



06 JUN 22 P3:30

# STATE PROCUREMENT OFFICE NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

1. TO: Chief Procurement Officer  
2. FROM: Attorney General, Mark J. Bennett/First Deputy Lisa M. Ginoza, Department of the Attorney General  
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:

3. Description of goods, services or construction:  
  
Review, evaluate and provide recommendations regarding the organization, training, personnel development and leadership development for the Child Support Enforcement Agency.

4. Name of Vendor: Cynthia Chinnock Address: 1720 Hillwood Court South Salem, Oregon 97302	5. Price: \$30,000
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6. Term of Contract: Date of Approval From: <del>June 21, 2006</del> To: October 30, 2006	7. Prior Exemption Ref. No.
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8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:  
It is important to have an immediate and detailed review of CSEA by someone who has first-hand and in-depth experience in the operation of a state-wide child support agency. Procurement by competitive means is not practical or advantageous to the State because of the need to have an assessment done as soon as possible. The CSEA is currently in the process of several important and fundamental projects, including having recently re-organized to a team concept within the Oahu Branch and working on establishing a 15-person call center to address customer needs. It would be greatly advantageous to have Ms. Chinnock evaluate and provide recommendations at this stage of these projects as well as provide overall guidance for organizational, training, personnel and leadership development. Funds are available at this time.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: Ms. Chinnock was formerly the Administrator for the Division of Child Support, Oregon Department of Justice. In this capacity, she headed a state-wide agency responsible for child support services in the State of Oregon. Based on statistics available through the U.S. Department of Health and Human Services, the federal agency with oversight responsibilities in the child support area, Oregon ranks well in many categories in terms of delivering child support services. While she was the Administrator for the Division of Child Support, Oregon Department of Justice, Ms. Chinnock was contacted to provide some assistance to Hawaii's Office of Attorney General regarding Hawaii's CSEA. She is now retired and is available to provide the services set forth in this request. Although inquiry has been made with Policy Studies, Inc. about other possible consultants with similar experience, and a search was made via the internet, we have not been able to identify any other individuals like Ms. Chinnock who previously headed a state-wide child support agency, who are currently available to provide the services requested herein, and who have some familiarity with Hawaii's Child Support Enforcement Agency.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
  
If this request is approved, First Deputy Lisa Ginoza will review the contract with Ms. Chinnock.

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Lisa Ginoza	First Deputy Attorney General	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Office of the Attorney General Contact Name: Lisa Ginoza Phone Number: 586-1292 Fax Number: 586-1239
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Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

for *Gilli Angelo*  
Department Head

4/21/06  
Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>6/23/06</u>
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: <ul style="list-style-type: none"> <li>Chief Procurement Officer</li> <li>State Procurement Office</li> <li>P.O. Box 119</li> <li>Honolulu, Hawaii 96810-0119</li> </ul>	
Chief Procurement Officer's comments:	

16.  APPROVED  DISAPPROVED

*Alvin S. Jeter* 6/30/06  
Chief Procurement Officer Date