

Submit in Duplicate

STATE PROCUREMENT OFFICE NOTICE OF AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS, CONTRACT

- 1. TO: Chief Procurement Officer
State Procurement Office for all Exec. Departments (excludes DOE, UH and
- 2. FROM: OHA)
(Department/Division/Agency)
- 3. Name of Contractor: various
- 4. P.E. Reference Num: 05-54-C

5. Description of goods, services, or construction:
Purchases of goods, services, and construction under \$2,500 compliance with section 103D-310(c), HRS, in accordance with Act 52/2003 and Act 216/2004

6. Scope of work for the contract is revised as follows:
Extend date of exemption until July 31, 2005

Original Contract Price: N/A Amended Contract Price: N/A

7. Reason: This / These amendment(s) are necessary because:
To continue to minimize the impact to both the vendor community and purchasing agencies

8. Direct questions to: Colin Tanaka Phone: (808) 586-0558

9. Pursuant to § 103D-102, HRS, and § 3-120-5, HAR, I certify that the information provided above is, to the best of my knowledge, true and correct

[Signature] 6/23/05
 Department Head or Designee Date
for Assistant Administrator
 Title (If other than Department Head)

Reserved for SPO Use Only

10. Date Posted: 06/23/2005

A copy of this notice of amendment shall be posted by the Chief Procurement Officer in an area accessible to the public, at least seven (7) calendar days prior to any approval action.

11. Submit written objections to this notice of intent to amend a procurement exemption contract within seven (7) calendar days from the date posted to:

Chief Procurement Officer
Office/Agency
Address

Please ensure adherence to applicable administrative and statutory requirements.

12. APPROVED DISAPPROVED *[Signature]* 6/20/05
 Chief Procurement Officer Date

13. P.E.No. 05-54-C

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

TO: Chief Procurement Officer

FROM: STATE PROCUREMENT OFFICE, for All Executive Departments (excludes DOE, UH and OHA)
(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: Purchases of goods, services, and construction under \$2,500 compliance with section 103D-310(c), HRS, in accordance with Act 52/2003 and Act 216/2004.

Name of Vendor: Address: various	Cost: Purchases under \$2,500
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Term of Contract: From: To: Upon CPO approval June 30, 2005	Prior Exemption Ref. No. (if applicable) <p style="text-align: center;">N/A</p>
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<p>Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:</p> <p>Act 52/2003 and Act 216/2004 requires governmental purchasing agencies to verify vendor compliance with state statutes prior to award of any contract. Purchasing agencies have been faced with requesting from their vendors proof of compliance documents (tax clearance, DLIR certificates, DCCA Certificate of Good Standing), and thereafter, vendors tasked with obtaining the documents and providing sets to each agency they provide their goods and services.</p> <p>To minimize the impact to both the vendor community and purchasing agencies, requesting that the requirement of proof of compliance documents from the vendor, pursuant to section 103D-310(c), HRS, be exempt for purchases under \$2,500</p>

<p>Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:</p> <p>Purchasing departments/agencies shall follow small purchase procedures.</p>
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A description of the agency's internal controls and approval requirements for the exempted procurement:

Each department's procurement delegation authority and internal controls for small purchases.

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

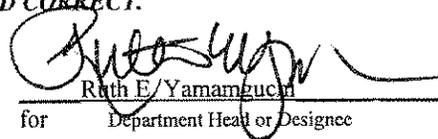
Determined by each department.

Direct questions to:
Ruth Yamaguchi
Assistant Administrator

Phone Number:
808 586-0554

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.


Ruth E. Yamaguchi 1/14/05
for Department Head or Designee Date
Assistant Administrator
Title (If other than Department Head)

Chief Procurement Officer's Comments:

Purchasing departments/agenceis shall follow small purchase procedures, exemption is only for the requirement of proof of compliance documents from the vendor, pursuant to section 103D-310 (c), HRS, for purchases under \$2,500.

Please ensure adherence to applicable administrative requirements.

APPROVED

DISAPPROVED


Chief Procurement Officer 1/21/05
Date

cc: Administrator,
State Procurement Office

