



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

1. TO: Chief Procurement Officer
2. FROM: State Procurement Office

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: Various State forms and non-printed carbonless paper	
4. Name of Vendor: Pacific Business Forms (PBF) and Xerox Corporation Address: PBF - 831 Pohuklaina St. Unit G, Hon., HI 96813 Xerox - 700 Bishop St., Suite 1200, Hon., HI 96813	5. Price: \$57,046.52
6. Term of Contract: From: 1/1/10 To: 12/31/10	7. Prior Exemption Ref. No.
8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: Requesting an exemption from the recycled content requirement as defined in HRS §103D-1005 for forms/paper specified in solicitation IFB 10-001-SW for Various State Forms and Carbonless Paper, that did not receive offers meeting the recycled content requirements. Solicitation was released on 7./22/09 with award provision that, "...award shall be made to the lowest responsive, responsible Offeror offering recycled content on all pages on all forms. If no Offeror's offered recycled content on all pages, award shall be made to the lowest responsive, responsible Offeror offering the most pages with recycled content. If no Offeror's can offer recycled content, award shall be made to the lowest responsive, responsible Offeror." Pacific Business Forms offered recycled content on 2 of the 23 forms; and offers for carbonless paper was for virgin paper (non-recycled).	
9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: In regards to the above solicitation, Pacific Bus. Forms was the lowest responsive, responsible Offeror for all remaining 21 forms; and Xerox was the lowest responsive, responsible Offeror for the carbonless paper.	
10. A description of the agency's internal controls and approval requirements for the exempted procurement: Solicitation was processes through the normal approval routes. Initiated from the Purchasing Specialist, throught Team Supervisor and forwarded to Procurement Officer for final approval.	

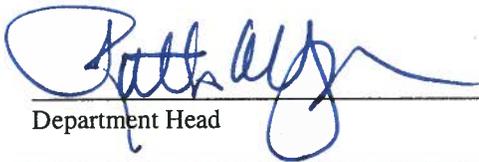
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

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
Donn Tsuruda Kashiwabara	Purchasing Specialist/Team Lead	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Ruth Yamaguchi	Procurement Officer	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Wendy Orita	Purchasing Specialist	<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: DAGS-SPO Contact Name: Wendy Orita Phone Number: 586-0563 Fax Number: 586-0570
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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.*



Department Head



Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>8/19/09</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: <ul style="list-style-type: none"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 	
Chief Procurement Officer's comments:	

16. APPROVED DISAPPROVED NO ACTION REQUIRED



 Chief Procurement Officer Date 9/4/09