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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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SPO 16-150

December 29, 2015

The Honorable Rachael Wong, DrPH  
Director  
Department of Human Services  
1390 Miller Street, Room 209  
Honolulu, HI 96813

**SUBJECT:** Rescinding Approvals for Emergency Procurements No. 16-016SK,  
16-018SK, and 16-021C

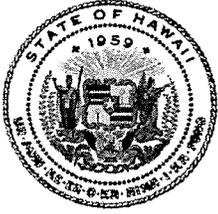
The State Procurement Office (SPO) approved EP16-016SK and EP16-018SK on October 22, 2015, and allowed EP16-021C on October 26, 2015. However, upon reviewing other emergency procurement requests submitted by the Hawaii Public Housing Authority (HPHA) with similar circumstances, we found these requests failed to meet the requirements of an emergency. The situations described in these requests were not of unusual or compelling urgency and did not create a threat to life, public health, welfare, or safety, thus requiring an immediate response.

On November 25, 2015, the SPO met with representatives from the HPHA to inform them the requests had insufficient justification to support the after-the-fact emergency procurement requests. Effective immediately, the approvals for EP No. 16-016SK, 16-018SK, and 16-021C are rescinded and deemed disapproved. The agency shall submit form SPO-016, Report of Procurement Violation, to the SPO.

If your staff has any questions, they may contact Kevin Takaesu at 586-0568, or [kevin.s.takaesu@hawaii.gov](mailto:kevin.s.takaesu@hawaii.gov), or you may call me at 587-4700.

Sincerely,

  
Sarah Allen  
Administrator



STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT

15 SEP 28 A8:03

TO: Chief Procurement Officer

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

FROM: Department of Human Services - Hawaii Public Housing Authority (HPHA)  
*Name of Requesting Department*

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: 29-Jul-15      2. After-the-Fact:  Yes    No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.  
Raw sewage was reported leaking into the kitchen sink in 2 residential units at Kuhio Park Terrace.

**Rescinded**

4. Vendor/Contractor/Service Provider Name: Roto Rooter      5. Amount of Request: \$ 481.88 (16K00369)

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.  
Waste line from the adjacent residential unit had a hole which was the cause of the leak. The vendor replaced the portion of the waste line where the hole was.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.  
The Asset Management Project office maintains a list of vendors that they can call for after-hour emergencies. They go through the list and work with the vendor who can respond to the emergency. Based on the nature of the emergency, the staff will work with the vendor that can respond to the emergency the soonest. No formal process is used to create the list but consists of vendors who are willing to work with the State (HPHA) and/or have worked at the property in the past. Roto Rooter was selected as they are the first vendor on the list and were willing and able to respond when called.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	E-mail Address
Rick T. Sogawa*	DHS/HPHA	(808)832-6038	rick.t.sogawa@hawaii.gov
Joanna Renken	DHS/HPHA	(808) 832-4675	joanna.renekn@hawaii.gov

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided is to the best of my knowledge, true and correct.**

\_\_\_\_\_  
Department Head Signature

AUG 31 2015

\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the Department's determination that immediate action was necessary to repair a waste line leaking raw sewage at Kuhio Park Terrace that was a threat to public health and safety. Pursuant to HRS §103D-310(c) and HAR §3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) for all contracts awarded, and an award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement contract file.

The Department is also reminded that individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, Statewide Procurement Training, as appropriate. The SPO does not have a record of attendance at the appropriate mandatory procurement training for individual, Joanna Renken, also named in no. 8.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

Approved

Disapproved

No Action Required

\_\_\_\_\_  
Chief Procurement Officer Signature

10/22/15

\_\_\_\_\_  
Date