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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

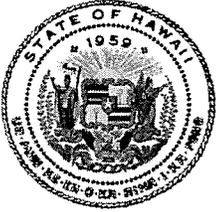
The State Procurement Office (SPO) approved EP16-016SK and EP16-018SK on October 22, 2015, and allowed EP16-021C on October 26, 2015. However, upon reviewing other emergency procurement requests submitted by the Hawaii Public Housing Authority (HPHA) with similar circumstances, we found these requests 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 Effective immediately, the approvals for EP No. 16-016SK, 16-018SK, and 16-021C are rescinded and deemed disapproved.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: 7-Aug-15	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.  
Loss of electricity that affected a residential unit at Koolau Village (public housing property).

Rescinded

4. Vendor/Contractor/Service Provider Name: AA Electric, Ltd.	5. Amount of Request: \$ <del>800.00</del> (16K00409) 683.91 per Rich 10/5/15 - cas
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.  
Repaired electrical breaker.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.  
The property management office maintains a list of vendors that they can call for 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.

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.)

<u>Name</u>	<u>Division/Agency</u>	<u>Phone Number</u>	<u>E-mail Address</u>
Rick T. Sogawa*	DHS/HPHA	(808) 832-6038	rick.t.sogawa@hawaii.gov
Joanna Renken	DHS/HPHA	(808) 832-475	joanna.renken@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.**

**AUG 31 2015**

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

\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Chief Procurement Officer (CPO) Comments:

There is no action required for this request. The SPO determined, based on documentation submitted, that this request does not contain sufficient justification to deem this an emergency with a threat to life, public health, welfare or safety.

This procurement, based on its type and dollar threshold, would then revert back to being a small purchase, and thus is bound to the small purchase rules and regulations. Since three vendors were called and the final price was fair and reasonable, this is in essence a correct small purchase.

If there are any questions, please contact Carey Ann Sasaki at 586-0575 or careyann.r.sasaki@hawaii.gov.

**Rescinded**

Approved

Disapproved

No Action Required

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

10/26/15

\_\_\_\_\_  
Date