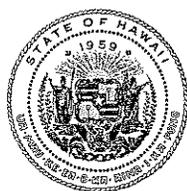


*Original received on 8/15.
 Emailed copy was posted on 8/14/07*

07 AUG 15 AE 7 2



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

- 1. TO: Chief Procurement Officer
- 2. FROM: Hawaii Public Housing Authority

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: Accounting services to assist the Hawaii Public Housing Authority in preparing and submitting the unaudited Financial Data Schedule to the U.S. Department of Housing and Urban Development by August 30, 2007. The data must be submitted in a specific format as prescribed by HUD.	
4. Name of Vendor: Rector, Moffitt & Lindsay, P.C. Address: 2220 Wisteria Drive, Suite 200 Snellville, GA 30078	5. Price: \$ 47,000.00 est.
6. Term of Contract: From: August 20, 2007 To: September 14, 2007	7. Prior Exemption Ref. No.
8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State: In July 2007, the HPHA issued a request for proposals for general accounting services for the HPHA, including the preparation of the unaudited Financial Data Schedule. The HPHA extended the submission of deadline proposals from August 2, 2007 to August 16, 2007 after confirming that no proposals would be submitted from Interested Offerors due to scheduling conflicts and staff assignments. Subsequently, the HPHA contacted numerous other public housing agencies to request assistance with the Financial Data Schedule submission. With the August 30 th deadline nearing, the HPHA is requesting a procurement exemption to contract with Rector, Moffit & Lindsay, P.C. in an estimated amount of \$47,000.00. HPHA has requested an extension to the August 30 th deadline, but has not received any response from HUD.	
9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: In July 2007, the HPHA issued a request for proposals for general accounting services for the HPHA, including the preparation of the unaudited Financial Data Schedule. The solicitation notice was posted on the Procurement Notice System website, faxed to local accounting firms and e-mailed to various out of state accounting firms with public housing experience. The HPHA contacted 3 local accounting firms that picked up a bid packet and 2 out-of-state accounting firms to see if they could assist the HPHA with the submission and preparation of the unadutied Financial Data Schedule to HUD by August 30, 2007. While two accounting firms expressed interest, only Rector, Moffit & Lindsay, P.C. was able to assist the HPHA by the deadline. Rector, Moffit, & Lindsay is the auditor for Atlanta Housing Authority and has 25+ years of experience working with public housing funds.	
10. A description of the agency's internal controls and approval requirements for the exempted procurement: All non-competitive procurement and contract documents will be reviewed and approved by the HPHA's Fiscal Management Office, Contract & Procurement Office, Executive Director and the Office of the Attorney General. The Fiscal Management Office will be responsible to monitor the Contractor's performance, including revieweing all request for payment.	

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

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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
Patti Y. Miyamoto	Acting Fiscal Management Officer	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Barbara E. Arashiro	Acting Procurement Officer	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Chad K. Taniguchi	Executive Director	<input checked="" 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: Contract and Procurement Office Contact Name: Michelle Kim Phone Number: 832-1892 Fax Number: 832-6039
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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.*


8/13/07

 Department Head Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>8/14/07</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: <p align="center"> In the future, HPHA should begin the procurement process earlier to avoid similar situations when deadlines are involved. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. </p>	

16. APPROVED DISAPPROVED NO ACTION REQUIRED


8/21/07

 Chief Procurement Officer Date