

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services
(Department/Division/Agency)

Pursuant to § 103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

<p>Description of goods, services, or construction:</p> <p style="text-align: center;">Lease and maintenance of postage machines/meters and scale, including rate protection for 8 offices of the Department of Human Services.</p>
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Name of Vendor: Francotyp-Postalia, Inc. Address: c/o North Mail, Inc. dba Office Systems	Cost: <p style="text-align: center;">Approximately \$30,000</p>
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Term of Contract: From: July 1, 2005 To: June 30, 2010	Prior Exemption Ref. No. (if applicable)
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<p>Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:</p> <p style="text-align: center;">See Back Please</p>
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<p>Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:</p> <p>The vendor selected is one the winning bidders in the original bid procurement, IFB-00-111-OHMK. Approval to enter into a new 5-year contract with this winning bidder without re-bidding is requested.</p>

A description of the agency's internal controls and approval requirements for the exempted procurement:

The department has procurement policies and procedures in place. This procurement was made through SPO. If approved, the execution of the new contract and administering of the contract will be the responsibility of the department's procurement office – Fiscal Management Office, Property & Procurement Staff.

A list of agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Lillian B. Koller, Esq. – Director of Human Services or
 Henry Oliva – Deputy Director of Human Services
 Ed Igarashi – Fiscal Management Officer
 Susy S. Kawamoto – Procurement & Supply Specialist IV

Direct questions to:	Phone Number:
Susy S. Kawamoto	586-4864

This exemption should be considered for list of exemptions attached to Chapter 3-120, HAR: Yes No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

[Signature] SEP 17 2004
 Department Head or Designee Date
 Title (If other than Department Head)

Chief Procurement Officer's Comments:

This exemption is for the procurement process only, Chapter 103D-310, HRS, shall apply.

Approval is granted in lieu of the buy-out option and maintenance of the equipment; DHS intends to continue to lease the equipment for a cost savings to the department.

Please ensure adherence to applicable administrative requirements.

APPROVED DISAPPROVED

[Signature] 9/27/04
 Chief Procurement Officer Date

cc: Administrator,
 State Procurement Office