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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: DBEDT/HTDC/MEP
(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:

Manufacturing Extension Partnership (MEP) is a federal program administered by the High Technology Development Corporation, as a federally funded program we are able to bring "best practices" consulting to small businesses at an affordable cost.

Name of Vendor:

Address:

VARIOUS

Cost:

Up to \$25,000

Term of Contract:

From: 3/05

To: 3/06

Prior Exemption Ref. No. (if applicable)

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

See attached

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

The MEP program currently selects most of its service providers for contracted services from a list of vendors developed over the past five years of running the MEP program in Hawaii. When existing vendors are not available to provide services or when no current vendor on the list has the appropriate skill sets to provide the consulting services needed, the new providers are sought using recommendations and references from existing vendors and the yellow pages of the telephone book.

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

When new service providers are added to the list of MEP program vendors, the location and needs of the individual small business MEP client are considered as well as the fee structure and timely availability of the vendor. In most cases, MEP staff ask the vendors for references from previous clients in the service area of interest.

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

Philip Bossert, Executive Director/CEO
Janice Kato, Federal Programs Manager
Steve Sakuda, Controller
Sylvia Bollmeier, Contracts Administrator
William Wiedmann, Senior Project Manager
Nina Ann Tanabe, Project Manager
Martin Parisien, Project Manager
Mary Ann Lee-Matsui, Project Manager

Direct questions to:
Philip Bossert

Phone Number:
539-3601

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.

Philip Bossert

Department Head or Designee

3/9/05

Date

Exec. Director & CEO

Title (If other than Department Head)

Chief Procurement Officer's Comments:

The DBEDT should issue a solicitation to advertise the program to generate a list of qualified service providers for this program. The solicitation process will afford all qualified service providers the opportunity to be placed on the list to be considered for this program. The solicitation should describe the program requirements and appropriate skill sets that a service provider must possess in order to be considered for inclusion on the selection list by DBEDT.

Please ensure adherence to applicable administrative requirements.

APPROVED DISAPPROVED

Rutha Lopez

Chief Procurement Officer

3/22/05

Date

cc: Administrator,
State Procurement Office

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

The MEP program consists of multiple, simultaneous, short-term consulting services projects with small businesses in Hawaii. Each project requires the assistance of one or more contracted service providers working together to provide the assistance needed to each small business during the consulting project period. The short-term duration of these projects, the small amount of the service provider awards, and the need for timely, coordinated delivery of these services makes operation of this program difficult to impossible under the State's current procurement guidelines. Delay in delivery of the services due to the time required by each service procurement under the State guidelines will reduce the number of projects that can be delivered under the MEP contract and thus the inability of HTDC to meet the minimum service levels required by the MEP program, and subsequent loss of funding for this program in Hawaii.