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

1. TO: Chief Procurement Officer
 2. FROM: DBEDT / SMSD / CBED

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 CBED Program requests approval to co-sponsorship a series of capacity-building workshops for nonprofit organizations. Workshops will provides information on leadership, fiscal accountability, Board practices, and particularly grant/proposal writing.

Total budget is more than \$30,000.

Partner co-sponsors include: Aloha United Way and the National Council of Nonprofits.

4. Name of Vendor: Hawaii Alliance of Nonprofit Organizations
 Address: 33 South King Street, Suite 501
 Honolulu, HI 96813

5. Price:
 \$9,000

6. Term of Contract: From: 6/1/2009 To: 6/30/2010

7. Prior Exemption Ref. No.
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8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: Capacity-building workshops have other co-sponsors that have committed funds. In addition, no other community-based organization(s) are planning any similar activities in FY 2009 - FY 2010.

The CBED Program has limited funds to accomplish financial and technical assistance to community-based non-profit organizations statewide as mandated by Section 210D, Hawaii Revised Statutes. In order to accomplish the mandates, it is essential that the CBED Program find partners and activities that will help "leverage" state funds effectively and efficiently. HANO's workshops have a proven track record (last 3 years).

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

CBED program staff has contacted by phone or informal meetings two other non-profit organizations who work with Hawaii's non-profit, community-based sector about the opportunities to plan and implement forums of this nature.

1. Hawaii Alliance for Community-Based Economic Development (HACBED) - Not currently focused on economic development. Focus of the organization has been on advocacy for legislation for asset-building and home ownership.
2. CNHA - Council for Native Hawaiian Advancement- Although planning a conference and workshop, focus is on fund development, renewable energy, Hawaiian culture.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 Contract will contain quantitative measures of success, i.e., number of attendees, , number of community-based organization represented, etc. Contract will also require a progress report in the planning and implementation of the activities. Contract deliverables will be monitored by the CBED staff and payments will be authorized through CBED staff, division administrator and DBEDT fiscal division.

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	
Wayne Thom	CED Manager	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Dennis Ling	SMSD Administrator	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Ken Kitamura	Administrative Services Officer	<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

13. Direct inquiries to:
 Department: DBEDT
 Contact Name: Wayne Thom
 Phone Number: (808) 587-2772
 Fax Number: (808) 586-2589

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.*



APR 13 2009

Department Head

Date

Reserved for SPO Use Only

15. Date Notice Posted 4-21-09

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

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

Chief Procurement Officer's comments:

Request withdrawn by department.

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APPROVED

X

Arms Jey 7/23/09
Chief Procurement Officer Date