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

1. TO: Chief Procurement Officer
2.FROM: Lillian B. Koller

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:
Provide a minimum of 199 hours of service; analyze the delivery and full impact of the up-front universal engagement program to determine whether it is meeting the Federal requirements and the State of Hawaii's desired outcomes; assist and advise the Director in the reorganization of the Benefit, Employment and Support Services Division (BESSD); assist the Director in prioritizing the recommendations of the "Realizing the Vision" Report and develop and recommend implementation strategies; develop recommendations to establish a stronger purchase of services provider pool to compete for future welfare-to-work contracts; develop recommendations to streamline the evaluation criteria for the selection of POS providers for welfare-to-work providers; and develop and submit a Work Plan that describes the activities, tasks, schedules, resources and procedures required for implementing the requirements of this agreement.

4. Name of Vendor: Sandie W. Hoback
Address: 1030 Schurman Drive S, Salem OR 97302
5. Price: \$ no cost

6. Term of Contract: From: 12/20/09 To: 3/19/10
7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
This request will permit a three month no-cost extension of the existing (attached) small purchase contract subsequent to a six month extension that was specified in the original contract. The contractor has worked with the Department staff and the Director, and in addition to the specialized knowledge brought by the contractor, the contractor has now also developed intimate knowledge of the details of the the local operational issues being addressed by the work. Another vendor would have to spend more time than left on the current contract assimilating this particularistic knowledge th ecurrent contractor has developed. It is most expedient and less expensive to rely on the existing contractor to complete the remaining tasks to the limit (\$49,750) of the existing small purchase contract. To some extent thecontracted tasks were not yet completed due to the Department's failure to make use of these services on the original projected schedule.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
The vendor was selected on the basis of the lowest bid solicited for these services on the HEPS system., and the Department wishes to use the services of the vendor selected on HEPS through the expiration of this no-cost extension to complete the contracted tasks using the balance of hour under the existing contract.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
Internal controls include contract management by the BESSD Division with the vendor working directly under the supervision of the Department Director and under the terms and conditions of th ecurrent contract. Contract and fiscal monitoring will be performed within the parameters of internal DHS policies for the administration of contracts funded with state funds.

**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
Pankaj Bhanot	BESSD Administrator	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Lillian B. Koller	DHS Director	<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
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: DHS Contact Name: Scott Ray Phone Number: 721-6225 Fax Number: 586-4890
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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.*



12/14/09

Department Head

Date

**Reserved for SPO Use Only**

15. Date Notice Posted 12/16/09

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

Chief Procurement Officer's comments:

Request is withdrawn by the department.

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

 2/24/2010  
 Chief Procurement Officer Date