



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

*13 MAY -8 A8:08

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DLNR - State Forestry
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:
To order lunches for prisoners working on various areas within the jurisdiction of the State Forestry Division. Lunches are provided as an acceptable means in compensating the prisoners for their services. Vendor requirements: 6 am pickup, pre-wrapped food for remote back country consumption; and found at multiple locations.

2. Vendor/Contractor/Service Provider:	See attached vendor listing	3. Amount of Request:
		\$ 10,000

4. Term of Contract From: 1-Oct-12 To: 30-Sep-13	5. Prior SPO-007, Procurement Exemption (PE): None
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6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
State Forestry enlists the services of OCCC and Waiawa Correctional Facility prisoners to assist State Forestry in the maintenance of various State public trails and Forest Reserves. OCCC and Waiawa Correctional Facility suggested we provide vendors for various geographical areas.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
Various vendors have been solicited and the following are willing to provide lunches to the prisoners. See page 3 attachment.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Clement Chang	State Forestry	808-974-4382	cchang@dofawha.org

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

4/29/13
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/9/13

Inquiries about this request shall be directed to the contact named in No. 8. 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 pursuant to HAR §3-120-5, request for exemption shall be requested prior to the procurement. SPO received this request on May 8, 2013; however, the department has made purchases from October 1, 2012 to the present. Department shall submit form SPO-016, *Report of Procurement Violation: Findings and Corrective Actions and/or Request for After-the-Face Payment Approval*.

Additionally Mr. Aaron Lowe, who is responsible for this procurement as confirmed by telephone on 5/13/13, has not attended the mandatory training workshop pursuant to Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

Approved

Disapproved

No Action Required


Chief Procurement Officer Signature

5/14/2013
Date