

STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
650 IWILEI ROAD, SUITE 270
HONOLULU, HAWAII 96817

HAWAII CHILD NUTRITION PROGRAMS

February 26, 2024

Mr. Steve Hirakami, School Director
Hawaii Academy of Arts & Science PCS
P.O. Box 1494
Pahoa, HI 96778-1494

Email and Certified Mail
Agreement No. 2413-9

Dear Mr. Hirakami:

On behalf of the Hawaii Child Nutrition Programs (HCNP), I would like to thank you and your staff for providing the records and documentation needed to adequately assess your school's procurement processes.

A Procurement Review was conducted from April 4-8, 2022 by the Accountant, Shaynee Moreno. It was held in conjunction with your school's Administrative Review of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) for SY21-22. The objectives of this review were to determine whether your School Food Authority (SFA) met federal and state procurement standards and if corrective action was needed.

Procurement Summary:

Additionally, your Food Service Manager worked hard to solicit additional food products and created "Market Basket" surveys to compare prices for produce, milk, and cleaning and paper products. Your staff's solicitation process and documentation were excellent.

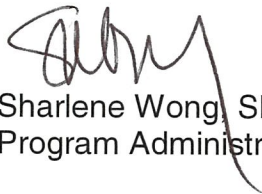
Observation:

In the USDA Procurement Tool, it was notated there were formal contracts (sealed bids and competitive proposals) for 5 companies. The school did not have formal contacts with the companies but instead completed a market basket at the beginning of the year. In the next procurement review, please list the companies under small purchases.

Mr. Hirakami
February 26, 2024
Page 2

This Procurement Review is now closed. If you have any questions, please contact Shaynee Moreno at 808-587-3600.

Sincerely,



Sharlene Wong, SNS
Program Administrator

SW:sm

c: SFA Representatives—Dara Moniz, Michael Remen, Refugio De Los Santos
HCNP NSLP Team Rachel Itano, RD, Kasey Kawamoto, RD
HCNP Fiscal Team Shaynee Moreno and Kyle Sawai