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

1. TO: Chief Procurement Officer  
2. FROM: Garry Kemp, Child Support Enforcement Agency

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:  
The State of Hawaii, CSEA, wishes to enter into a contract agreement with TALX in order to do employment verifications for non-custodial parents. TALX operates under the name "The Work Number" and is contracted by many large employers in the United States and has literally hundreds of thousands of employment files that they process for employers for employment verification. CSEA needs to do employment verification frequently to find where a non-custodial parent may be working. The CSEA had the opportunity to "piggy-back" for free when DHS was trying it out. We found it to be very useful. Initially we are looking at having no more than 20 CSEA employees authorized to use this service and \$25,000 or less will be spent in a given year.  
We know of no other service like this and feel that it is an important locate tool for the agency as well as providing up-to-date wage information.

4. Name of Vendor: TALX Address: 11432 Lackland Road St. Louis, Missouri	5. Price: \$25,000
6. Term of Contract: From: 12/15/2008 To: 12/15/2010	7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:  
Competitive procurement is impractical because there are no other known companies that can provide a similar service. Also, the price of a check is either \$1 or \$6 depending on the amount of information requested. This resource will only be used as much as needed and we will not exceed \$25,000 in a given year.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
The TALX (The Work Number) is the only known vendor. Thousands of employers contract with TALX to perform employment verification services so that the companies do not have to do it themselves.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
Decisions of this type are made in consultation between the Attorney General's Office and CSEA. Staff are specifically identified to take part in the employment verification process. Financial controls are specified and monitored by our CFO Sheri Wang.

**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
Garry Kemp	Administrator	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Sheri Wang	Assistant Administrator	<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
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Attorney General Contact Name: Sheri Wang Phone Number: 692-7131 Fax Number: 692-7151
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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.*

for *[Signature]*  
Department Head

2/5/09  
Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>2-19-09</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">                     Department requested to withdraw the request with the understanding that it would not be approved based on the information provided.                 </p>	

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

*[Signature]* 7/28/09  
Chief Procurement Officer Date