

'04 JAN 22 A7:46

STATE OF HAWAII

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS.

STATE PROCUREMENT OFFICE
STATE OF HAWAII

JAN 21 P2:27

TO: Chief Procurement Officer

FROM: DBEDT/SMSD/CED
(Department/Division/Agency)

ADMINISTRATION
STATE PROCUREMENT OFFICE

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:
Planning and implementing technical assistance training to a maximum of 15 community-based organizations and 15 Native Hawaiian community-based organizations to: (1) develop community-based ventures and capitalize on future venture opportunities; (2) encourage the development of a "community of practice" of community-based organizations to document "best practices" and "lessons learned" for CBED practitioners in Hawaii; and (3) document the effectiveness of capacity building strategies for future consideration by DBEDT and the
(continued on attached sheet)

Name of Vendor: Hawaii Alliance for Community-Based Economic | Cost: \$24,500.00
Address: Development | \$36,000.00
677 Ala Moana Blvd, Suite 702, Honolulu, HI | per ~~cost~~ tax noted
5/7/04 msy

Term of Contract: From: 02/09/04 To: 11/30/04 per fax
6/15/04 6/15/05 5/7/04 msy | Prior Exemption Ref. No. (if applicable)

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
HACBED (vendor) has secured matching funds from the Office of Hawaiian Affairs totaling \$30,000.00. In addition, funding from other sources for the CBED conference have been committed from: American Savings Bank, Atherton Foundation, Community Assets Building Strategies, Inc., Family Self-Sufficiency Project, Hawaii Community College Rural Development, National Rural Funders Collaborative, Nonprofit Quarterly, OHA, Pua Foundation, and the Queen Liliuokalani Children's Center, totaling more than \$150,000.00 in cash and in-kind services. technical assistance, one-on-one, and group workshops will be explored.

Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
-Vendor has been chosen after several meetings with other funding sources and discussion with two (2) other possible vendor selections -- (1) Rural Community Assistance Corporation (RCAC); and (2) UH-College of Tropical Agriculture (CTAHR).
RCAC was not selected because their main office is not located on Oahu -- principle planners would have to be flown in from the Mainland.
UH - CTHAR was not selected due to staff's inexperience with other funding resources and community-based nonprofit organizations.

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

DBEDT's internal control will be through "deliverables" detailed in the contract. Review and approval of contract deliverables will be administered by the manager and staff of the Community Economic Development Program, part of the Strategic Marketing and Support Division in DBEDT. Payment will be made by the DBEDT's Fiscal Division only after completion of deliverables are approved by CED staff or the CED Manager.

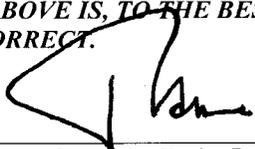
A list of agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Wayne Thom, Manager CED Program
 Iris Mishima, Clerk Typist, CED Program

Direct questions to:	Wayne Thom	Phone Number:	(808) 587-2772
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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.



JAN 20 2004

 Department Head or Designee Date

 Title (If other than Department Head)

Chief Procurement Officer's Comments:

Your exemption request is being returned with **No Action** by the CPO for the following reason. Per fax dated May 7, 2004 the cost is now under \$25,000.00, agency may process as a small purchase using SPO Form-10. Your justification for less than three quotes, may be used in Part C of SPO Form-10.

It is recommended that DBEDT-CED and OHA-CEaD combine resources in a cooperative purchase of services for technical assistance training for community-based organizations for the Native Hawaiian and non-Native Hawaiian communities. The "pooled" funds from DBEDT and OHA should entice other vendors both local and mainland in proposing more beneficial and innovative offers.

Please ensure adherence to applicable administrative requirements.

APPROVED DISAPPROVED

cc: Administrator,
 State Procurement Office

NAR

 Chief Procurement Officer 5/17/04
 Date

Description of goods, services, or construction: (continued)

CBED Program. Assistance will encompass organizations statewide and provide one-on-one assessment and capacity development planning services at their (community's) locations for a maximum of 600 hours, plus an additional 150 hours of "group formatted" technical assistance workshops. In addition, the Vendor (Contractor) will plan and implement a Community-Based Economic Development conference in Hawaii that will expect up to 350 attendees statewide and from the Mainland. The conference will focus on building awareness and capacity in Hawaii's communities to address the issues of asset poverty and entrepreneurship.

STATE OF HAWAII
NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS

The Chief Procurement Officer is in the process of reviewing the request from the Department of ~~Business, Economic Development & Tourism~~ for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Planning and implementing technical assistance training to a maximum of 15 community-based organizations and 15 Native Hawaiian community-based organizations to: 1) Develop community-based ventures and capitalize on future venture opportunities; 2) encourage the development of a "community of practice" of community-based organizations to document "best practices" and "lessons learned" for CBED practitioners in Hawaii; and 3) document the effectiveness of capacity building strategies for future consideration by DBEDT and the CBED programs.

Vendor: Hawaii Alliance for Community-Based Economic Development

Address: 677 ALa Moana Blvd., Suite 702
Honolulu, Hawaii

Term of Contract:	From: 2/9/04 6/15/04	To: 11/30/04 6/15/05	Cost: \$36,000.00 \$ 24,500.00 msy
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Direct any inquiries to: Department: Department of Business, Economic Development, and Tourism Contact Name/Title: Wayne Tom, Manger CBED Program Address: P.O. Box 2359 Honolulu, Hawaii 96804	Phone Number: (808) 586-2772 Fax Number: (808) 586-2589
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Date Posted: 1/23/04

A copy of this notice of exemption from Chapter 103D, HRS, shall be posted by the Chief Procurement Officer and the purchasing agency in an area accessible to the public, at least seven (7) calendar days prior to any approval action.

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 _____
Address _____
