



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

1. TO: Chief Procurement Officer
 2. FROM: Budget and Finance/Public Utilities Commission

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: Social Security Number Redaction services pursuant to Act 137, SLH 2006.	
4. Name of Vendor: The Dayhuff Group Address: 740 Lakeview Plaza Boulevard, Suite 300 Worthington, OH 43085	5. Price: <p style="text-align: center;">\$137,618.00</p>
6. Term of Contract: From: 06/29/05 <p style="text-align: center;"><i>Upon CPO Approval of</i></p>	7. Prior Exemption Ref. No.
8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State: The need to redact Social Security Numbers ("SSN") within Commission documents not only impacts backfile conversion efforts to date, but also going forward conversion efforts (including mandated changes) to our document/docket management system ("DMS"). Changes to our DMS in turn requires understanding and knowledge of the current project and system configuration in order to successfully redact SSN without undue risk to the progress of the existing project. Likely impact of introducing a new vendor include, but may not be limited to: (1) Delays to the project because the new vendor will have to examine and learn the system/code left by original vendor; (2) Risk to existing system: under a new vendor, implementation of a new system with the original system may not operate as dictated by Phases 1-4 of the project; and (3) Post implementation <u>warranty offered under original terms jeopardized.</u>	
9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: Sole source. Vendor being proposed has a current contract with the Commission to develop and implement a DMS. This vendor was selected via the State's Request for Proposal process. All conditions as set forth in our existing contract will apply to this supplemental request as the additional scope of work and additional funds required to complete the additional scope of work will be added via Supplemental Contract.	

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 The Commission utilizes the attorney general's boilerplate contracts. Therefore, the existing internal controls and approval processes required for the execution of form AG-005 Rev 04/30/2007, Supplemental Contract No. 3, will be adhered to. In addition, the following individuals will continue to serve in the listed roles for contract approval and administration process:
 (a) Carlito Caliboso, Contracting Officer
 (b) Brooke Kane, Designated Contract Procurement Officer and assists with the operational impacts to the Commission
 (c) Michelle Kau, Contract Administrator (includes payment verification and overall contract compliance)

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	
Carlito P. Caliboso	Commission Chairman	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Brooke K. Kane	Administrative Director	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Michelle S.U.M. Kau	Administrative Assistant	<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

13. Direct inquiries to: Department: Public Utilities Commission
 Contact Name: Michelle Kau
 Phone Number: 586-2050
 Fax Number: 586-2066

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.*


 Department Head

JUN 13 2007
 Date

Reserved for SPO Use Only

15. Date Notice Posted 06/15/07

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