

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

RECEIVED
By State Procurement Office at 1:03 pm, Mar 07, 2016

TO: Chief Procurement Officer
FROM: Department of Agriculture
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 and/or services:
The service being procured is for a project manager for the Specialty Crop Block Grant Program (SCBGP) FY 2015 project, "Second Field Trial Introduction of Cashews as a New Crop for Hawaii". The services provided by the project manager would be to apply the lessons learned from the first field trial introduction of cashew seedlings to the project management of the second field trial that includes distribution of the seedlings to the farmers for the second field trial introduction and to explain the differences in the HDOA PQ/USDA APHIS post-entry quarantine guidelines for the second field trial introduction. The project manager would oversee the second project and submit mid-term and final reports.

2. Vendor/Contractor/Service Provider:	AMES International, Inc.	3. Amount of Request:
		\$ 28,000

4. Term of Contract From: Apr-16 To: 3/31/2018	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:
An exemption is requested to procure this service because procuring by competitive means is not practicable or advantageous to the State. Not practicable in that the project manager for the SCBGP FY 2012 project, "Field Trial Introduction of Cashews as a New Crop for Hawaii" is uniquely qualified to manage the SCBGP FY 2015 project since the FY 2015 project relies on the empirical knowledge gained from the FY 2012 project that includes the experiential "learning through doing" and the relationships developed with the suppliers, farmers, and government agencies during the First Field Trial. The success of the Second Field Trial project is maximized by continuing to draw on the empirical knowledge, experiential "learning through doing" and the relationships developed, all of which are advantageous and a benefit to the project and the state.

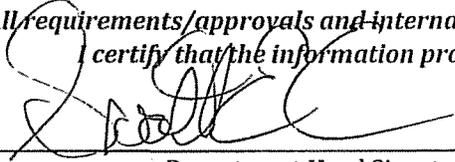
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
The process that was utilized was follow the USDA timeline for the SCBGP, which was to first submit the SCBGP FY 2015 project, "Second Field Trial Introduction of Cashews as a New Crop for Hawaii" to the USDA Agricultural Marketing Service (AMS) for approval to include in the State Plan for FY 2015. The project was submitted 7/7/2015, was approved 9/8/2015 and the grant agreement was executed 9/29/2015.
Per the reporting schedule, the final report for the SCBGP FY 2012 project, "Field Trial Introduction of Cashews as a New Crop for Hawaii", was submitted 12/28/2015 and approved by the USDA AMS on 1/20/2016. With the final report for the FY 2012 first project approved 1/20/2016 and the FY 2015 second project approved 9/8/2015, the HDOA could proceed with the FY 2015 project, "Second Field Trial Introduction of Cashews as a New Crop for Hawaii".
HDOA is currently requesting this exemption to procure AMES International, Inc. as the project manager for the FY 2015 project. Should this request be approved, HDOA will begin generating a contract to procure the service.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

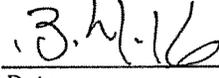
*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Scott E. Enright, Chairperson Board of Agriculture	HDOA	(808) 973-9550	scott.enright@hawaii.gov
Sharon Hurd* Economic Development Specialist	Agricultural Development/HDOA	(808) 973-9465	sharon.k.hurd@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



Date

For Chief Procurement Officer Use Only

Date Notice Posted: 3/7/2016

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 for the period April 1, 2016 to March 31, 2018. This approval is for the solicitation process only. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e., vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) for all contracts awarded, and award is required to be posted on the Awards Reporting System. Copies of the HCE certificates and awards posting are required to be documented in the procurement/contract file.

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

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

3/24/16

Date