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

1. TO: Chief Procurement Officer
2. FROM: Department of Health/Disease Outbreak Control Division *NB*

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:

Immediate translation of documents to assist in disease investigation and public health emergency response when it is necessary to communicate to and collect time sensitive information from the public. Documents to include but not limited to surveillance questionnaires and forms, informational cards, pamphlets and letters for targeted non-English speaking populations within Hawaii. The turn around time, specific documents and languages to be translated will be determined based on the public health response.

4. Name of Vendor: Various

Address:

5. Price:

\$50,000.00

6.

Term of Contract: From: on approval To: 6/30/2010

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 during a public health emergency response when documents are required to be translated within a few days and to quickly reach out to non-English speaking populations. The languages required for translation will depend on the targeted population and not all vendors have the capability to translate the languages requested within the time frame required; it depends on the availability of the translators when the service is requested. Translation rates vary greatly depending on the turn around time, the nature and size of the document, whether formatting is required, or technical or field specific terminologies are included. Vendors will provide a quote for the services only after reviewing the document to be translated. Competitive means of procurement delays the response efforts, hinders efficiency and possibly decreases the effectiveness of the response plan.

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

The DOCD will follow small purchase procurement rules and request quotes from vendors whenever practicable to do so, depending upon the response incident and the applicable time constraints.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

The DOCD staff authorized to make the vendor selection will, with their supervisor's input if necessary, select the provider as described above.

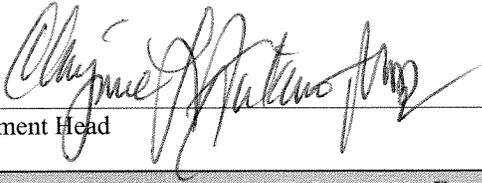
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

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
Nancy Bartter	DOCD PHAO	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Kari Rachlin	DOCD/BT Fiscal Specialist	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Tammie Wong	DOCD/BT Accountant	<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: Health/DOCD Contact Name: Kari Rachlin Phone Number: 587-6848 Fax Number: 587-6885
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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.*



MAY 20 2009

Department Head

Date

Reserved for SPO Use Only

15. Date Notice Posted 5/26/09

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

Chief Procurement Officer's comments:

Approval is conditioned on the requirement that all purchases are conducted via the Hawaii Electronic Procurement System.

16.

APPROVED **DISAPPROVED** **NO ACTION REQUIRED**



 Chief Procurement Officer Date 7/16/09