



'10 DEC 29 P3:58

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

### STATE PROCUREMENT OFFICE NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

- 1. TO: Chief Procurement Officer
- 2. FROM: Richard Lim, Director, DBEDT

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:

3. Description of goods, services or construction:  
 Manage and administer DBEDT legislative data base; set up routing system, read and analyze all bills and identify bills that relate to DBEDT, input into system, and route to appropriate programs; input all information related to DBEDT activities into the database; update daily, communicate with divisions; assist with review and routing of testimonies. Must know lotus notes, be familiar with the State's lotus notes tracking system, be familiar with the legislative bills and the legislative hearings process. Requires availability from 8am-7pm including weekends and holidays.

4. Name of Vendor: Gail Haruki  
 Address:

5. Price:  
 \$9,875

6. Term of Contract: From: 1/10/11 To: 3/15/11

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:  
 The DBEDT legislative tracking and data base system is proprietary for control purposes, and service requires thorough knowledge of the system and its mechanics. Service also requires a through background of DBEDT programs, offices and agencies and program related bills; issues relevant to program areas; legislative hearing process and legislative tracking system of the Legislature; strong written and verbal communications skills as they relate to legislative matters and reviewing testimonies.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

- 1. Contacted manpower and employment agency firms to determine if they have available candidates for the job. No qualified candidates.
- 2. Identified appropriate candidates from within DBEDT staff in charge of legislative matters. No appropriate candidates.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
 The procurement will reviewed and approved by the ASO officer and the Director of DBEDT.

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Dennis Ling	Administrator	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Ken Kitamura	ASO Officer	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Richard Lim	Director	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to: Department: DBEDT  
 Contact Name: Dennis Ling  
 Phone Number: 587-2755  
 Fax Number: 586-2589

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*



Department Head

DEC 27 2010

Date

**Reserved for SPO Use Only**

15. Date Notice Posted 12-30-10

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer  
 State Procurement Office  
 P.O. Box 119  
 Honolulu, Hawaii 96810-0119

**Chief Procurement Officer's comments:**

Department is directed to conduct small purchases procurement and identify minimum requirements and qualifications in the request for quotes. Examples of requirements/qualifications are as follows: 1) may specify minimum no. of years of experience and knowledge in Legislative process; 2) verbal and written communication skills, especially relating to legislative matters and reviewing of testimonies; 3) level of knowledge and familiarity with appropriate software i.e. lotus notes, excel, mis systems; 4) minimum hours and days of availability; 5) specify any other terms and conditions; 6) and any other requirements/qualifications needed.

Department is advised to identify minimum requirements and qualifications that are non-restrictive and provide for a fair award. Pursuant to Procurement Circular No. 2009-15, goods, services or construction \$5,000 to less than \$15,000, obtain a minimum of three quotes by furnishing the same description to each vendor; document offers received on SPO-10, Part B; and if unable to obtain three quotes, document on SPO-10, Part C.

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

  
 Chief Procurement Officer Date 1/6/2011