



MAY 22 P22

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

1. TO: Chief Procurement Officer  
2. FROM: Paul T. Tsukiyama, Office of Information Practices (OLG)

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:  
Services to maintain and update OIP website and computer hardware, software and LAN; tracking of legislative matters; production of OIP publications and reports; management of Records Retention System; preparation of Records Report System training and educational materials and other duties as assigned by the OIP director.

4. Name of Vendor: Michael V. Little  
Address: 3116 Mokihana Street  
Honolulu, Hawaii 96816

5. Price:  
\$20,000  
(Cap)

6. Term of Contract: From: 7/1/08 To: 9/27/08

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:  
Procurement by competitive means is not practicable nor advantageous to the State because currently no applicants or candidates for the position possess the vendor's skills, qualifications and experience. Mr. Little held the Records Report Management Specialist position at OIP for approximately 12 years, and performed all aspects of the position during that period. He is the person with the most intimate knowledge and experience to service OIP.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
Mr. Little's work will be reviewed by the Director of the Office of Information Practices to ensure that the work is completely and timely performed.

**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
Paul T. Tsukiyama	OIP Director	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Kevin A. Souza	Lt Governor Chief of Staff	<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
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Office of the Lt. Governor Contact Name: Paul T. Tsukiyama (OIP) Phone Number: 586-1400 Fax Number: 586-1412
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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.*

*Kevin A Souza*

*5-22-08*

Department Head

Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>5/23/08</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: <p align="center">                     Chief Procurement Officer                      State Procurement Office                      P.O. Box 119                      Honolulu, Hawaii 96810-0119                 </p>	
Chief Procurement Officer's comments: <p>According to the OIP, this contract will form an employer-employee relationship between the vendor and the OIP. Currently, this type of contract does not require any CPO approval under HRS Chapter 103D.</p> <p>For the above reason, this request is being returned with no action required by the State Procurement Office.</p>	

16.

APPROVED   
  DISAPPROVED   
  NO ACTION REQUIRED

*Andrew S. Jylu*    *5/27/08*  
 Chief Procurement Officer    Date