



07 APR -9 P 1:18

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

- 1. TO: Chief Procurement Officer
- 2. FROM: Garry Kemp, Administrator, Child Support Enforcement Agency

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:
To acquire services from a process server to render child support orders to the non-custodial parents.

4. Name of Vendor: Various Address:	5. Price: \$ 25.00 each Support order
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6. Term of Contract: From: Date of Approval To: 6/30/08	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 Pursuant to Hawaii Revised Statutes Section 607-8, the process server's fee is set at \$25 plus the mileage at \$.40 per mile. Therefore, it does not seem necessary for the agency to procure the process server's services via the competitive means.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
The agency will divide the island into districts. The agency will hold a public meeting with interested process servers. Process servers may sign up for any or all districts. Referrals by district will be made to each process server signed up for the district. Requests for service process will be rotated sequentially through the sign-up list.
The public meetings will be posted on the SPO's Public Notice System, plus consideration is being given to newspaper ads and letters to known process servers.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
The Administrative Process Branch manager, who is in charge of assigning the orders to serve, will monitor and implement the rotation process as described in Item 9.

0 - sent to agency 4/20/07

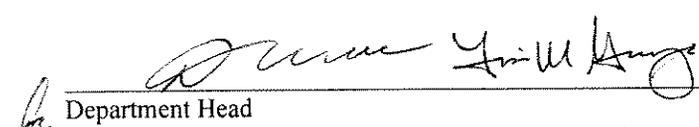
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

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	
Garry Kemp	Administrator	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Sheri Wang	Assistant Administrator	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Keith Yamanaka	Admin Process Branch Manager	<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

13. Direct inquiries to:	Department: Child Support Enforcement Contact Name: Sheri Wang Phone Number: 808-692-7131 Fax Number: 808-692-7134
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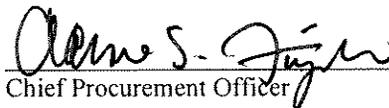
Agency shall ensure adherence to applicable administrative and statutory requirements

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


 _____ 4/14/07[†] _____ 4/5/07
 Department Head Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>4/10/07 4/17/07*</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: <p align="center"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p>	
Chief Procurement Officer's comments:	

16. APPROVED DISAPPROVED NO ACTION REQUIRED


 _____ 4/24/07
 Chief Procurement Officer Date