



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

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STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Project Kealahou, Child and Adolscent Mental Health Division  
*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:

Project Kealahou is a 6-year federally funded SAMHSA grant tasked to provide trainings to the System of Care. Part of our service delievery efforts include an evidence-based program called Girls Circle. We would like to request this non-profit organization called One Circle Foundation, who developed the curriculum to train 40 therapists on Oahu to become certified in the Girls Circle curriculum. This will help ensure sustainability for this program element and include system wide stakeholders opportunities for professional development and assist with Project Kealahou. The training sessions would be for a two or three day period in September 2012.

2. Vendor/Contractor/Service Provider:	One Circle Foundation	3. Amount of Request:
		\$ 12,715
4. Term of Contract From:	9/1/2012	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:

One Circle Foundation is the developer of the curriculum and have proprietary rights over the materials, so we must contract with this organization to receive proper training, and the official curriculum. They are the only trainers of this curriculum that provide certification upon completion of the training.

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

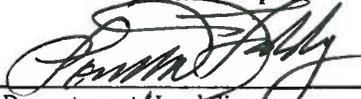
We would like to request an exemption to receive training and certification from the developers of the Girls Circle curriculum.

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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
John MacDonald	DOH/CAMHD	808 733-9338	john.macdonald@doh.hawaii.gov
Steven Osa	DOH/CAMHD	808 733-8386	steven.osa@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

**For Chief Procurement Officer Use Only**

Date Notice Posted: 8/8/2012

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:

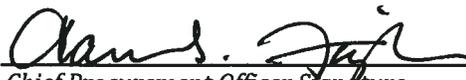
Request is disapproved as vendor is not compliant with HRS §103D-310(c) and HAR §3-122-112 (i.e. vendor must be compliant on the Hawaii Compliance Express [HCE]). Upon verification of vendor compliance, department may attach a memo to this request, along with a copy of a compliant HCE certificate requesting CPO approval.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Approved

Disapproved

No Action Required

  
 Chief Procurement Officer Signature

8/21/2012  
 Date