



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

1. TO: Chief Procurement Officer
2. FROM: HCDA

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:
Property management for the ~~Houakaha~~ Elderly Housing Project
see 1/2/11 Honuakaha

4. Name of Vendor: Management Specialist Company Address:	5. Price: \$60,000 est.
6. Term of Contract: From: 4/1/2011 To: 3/31/2012	7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
see attached

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

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

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	
		<input 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
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to: Department: HCDA
 Contact Name: Richard Kuitenen
 Phone Number: 594-0309
 Fax Number:

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.*

see attachment

Department Head _____

Date _____

Reserved for SPO Use Only

15. Date Notice Posted 1/21/2011

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:

SPO has determined that property management services for the Honuakaha Elderly Housing Project is subject to HRS, chapter 103D, Hawaii Public Procurement Code, therefore the HCDA shall use the appropriate procurement method to solicit for these services. This request for exemption from chapter 103D, HRS will allow the HCDA time to prepare the solicitation and execute a contract. Approval is granted for the period 04/01/11 to 09/30/11 or when a contract is executed, whichever is sooner and is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. This award is required to be posted on the Awards Reporting System.

16. **APPROVED** **DISAPPROVED** **NO ACTION REQUIRED**

Clara J. Juhl 2/9/2011
 Chief Procurement Officer Date