



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

'12 FEB -6 P2:13

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Health
Name of Requesting Department

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:

Kokua Kalihi Valley proposes to 1) support capital improvements at the current WIC clinic including purchasing new video equipment for the education room, new filing cabinets and bookshelves, and consultation to redesign the WIC area to increase privacy and program space; 2) enhance breastfeeding classes including nutritious food for cooking demos, supplies, and translation & interpretation; 3) enhance management technologies and ongoing operations including additional staff training including travel to conferences and trainings on the mainland and purchase of nutrition analysis software and a smart board for nutrition education sessions; 4) provide Community Nutrition Educators training including stipend for MPH/nutrition graduate intern for 300 hrs.

2. Vendor/Contractor/Service Provider: Kokua Kalihi Valley (Comprehensive Family Services), 2239 N. School St., Hon., HI 96819

3. Amount of Request:
\$ 56,000

4. Term of Contract From: Notice to Proceed To: 9/30/2012

5. Prior SPO-007, Procurement Exemption (PE):

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

Availability of Operational Adjustment funds by the United States Department of Agriculture Western Region office was limited to WIC State Agency and current Chapter 103F Purchase of Service (POS) WIC Providers only for enhancement of WIC services to participants in the state. The Legal Ad for the Request for Information (RFI) was posted to SPO's Procurement Notices Website on September 16, 2011.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

In response to the RFI, a request for Operational Adjustment funds has been submitted by Kokua Kalihi Valley. This request has been forwarded by the WIC Services Branch to the United States Department of Agriculture Western Region office for their evaluation and approval for funding.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any.
 (Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Andrea Takemoto	FHSD/WIC	586-8190	andrea.takemoto@doh.hawaii.gov
Linda Chock	FHSD/WIC	586-8191	linda.chock@doh.hawaii.gov
Susan Kanour	FHSD/WIC	586-4774	susan.kanour@doh.hawaii.gov

**All requirements/approvals and internal controls for this expenditure is 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

 Date

[Handwritten Signature]
 2/3/12

For Chief Procurement Officer Use Only

Date Notice Posted: 2/7/12

Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted from the Notice to Proceed date to 09/30/12. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved

Disapproved

No Action Required

 Chief Procurement Officer Signature

 Date

[Handwritten Signature] 2/14/2012