward, it is important that we learn from the mistakes of the previous attempt at implementing the small business set-aside. The new rules should be logical and practical for Hawai'i and our small businesses. Successful implementation will require subject matter expertise with a specialized office that can create and maintain an efficient, supportive, and competitive process for small businesses to contract with the State. With that in mind, I envision the rules to start small and focused, setting realistic goals; a bigger, more ambitious and complex program can be built upon initial successes.

As a leader in Hawai'i's small business arena, I hope you will be as inspired as I am in undertaking this new process and the promise it holds for the economy of our small businesses. Please email Ms. Hokulei Lindsey, Procurement Policy Specialist, at ruth.h.lindsey@hawaii.gov, by noon October 23, 2014, to let the SPO know if you are interested in participating.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sarah Allen".
Sarah Allen
Administrator

**ADVISORY GROUP FOR SMALL BUSINESS
Meeting
Wednesday, October 29, 2014, 1:00-2:30 p.m.**

Location:
Kalanimoku Building ♦ 1151 Punchbowl St., Conference Room 410 ♦ Honolulu, Hawai'i 96813

A G E N D A

- I. Welcome & Introductions
- II. Purpose & Scope of this Advisory Group
 - a. Roadmap: Strategy & Plan for Today
 - b. History of Act 50 (SLH 2005; HRS §103D-901 through -906) and previous administrative rules
 - c. SPO vision for new administrative rules
- III. Identifying information for survey questions (metrics)
- IV. Discussion on Subject Matter Expertise
 - a. Identifying key stakeholders - individuals and groups
 - b. Identifying available resources and potential champions
- V. Next Steps

PURPOSE OF THIS ADVISORY GROUP FOR SMALL BUSINESSES

The State Procurement Office (SPO) is requesting participation from Hawai'i small business stakeholders to engage in discussions regarding Act 50/SLH 2005, provide subject matter perspectives and comments, and facilitate information gathering for research purposes.

PARTICIPATION

- Teleconferencing and videoconferencing options are available for anyone not able to attend in person, however in person participation is encouraged.
- Individuals requiring special assistance or services, please call (808) 587-4700 to discuss accommodations ASAP.