

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

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DLNR Land Division
(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:

<p>Description of goods, services, or construction:</p> <p>Appraisal services as needed for disposition, easements or rent determination of various types of property.</p>
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<p>Name of Vendor:</p> <p>Address: Various real estate appraisal & consulting firms</p>	<p>Cost:</p> <p>Variable</p>
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<p>Term of Contract:</p> <p><i>Upon CPO Approval</i> current</p>	<p>From:</p> <p>9/20/05</p>	<p>To:</p>	<p>Prior Exemption Ref. No. (if applicable)</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>Land Division is currently in the process of setting up the Professional Services List. Estimated time to complete list is one to two months. In the interim, Land Division requests permission to go through small purchase process to procure appraisal and consulting services until such time the Professional Services List is completed.</p>
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<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>During the interim while the Professional Services List is being completed and set up, standard procedures will be followed for procurement of appraisal services using the small purchase order process. Land Division will solicit quotes from at least five qualified vendors and award to the lowest bidder.</p>

A description of the agency's internal controls and approval requirements for the exempted procurement:
 Appraisal Manager will pick a group of 5 or so qualified firms from which to solicit quotes. There is a two week deadline for the firms to reply to our request for bid. Once the deadline expires, the Assistant Compliance Specialist will then list the firms who responded in order on SPO Form 10 with the lowest bidder at the top who will be awarded the job. The SPO Form 10 will be used to document the bids and this form will be signed by the Appraisal Manager and Land Division Administrator.

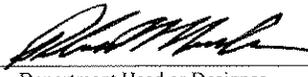
A list of agency personnel, by position title, who will be involved in the approval process and administration of the contract:
 Harry Yada, Acting Administrator
 Cyrus Chen, Appraisal Manager
 Steve Molmen, Supervisory Land Agent
 Barbara Kameda, Assistant Compliance Specialist

Direct questions to:
 Cyrus Chen, Appraisal Manager

Phone Number:
 587-0409

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.



Department Head or Designee

Date



Chairperson

Title (If other than Department Head)

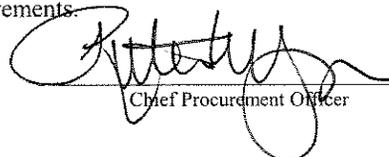
Chief Procurement Officer's Comments:

The DLNR shall follow small purchase procedures until the list of pre-qualified professional services is completed or until September 20, 2005, whichever is sooner.

Please ensure adherence to applicable administrative requirements.

APPROVED

DISAPPROVED



Chief Procurement Officer

8/10/05

Date

cc: Administrator,
 State Procurement Office