



09 MAR 16 A9:02

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

1. TO: Chief Procurement Officer
2. FROM: Department of Land and Natural Resources; Aquatic Resources I

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:
Makai Watch Project: A) Ha'ena, Kauai; B) Ho'okena, Hawaii. The projects are community based involvement in the monitoring/usage of the named sites. The agency coordinates with community volunteers in gathering empirical data at usage sites to determine priority management needs that DLNR could incorporate into decision making. The activities include:
1. Train, coordinate and supervise the volunteers to conduct the on-site management activities. This would include providing technical assistance on the training in monitoring and education activities and the technical review of annual summaries of the data collected to ensure the results are useful to DLNR decision-making.
2. Work with the volunteers to design and where appropriate post site-specific interpretive and boundary signage or educational brochures or other educational/interpretive information.
3. Data gathering by the community members.
4. Purchase of supplies needed.
5. Conduct data entry and human use activities.
6. Provide progress reports and the final report, including the expense report and the matching component (non-State).

4. Name of Vendor: Community Links Hawaii Address: 1003 Bishop Street, Suite 2605 Honolulu, HI. 96813	5. Price: \$44,916.83
6. Term of Contract: From: <i>CPO approval</i> To: TBD <i>6/30/09</i>	7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
The previous vendor closed its doors and did not complete the projects. The funding is from a National Oceanic Atmospheric Administration Grant (NOAA) with a stated budget for each the project. No additional funds are available. This project is 100% federal funded and requires in-kind matches. No State funds. The Grant is Time-Limited. Key staff members from the previous vendor have found employment with Community Links Hawaii (CLH) and would continue to complete the Grant projects deliverables. Due to the remaining limited funds available and the shorten timeframe remaining on this grant, it would not be practicable or advantageous to re-solicit this project.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
1) Staffing: Vendor has qualified staff for this projects.
2) Funding: Vendor can complete the projects with the balance of funds.
3) Time-Frame: Vendor to complete the projects in the grant time-frame.
4) Deliverables: Vendor must complete the deliverables as stated in #3, above, Description of goods, services or construction.
5) Vendor has working knowledge of NOAA grant procedures/regulations.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 1) Division Administrator's Review and Authorization.
 2) Coral Fellow/Planner (Program Manager) over-view, insures progress reports filed as agreed.
 3) Department Contract Specialist reviews submittal of payments to ensure compliance to terms and conditions of the P.O. agreement.

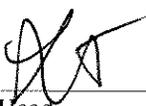
12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
Dan Polhemus	DAR Administrator	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Petra MacGowan	Coral Fellow/Acting Planner	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Ray Uchimura	Departmental Contract Specialist	<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

13. Direct inquiries to: Department: Division of Aquatic Resources
 Contact Name: Petra MacGowan/Ray Uchimura
 Phone Number: 808-587-0098/808-587-0096
 Fax Number: 808-587-0115

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.*


3/5/09

 Department Head Date

Reserved for SPO Use Only

15. Date Notice Posted 3-16-09

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

