

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:

Description of goods, services, or construction:
Appraisal services as needed for acquisitions, disposition of easements or remnants, or rent determination for various types of property; real estate consulting services; and land maintenance services.

Name of Vendor:
Address: Various real estate appraisal, real estate consulting, and land maintenance firms.
Cost: Variable

Term of Contract: From: 11/25/05 To: ~~05/25/06~~ 03/31/06
Upon CFO Approval
Prior Exemption Ref. No. (if applicable)

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
Pursuant to your recent discussions with our Administrator, Land Division is currently in the process of preparing a draft RFQ/RFP and requests permission to go through its hybrid professional services list/land maintenance contractors/small purchase process. We understand this exemption is initially good for six months only.

Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
During the interim while the RFQ/RFP is being completed and set up, our standard procedures for the hybrid process described above will be followed for any procurement. Land Division will solicit quotes from qualified vendors, and award the contract to the bidder that offers the best value to the State.

A description of the agency's internal controls and approval requirements for the exempted procurement:

Our division's procurement chief or designee will select a group of qualified firms from which to solicit quotes. There is usually a two week deadline for the firms to reply to our request for quotes. Once the deadline expires, our Assistant Compliance Specialist will then list the firms who responded on an SPO Form 10 with their respective quotes/bids. The bidder that offers the best value to the State will be selected. The SPO Form 10 will be used to document the bids and this form will be signed by the manager in charge of the procurement and the Land Division Administrator.

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

Russell Tsuji, Administrator
Charlene Unoki, Assistant Administrator
Cyrus Chen, Appraisal Manager
Keith Chun, Planning and Development Specialist
Barbara Lee, Project Development Specialist
Steve Molmen, Supervisory Land Agent

Direct questions to:

Russell Tsuji, Administrator
Barbara Lee, Project Development Spec.

Phone Number: 587-0422
587-0453

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.

NOV 28 2005

Department Head or Designee

Date

Chairperson

Title (If other than Department Head)

Chief Procurement Officer's Comments:

Approval is given for a 4-month period only. The DLNR should complete the solicitation and contracting process no later than March 31, 2006. This approval is for the solicitation process only, chapter 103D-310, HRS, shall apply.

Please ensure adherence to applicable administrative requirements.

APPROVED

DISAPPROVED

Chief Procurement Officer 12/7/05
Date

cc: Administrator,
State Procurement Office



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

1. The Chief Procurement Officer is in the process of reviewing the request from the Department of Land and Natural Resources for exemption from Chapter 103D, HRS for the following goods, services, or construction:
Appraisal services for acquisitions, disposition of easements or remnants, or rent determinations for various types of property; real estate consulting services; and land maintenance services

2. **Vendor:** Various firms

Address:

3. **Term of Contract:** From: Upon CPO Approval To: ~~05/25/2006~~ 03/31/06

4. **Cost:** Variable

5. **Direct any inquiries to:**
Department: Land and Natural Resources
Contact Name/Title: Russell Tsuji
Address: Barbara Lee

6. **Phone Number:**
587-0422
587-0453
Fax Number:

7. Date Posted: _____ 11/30/2005

A copy of this notice of exemption from Chapter 103D, HRS 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.

8. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS within seven (7) calendar days from the date posted to:

Chief Procurement Officer
Office/Agency- State Procurement Office
Address 1151 Punchbowl Street, Room 416
Honolulu, HI 96813

P.E. No. 06-025-C