



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

Received by
State Procurement Office
08/10/2016

TO: Chief Procurement Officer

FROM: Defense
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 existing burial contractor at the Hawaii State Veterans Cemetery (HSVC), Kaneohe, Oahu to provide training for the new civil service State maintenance workers that will take over responsibility for all burial and interment operations at the cemetery. The training is required to provide a seamless transition between existing contracted services and the newly formed state burial team that is anticipated to be assembled in November 2016. The training will include all aspects of burial preparations, procedures, safety, State and Federal guidelines and standards for veterans cemeteries, equipment familiarity, and special maintenance requirements of the gravesite. The work will be included by supplement to the current HSVC Interment Contract.

2. Vendor/Contractor/Service Provide	First Quality Building & Design, Inc. dba First Quality Environmental	3. Amount of Request:	\$ Est. between \$10,000 & \$50,000
4. Term of Contract From:	11/1/2016	To:	6/30/2017
		5. Prior SPO-007, Procurement Exemption (PE):	N/A

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
The State Department of Defense and Office of Veterans Services (OVS) must have a seamless transition between the existing contracted burial operations and the new state civil service burial team, and to ensure no interruptions in the interment for veterans and their family members. The current burial contractor is presently executing the burial operations at the HSVC and has direct experience and familiarity with the State and Federal regulations and guidelines for Veterans Cemeteries; has current first hand knowledge of the specific conditions, challenges and nuances of conducting burial operations at the HSVC; and is familiar with all the point of contacts and current cemetery procedures. They also have first hand knowledge of the property and have developed techniques to accomplish the procedures efficiently and effectively that a contractor on another cemetery would not be familiar with. Additionally, this is the only contractor in the State of Hawaii that is currently doing burial operations on a State or Federal Veterans Cemetery. All other Veterans Cemetery burial operations in the State are executed by County or Federal civil service employees. The only way to ensure a seamless transition of burial operations is to conduct training through a "left seat / right seat" transition with the existing contractor.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
The current burial contractor is the only contractor that can conduct the transition training with the new state burial team. Bringing in another contractor would add no value as they would not be familiar with the site and the ground conditions, the personnel, the burial operations, state and federal standards and guidelines, special equipment and safety requirements, procedures, burial layout and marking system, existing scheduling and burial timelines and handling of veterans and family members, nor would they add any value towards executing a seamless transition in burial operations between the existing burial contractor and the new burial team.

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
Colonel Neal S. Mitsuyoshi, P.E *	Engineering Office	733-4250	neal.s.mitsuyoshi@hawaii.gov
Willie Hirokane	Hawaii State Veterans Cemetery	233-3630	wilfred.h.hirokane@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

8.9.16

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 08/12/2016

Inquiries about this request shall be directed to the contact named in No. B. 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:

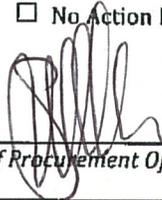
Approval is granted for the period 11/1/2016 to 6/30/2017, with the understanding that the department has determined that it is in the best interest of the State to contract with the existing burial contractor to provide burial and interment operation training at the Hawaii State Veterans Cemetery (HSVC) in Kaneohe, Oahu. 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 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 compliance verification and the award posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

8/26/16

Date