



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

1. TO: Chief Procurement Officer
2. FROM: DAGS, Accounting Division

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:

This is to request an exemption from Section 3-124-26, Hawaii Administrative Rules, to purchase non-recycled carbonless paper needed to print the electronic (pdf) Treasury Deposit Receipt, SAFORM B-13. The paper required is 8.5" x 11" CFB, single sheet, carbonless canary paper, with 2 holes at the top, and is laser printer compatible.

To inquire on the availability of recycled carbonless paper, we contacted the vendors the State Procurement Office use to solicit for bidding on office paper, as well as three other vendors that sell carbonless paper. All of vendors informed us that there is no recycled paper that meets our requirements.

Due to the unique requirements, this paper is cheaper if purchased in larger quantities. To obtain the best price, the Systems Accounting Branch coordinates the ordering of this paper and submits a consolidated order for all State departments and agencies of the Executive Branch, Department of Education, University of Hawaii, Legislature, Judiciary, and the Hawaii Health System Corporation. Each department and agency is responsible for paying for the paper they ordered. ~~As a result, this request is for a blanket exemption for all of the above departments and agencies.~~ *CA*

4. Name of Vendor: N/A

Address:

5. Price:

*Est. \$N/A
25,000 CA*

6. Term of Contract: From: N/A *one time purchase CA* To: N/A

7. Prior Exemption Ref. No.
N/A

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:
As explained in no. 3, recycled paper is not available.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

Seven vendors will be asked to provide a quote on the consolidated order.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 N/A

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	
N/A		<input 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
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to: Department: DAGS
 Contact Name: Kurt Muraoka
 Phone Number: 586-0610
 Fax Number: 586-0739

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.*

Russ K. Sait 4/25/08
 Department Head Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>4/29/08</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: <ul style="list-style-type: none"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 	

