



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

13 SEP 13 P1:51

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: ATTORNEY GENERAL/CHILD SUPPORT ENFORCEMENT AGENCY
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:

Contractor shall provide security attendant services to Oahu Branch of the Hawaii State Child Support Enforcement Agency (CSEA). Duty times for assigned security personnel shall be from Monday through Friday, except for State of Hawaii Holidays at 8:45 AM through 3:30 PM.

2. Vendor/Contractor/Service Provider Arekat Pacific Security, Inc. dba API Security		3. Amount of Request: \$ 30,000.00
4. Term of Contract From: 08/15/2013	To: 08/14/2014	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:

The State has the option to renew the contract at its expiration date in August 14, 2013, however, CSEA failed to extend on or before the maturity date of the contract due to unintended error. Also, the agency Chief Financial Officer was preparing to visit family overseas at the time the extension should have been executed. JK DCU

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

The contractor was selected through the HePS RFQ Procurement method.

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
**Garry L. Kemp	AG/CSEA	808-692-7000	garry.l.kemp@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.*

Russell A. Sings

Department Head Signature

9-12-13

Date

For Chief Procurement Officer Use Only

Date Notice Posted:

9/16/2013

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:

This request is disapproved as a request for exemption to extend an expired contract is not appropriate. Department is required to submit form SPO-016, *Report of Procurement Violation: Findings and Corrective Actions and/or Request for After-the-Fact Payment Approval* for any services received after the contract expired on 08/14/13. In addition, the department is reminded that individuals participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate. The SPO does not have a record of attendance at the appropriate mandatory procurement training for the individual named in no. 8.

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

Approved

Disapproved

No Action Required

Adams. J. J.
Chief Procurement Officer Signature

9/17/2013
Date