



STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION₁
FROM HRS CHAPTER 103D

AUG 29 A 7:38

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: State Procurement Office
Name of Requesting Department
SUBJECT: Request for Exemption

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

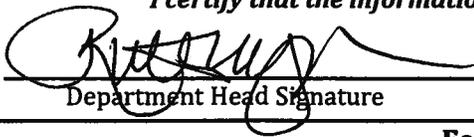
1. Describe the goods, services or construction. Various State Forms and Non-Printed Carbonless Paper	
2. Vendor/Contractor Name : Pacific Business Forms	3. Amount of Request: \$ 39920.85
4. Term of Contract: From: 1/1/2012 To: 12/31/2012	5. Prior Exemption Reference No.: 10-061-B
6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: Requesting an exemption from the recycled content requirement as defined in HRS 103D-1005 for IFB-12-001-SW and IFB-12-003-SW (Various State Forms and Carbonless Paper). Solicitation was released with the award condition that award shall be made to the lowest responsive, responsible Offeror offering recycled content on all pages on all forms. If no Offeror's offer recycled content on all pages, award shall be made to the lowest responsive, responsible Offeror offering the most pages with recycled content. If no Offeror's offer recycled content, award shall be made to the lowest responsive, responsible Offeror. There was only one Offeror for both Group A and Group B. For Group A, this Offeror offered almost all forms with all or part recycled content. Out of 21 total lines, only 3 forms were not offered with recycled content. Out of 92 total parts of the forms, 55 parts were offered with recycled content. There are only 3 colors of carbonless paper that comes with recycled content: White, Canary, and Pink.	
7. In selecting the vendor/contractor, explain in detail, the process the department will utilize to maximize fair and open competition: IFB-12-001-SW was released on HePS on July 6, 2011 under commodity code 966-36 and 645-30, which notified 4050 email recipients; at least 113 of which are Hawaii vendors. Solicitation opened on July 20, 2011. Group C (Non-Printed Carbonless paper did not receive any offerors. IFB-12-003-SW for Non-Printed Carbonless Paper was released on HePS on August 10, 2011 under commodity codes 645-30, 645-00, 395-40 and 395-80, which notified 1664 email recipients; at least 64 of which are Hawaii vendors. Solicitation opened on August 24, 2011.	

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process and has completed mandatory training. (Type over "example" and delete cells not used)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Wendy Orita	SPO	586-0563	wendy.m.orita@hawaii.gov

9. The department shall ensure adherence to applicable administrative and statutory requirements, and all requirements, approvals, and internal controls for this request are the responsibility of the department.

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


 Department Head Signature

8/26/2011
 Date

For Chief Procurement Officer Use Only

Date Notice Posted 8/29/2011

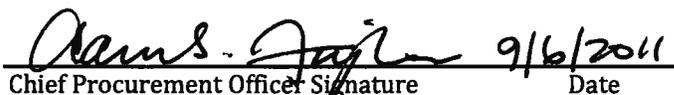
Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from date notice posted to:

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

10. Chief Procurement Officer (CPO) Comments:

This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply and award is required to be posted on the Awards Reporting System.

Approved Disapproved No Action Required


 Chief Procurement Officer Signature Date 9/6/2011