

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

15 JUL 17 A7:53

TO: Chief Procurement Officer
FROM: Department of Accounting and General Services
Name of Requesting Department

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

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:
Hiring of waitperson/server for various scheduled and unscheduled breakfast, lunch or dinner functions at Washington Place and the State Capitol.

2. Vendor/Contractor/Service Provider:	Theodore Inter, Darryl Joe, Coronado Aquino, Frances Wong, Lee Eugenio	3. Amount of Request:	\$ 10,000
4. Term of Contract From:	On Call Basis	To:	
5. Prior SPO-007, Procurement Exemption (PE):		None	

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
Due to the ad hoc nature of the various functions that will be held by the Governor, it is impractical to utilize the normal procurement processes for the following reasons: 1) Lengthy background checks are necessary for security purposes; 2) Familiarity on the part of the members of the Executive Security Unit and the Governor and his family with the individuals providing this service is critical; 3) The individuals must be familiar with the property, since there is no time for training; 4) The individuals that currently make-up a pool of 4-5 must be available on very short notice.

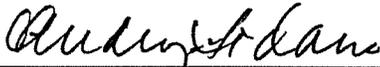
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
The process for the selection of a waitperson/server takes into consideration: 1. Experience in formal dining; 2. Need to provide formal wear (tuxedo); 3. Knowledge of protocol when dealing with dignitaries; 4. Satisfactory security background check; 5. Acceptable to the Executive Security Unit, the Governor and his family; 6. Familiarity with Washington Place

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
Cameron Heen	CSD/Public Bldg. Mgt Services Branch	586-0242	cameron.heen@hawaii.gov
James Hisano*	CSD/Public Bldg. Mgt Services Branch	831-6734	james.hisano@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.



 for Department Head Signature

7/16/15

 Date

For Chief Procurement Officer Use Only

Date Notice Posted: 7/17/15

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 it lacks sufficient justification for an exemption. The department may use the appropriate method of procurement. SPO recommends utilizing an Indefinite Delivery Indefinite Quantity (IDIQ) contract and Multiple Award Contract method, pursuant to HAR Section 3-122-142, and Section 3-122-145, respectively, to expeditiously procure the goods or services needed, while affording other potential vendors the opportunity to compete. The department may contact SPO for guidance in developing the solicitation for the required services.

If you desire a meeting to discuss the IDIQ method, please contact Kevin Takaesu at 586-0568 or kevin.s.takaesu@hawaii.gov.

Approved

Disapproved

No Action Required



 Chief Procurement Officer Signature

7/29/15

 Date