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

- 1. TO: Chief Procurement Officer
2. FROM: Dept. of Human Services/Hawaii Public Housing Authority

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:
Transportation services from the HHPA's Kalaeloa homeless shelters, Onelauena, Onemalu, Kumuhonua, Hale Ulu Pono and US Vets to Kapolei and back operates Monday through Friday from 7:00 a.m. to 8:00 p.m., Saturday 8:30 a.m. to 7:30 p.m. and Sunday/Holidays 8:30 a.m. to 4:30 p.m. The service provides eight scheduled pick-ups Monday through Saturday and six Sunday/Holidays, 90 minutes apart with a short break at midday.

Table with 2 columns: Vendor information (Name, Address) and Price/Contract details (Price, Term of Contract, Prior Exemption Ref. No.)

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
There is no public transportation service into Kalaeloa. The City Bus would be the preferred service but it will not provide the service. It will reconsider when the ridership, funding, and operational requirements meet their criteria. The closest bus stop is a half mile from the nearest shelter and a full mile from the farthest shelter. The lack of transportation is a huge deterrent to getting the unsheltered homeless to enter the available vacant units at Kalaeloa. Because the City would not provide service and the homeless shelters' success would be lessened without it, H-5 stepped in to provide this important service and did so until their funding ran out. Service is urgently needed and H-5 has functioning buses, insurance for the service, and drivers with CDL licenses. 950 homeless persons live in the Kalaeloa shelters and need the short haul transportation.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
Except for the requirement to engage in a competitive selection process, the HPHA does not intend to waive any other established controls. The HPHA's Homeless Programs Branch contracts with private nonprofit service providers to provide shelter and services for the homeless. All contracts are monitored for compliance by the program specialists. All required reports are reviewed for accuracy, and periodic site visits are planned during the contract year to ensure contract compliance and appropriate service delivery. All procurement shall be reviewed by the Homeless Programs Branch, the Contract & Procurement Office, and the Office of the Executive Director, as appropriate. The Homeless Programs Branch will be responsible to monitor the Contractor's performance, including review of all request for payment.

**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   |
| Adam Burson   | Homeless Programs Specialist     | <input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration |
| Becky Choi  | Homeless Programs Coordinator    | <input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration |
| Sandra Miyoshi  | Homeless Programs Administrator  | <input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration |
| Rick Sogawa   | Act Contract & Procurement Offc. | <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration |
| Chad K. Taniguchi   | Executive Director               | <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration |
|   |                                  | <input type="checkbox"/> Approval <input type="checkbox"/> Administration            |

|                          |   |
|--------------------------|---|
| 13. Direct inquiries to: | Department: DHS - HPHA<br>Contact Name: Rick Sogawa<br>Phone Number: 832-6038<br>Fax Number: 832-6039 |
|--------------------------|---|

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.*

*Chad K. Taniguchi*  
 Department Head

JUN 19 2009  
 Date

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|---|---------------------------------------|
|   | 15. Date Notice Posted <u>6.23.09</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<br/>                     State Procurement Office<br/>                     P.O. Box 119<br/>                     Honolulu, Hawaii 96810-0119                 </p> |                                       |
| Chief Procurement Officer's comments:<br><br><br><p align="center">Request withdrawn by the department.</p>   |                                       |

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

*Adams J. J. [Signature]*  
 Chief Procurement Officer Date 12/1/09

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

The HPHA is requesting exemption from §103D, HRS to negotiate directly with H5: Hawaii Helping the Hungry Have Hope. H5 will provide evidence of application for other funding for continuation of the transportation service beyond FY 2010, until such time as the City Bus makes Kalaeloa part of their routing system. Funding sources include the City's Leeward Community Benefits Grant and the Job Access and Reverse Commute Federal Grant. The vendor will also produce a copy of their insurance coverage for bus passenger service, the current CDL licenses of all of its drivers, and ownership or lease documents for vehicles which will be used to serve approximately 100 to 150 passengers per day. Ridership records will be maintained to demonstrate fulfillment of contractual obligation to provide services.

H5 must provide accurate ridership counts for each trip and each day. H5 should consider a charge of \$0.25 per way. The HPHA staff and shelter providers will continue to meet with the City and County of Honolulu to provide bus service. If ridership does not support the service, other alternative shall be exploree such as reduction in the number of trips or purchase of bicycles to be loaned to participants.