

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Public Safety, Hawaii Correctional Industries
(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:
Correctional Industries requests an exemption to enter into an agreement to open a merchant account with First Hawaiian Bank in order to accept credit card purchases from public/nonprofit agencies.

Name of Vendor:	First Hawaiian Bank	Cost:
Address:	P.O. Box 1959 Honolulu, HI 96805	

Term of Contract:	From:	To:	Prior Exemption Ref. No. (if applicable)
<i>Upon CPO Approval</i>	As soon as possible	For One year	

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:
Because Correctional Industries requires the ability to accept purchase cards on April 1, 2005 to continue to do the volume of business required to sustain its operation, it went directly to the FHB, which is where Correctional Industries' account is located at and where the state purchasing cards are issued from. Because of FHB's experience with the state system and the State selecting them to implement their purchasing cards, we felt this bank to be the most experienced and qualified in setting up the Correctional Industries merchant account.

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

Previous to the Director of Public Safety signing any agreement, it must be reviewed by the Correctional Industries Business Manager, the Correctional Industries Administrator, and the Department of Public Safety Deputy Director for Corrections.

The original executed contract is maintained in the Correctional Industries Business Office.

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

The following personnel would be involved in the approval process and administration of the contract:

Gayle Kawamura, Correctional Industries Business Manager
 Jonah Kaaui, Correctional Industries Administrator
 Frank Lopez, Department of Public Safety Deputy Director for Corrections
 Richard T. Bisse, Jr., Department of Public Safety Interim Director

Direct questions to: Jonah Kaaui, CI Administrator	Phone Number: 587-3475
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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.

Richard T. Bisse, Jr. 3/29/05
 Department Head or Designee Date
DIRECTOR
 Title (If other than Department Head)

Chief Procurement Officer's Comments:

This approval is for the solicitation process only, chapter 103D-310, HRS, shall apply.

Please ensure adherence to applicable administrative requirements.

APPROVED

DISAPPROVED

cc: Administrator,
State Procurement Office

Patricia Uy 4/6/05
 Chief Procurement Officer Date