



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

14 JUL 28 A10:32

ADMINISTRATION
 STATE PROCUREMENT OFFICE
 STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Transportation
 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:
 Procurement of a fully customized testing solution for civil service testing for an Entry Level Firefighting Test (SR-15). The entry-level test shall help to identify candidates who will have potential of performing at the highest level in the State's Firefighting Program and successfully perform at the scope and level required. The written test shall comprise of 100 commercial off-the-shelf customized valid questions that measure the candidate's ability to understand oral and written information, perform basic math and have the ability to work as a team member in a community living environment. The test should be no more than two hours to complete and we would need approximately 900 test booklets with a customized title page identifying the Examination title, Number of questions, and the State of Hawaii, Department of Human Resources Development as the agency the test is administered by. Delivery of the test booklets shall be to the Department of Human Resources Development, Staffing Division, 235 S. Beretania Street, Honolulu, Hawaii, 96813, no later than two weeks from the date of the test, which is August 16, 2014.

2. Vendor/Contractor/Service Provider CPS HR Consulting, 241 Lathrop Way, Sacramento, CA 95815; telephone 916-471-3109	3. Amount of Request: <i>Sam 8/1/14</i> \$ 8,500 \$8,619.25
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4. Term of Contract From: To:	5. Prior SPO-007, Procurement Exemption (PE):
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6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
 See attached Addendum, dated July 21, 2014.

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

After receiving authorization from SPO for an exemption from HRS 103D to acquire approximately 900 written test booklets from CPS HRS Consulting, DOTA will issue a Purchase Requisition, followed by a Purchase Order to purchase the booklets.

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
Sidney A. Hayakawa	Airports Division/DOT	808-838-8604	sidney.a.hayakawa@hawaii.gov
Debra E. Nishiyama	DHRD-Recruitment	808-587-0988	debra.e.nishiyama@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

7.24.14
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 7/28/2014

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:

CPO Comments:

Approval is granted with the understanding that the department has determined it is not practicable or advantageous for DOT to procure another entry level test for firefighters. This approval is upon approval by the CPO approval to 9/30/2014. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stanton Mato at 586-0566, or email stanton.d.mato@hawaii.gov.

- Approved Disapproved No Action Required



Chief Procurement Officer Signature 8/1/14
Date

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ADDENDUM

July 21, 2014

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

DHRD & DOT Airports (DOT-A) are preparing to replicate the entire recruitment process to fill approximately 20 anticipated vacant SR-15 level positions on Oahu, Hawaii (Kona & Hilo), Kauai and Maui. Based on previous cases and grievances, it is the opinion of both DHRD & DOT-A that we acquire from CPS HR Consulting a similar testing instrument used in a previous recruitment effort which identifies the candidate's ability to understand oral and written information, perform basic math and have the ability to work as a team member in a community living environment. It is our responsibility to fairly and adequately identify candidates who will have the potential of performing at the highest level in the State's Firefighting Program and successfully perform at the scope and level. We are unable to provide any other vendor with a copy of CPS HR Consulting's questions to duplicate due to copy right protection and proprietorship restrictions. We are also unable to reproduce or duplicate additional copies of the same set of questions without CPS HR Consulting's permission and appropriate compensation. Of importance is the fact that by using the written examination from the same vendor will allow DOT-A to be able to justify a defensible position, on behalf of the State of Hawaii, in entertaining any grievances or arbitration of unfair practices, which could occur if we used another written exam from another vendor to fill the same entry level SR-15 position. It is for these reasons above, that we are requesting an exemption to the procurement requirements to allow us to acquire from CPS HR Consulting approximately 900 more written examinations.

PE15-0075