



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

1. TO: Chief Procurement Officer
2. FROM: Health/Tobacco Settlement Fund Project

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:
Conference coordinator for the American School Health Association 81st Annual Conference in Honolulu, Hawaii from July 9-13, 2007.

4. Name of Vendor: American School Health Association
Address: 7263 State Route 43, P. O. Box 708, Kent, Ohio 44240
Phone: 330-678-1601, Fax: 330-678-4526

5. Price:
\$25,000.00

6. Term of Contract: From: Upon CPO Approval To: 12/31/2007

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:
The American School Health Association (ASHA) will hold its 81st Annual School Health Conference at the Ala Moana Hotel and Hawaii Convention Center in Honolulu, Hawaii from July 9-13, 2007. This landmark event is the first time that ASHA has ever held the conference outside the continental United States. The Association is a multidisciplinary organization of administrators, counselors, health educators, physical educators, psychologists, school health coordinators, school nurses, school physicians, and social workers. Its mission is to protect and promote the health and well-being of children and youth through coordinated school health programs as a foundation for school success. It is the only national and international association that brings all of these groups together in one membership.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
Open competition is not practicable because vendor is most knowledgeable in terms of invitees list, preferred conference layout and they have the manpower. It would be most time consuming to hire another conference organizer locally and try to work with ASHA on the mainland.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
Other than the method of contract procurement, the standard review and approval process for issuing a Purchase Order will be followed. The Director of Health will approve the Purchase Order.

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
Dr. Chiyome Fukino	Director of Health	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Lola H. Irvin	TSP Project Manager	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Cathy Tanaka, MPH	Departmental School Health Coord	<input 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

13. Direct inquiries to: Department: Department of Health
 Contact Name: Lola H. Irvin, M.Ed.,
 Phone Number: 586-4488
 Fax Number: 586-4491

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.

Chiyome Y. Fukino, MD MAR 23 2007

 Department Head Date

Reserved for SPO Use Only
15. Date Notice Posted <u>3/28/07</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: Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119
Chief Procurement Officer's comments: This approval is based on DOH's representation that they have agreed to co-host the conference and to provide funds for the Association's conference coordinator expenses. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply.

16. **APPROVED** **DISAPPROVED** **NO ACTION REQUIRED**

Ann S. Fujin 4/4/07

 Chief Procurement Officer Date