



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

1. TO: Chief Procurement Officer  
2. FROM: Hawaii Public Housing Authority, *DHS*

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 assist the Hawaii Public Housing Authority in preparing and submitting the audited Financial Data Schedule in a format prescribed by the U.S. Department of Housing and Urban Development (HUD) by March 31, 2008.

4. Name of Vendor: Rector, Moffitt & Lindsay, P.C.  
Address: 2220 Wisteria Drive, Suite 200  
Snellville, GA 30078

5. Price:  
\$ 15,000.00 est.

6. Term of Contract: From: upon SPO approval To: June 30, 2008

7. Prior Exemption Ref. No.  
08-012-J

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State  
The HPHA unaudited Financial Data Schedule (FDS) was prepared and submitted to HUD with the assistance from Rector, Moffitt & Lindsay, P.C. (Rector) in October 2007 under P.E. No. 08-012-J. As such, due to Rector's 25 plus years of experience working with public housing funds and their extensive assistance and background with HPHA's unaudited FDS submission, the HPHA finds that it is not practicable to competitively procure services for the audited FDS submission to HUD by March 31, 2008. To that end, the HPHA is requesting a procurement exemption to contract with Rector in an estimated amount of \$15,000. The total of the 2 procurements would amount to \$46,200.

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 FDS. While two accounting firms expressed interest, only Rector, Moffitt & Lindsay, P.C. was able to assist the HPHA by the October 2007 deadline. Rector, Moffitt & Lindsay, P.C.'s is the auditor for the Atlanta Housing Authority and has 25 plus years of experience working with public housing funds and assisted HPHA in preparing and submitting the unaudited FDS submission to HUD.

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 reviewing all request for payment.

