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

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Family Law Division, Department of the Attorney General
(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:

Description of goods, services, or construction:

Service of documents in Child Protection, Adult Protection, Involuntary Hospitalization, truancy, and adult guardianship cases. The timing from filing of petition until the hearing ranges from 2 days to a week. The documents to be served are petitions, and supporting information and reports. These are required to be served upon the parents in a child protection case, the protected person and his/her family in an adult protection case, the patient and his/her family in IH cases, the child and family in truancy cases, and the patient in LG cases along with their family members and caretakers.

Name of Vendor: Address:	Process servers on Oahu, Kauai, Maui, Hilo and Kona.	Cost:
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Term of Contract:	From:	To:	Prior Exemption Ref. No. (if applicable)
	<i>upm CPD approval 1/1/05</i>	6/30/05	

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

Due to the rapid timetable for serving these documents on all of the islands, the need to have this exemption until the process servers can obtain the necessary tax clearances, etc. is critical. There are involuntary hospitalization hearing documents to be served for this Thursday on Oahu. The deadline for service of these documents is 1/11/05. There are constantly new Child Protection petitions in need of being served on a daily basis.

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

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

The Department of the Attorney General fiscal office reviews the requirements for procurement of services.

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

Harvey Okamura is the Administrative Services officer at the Department of the attorney general.

Direct questions to: Mary Anne Magnier, Supervising Deputy AG, FLD	Phone Number: 587-2966
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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.

Russell A. Suggs 1/11/05
 Department Head or Designee Date
Acting First Deputy Attorney General
 Title (if other than Department Head)

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

APPROVED DISAPPROVED

Alan S. Fyfe 1/21/05
 Chief Procurement Officer Date

cc: Administrator,
State Procurement Office

STATE OF HAWAII NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS

The Chief Procurement Officer is in the process of reviewing the request from the Department of the Attorney General for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Service of documents in Child Protection, Adult Protection, Involuntary Hospitalization, truancy, and adult guardianship cases

Vendor: To be Determined on various islands

Address:

Term of Contract:

From: 1/1/05
Upon CPO approval

To: 06/30/2005

Cost: Unknown

Direct any inquiries to:

Department: Office of the Attorney General

Contact Name/Title: Mary Anne Magnier
Supervising Deputy Attorney General

Address:

Phone Number:
(808) 587-2966

Fax Number:



Date Posted: 1/14/05

A copy of this notice of exemption from Chapter 103D, HRS, shall be posted by the Chief Procurement Officer and the purchasing agency in an area accessible to the public, at least seven (7) calendar days prior to any approval action.

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven (7) calendar days from the date posted to:

Chief Procurement Officer
Office/Agency _____
Address _____
