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STATE PROCUREMENT OFFICE  
STATE OF HAWAII

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

- 1. TO: Chief Procurement Officer
- 2. FROM: Dept. of Health/Community Health Division/PHNB

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:  
 Purchase ten (10) Body Composition scales (Tanita Model TBF-310 + carrying case and shipping) for use by each of the Public Health Nursing Branch sections throughout the state. The nurses will be trained in the use of the scales and the scales can be utilized in their work with families and individuals that are in the communities they serve. In addition, the respective School Health Aides at DOE that work with the nurses may be trained (as appropriate) to utilize the scales as a tool for schools as they develop and implement their school Wellness Plans. These scales provide an opportunity for the public health nurses to include discussion about healthy weight management as they work with the families and individuals that they serve. The body of knowledge and science is building about the relationship to healthy weight and overall disease prevention and control.

4. Name of Vendor: Young Scale Co., LOC Address: 3402 Waiialae Avenue  Honolulu, HI 96816	5. Price: \$23,507.80 Trust Funds
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6. Term of Contract: From: <del>12/01/08</del> 3/6/09 <i>bl</i> To: <del>3/31/09</del> 6/30/09 <i>bl</i>	7. Prior Exemption Ref. No. 0
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8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:  
 This scale is not available locally, and the manufacturer sells only to distributors. Although Young Scale Company is not a distributor, they indicated that they could purchase from a mainland distributor. Due to the sensitivity of these machines, they indicated that they would calibrate each unit prior to delivery at no additional cost. This purchase is funded by an AlohaCare Community Conscience Award to Community Health Division.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
 Both Young Scale Company and the manufacturer of this scale were contacted for information and quotes. The only other scale company in Honolulu is brand specific and does not have access to the brand and model that has been determined to be the most appropriate for use by the nurses. for the efforts stated.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
 This purchase will be reviewed and approved by the Chief, PHNB; the PHAO, CHD; and the Chief, CHD. The specification for the scale was researched by the CHD Epidemiologist.

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	
Chiyome Leinaala Fukino	Director of Health	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Morgan Barrett	Deputy Director of Health	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Barbara Yamashita	Chief, CHD <i>BY</i>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Wayne Kotaki	PHAO, CHD <i>WK</i>	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Lily Ochoco	Acting Chief, PHNB <i>LO</i>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to:  
 Department: Health  
 Contact Name: Wayne Kotaki  
 Phone Number: 586-4125  
 Fax Number: 586-4791

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.***

  
 Department Head Chiyome Leinaala Fukino, M.D.

0002 8 11/11  
 Date

15. Date Notice Posted 3/6/08

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:

Chief Procurement Officer  
 State Procurement Office  
 P.O. Box 119  
 Honolulu, Hawaii 96810-0119

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

Chief Procurement Officer's comments:

The request is disapproved as it lacks justification as a procurement exemption. HRS Chapter 103D provides various procurement methods to insure open competition, where all potential vendors are provided equal opportunity to compete for the goods required, and the State pays a fair and reasonable price. The requirements in the request may be included in your solicitation document to request quotes.

The estimated expenditure is less than \$50,000 therefore the small purchase process per Procurement Circular 2006-07, Amendment 1 is appropriate. Alternatively, the competitive sealed bid method of procurement may be used.

16.

APPROVED

DISAPPROVED

NO ACTION REQUIRED

  
Chief Procurement Officer

4/8/09  
Date