

STATE OF HAWAII
 NOTICE OF AND REQUEST FOR EXEMPTION
 FROM CHAPTER 103F, HRS

07 FEB -6 18:39
 STATE PROCUREMENT
 STATE OF HAWAII

To: Chief Procurement Officer

From: HPHA/CPO

Department/Division/Branch or Office

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1.	Title and description of health and human service(s):	
	The statewide comprehensive needs assessment will provide reliable and valid quantitative and qualitative information to design, implement, administer and monitor supportive services statewide of the low-income public housing programs under the Hawaii Public Housing Authority jurisdiction.	
2.	Provider Name and Address:	FAQ Hawaii, Inc.
3.	Total Contract Funds:	\$0-\$25,000 pending availability of funds
	Contract Funds per Year (if applicable):	\$0
4.	Reference number of Previous Request for this Service (if applicable):	none
5.	Term of Contract:	Start: 04/01/07 End: 9/30/07
6.	Describe how procurement by competitive means is either not practicable or not advantageous to the State:	
	<p>The HPHA issued a competitive Request for Proposal on February 15, 2005 for a statewide comprehensive needs assessment. After evaluating five (5) proposals, the review committee recommended to enter into contract with FAQ Hawaii, Inc. To that end, the HPHA entered into contract with FAQ Hawaii, Inc. from October 5, 2005 to March 31, 2007 in the amount of \$350,000.</p> <p>The HPHA is requesting the time of extension for an additional six months from April 1, 2007 to September 30, 2007 to complete the comprehensive needs assessment. The additional six months is necessary to continue the resident survey assessment at the low income public housing sites on the neighbor islands and to complete the evaluation and analysis of the statewide surveys and the final report. Services are no longer required after September 30, 2007.</p> <p>The HPHA finds that it is not practical or reasonable to competitively procure services for an additional six months to complete the one time service for the statewide comprehensive needs assessment. The extension would allow the current Provider to complete the services pursuant to the Request for Proposal and Contract terms.</p>	

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7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:

The HPHA issued a competitive Request for Proposal (RFP) on February 15, 2005 under Chapter 103F, HRS. The evaluation committee reviewed and evaluated the proposals based upon the evaluation criteria set for in the RFP. FAQ Hawaii, Inc. ranked the most advantageous.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:

The HPHA's Contract and Procurement Office reviews and approves all requested procurement exemption to the State Procurement Office. The Interim Executive Director approves and signs the exempted procurement.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Michelle Kim, Contract Specialist (Administration)
Barbara E. Arashiro, Acting Procurement Officer (Approval)
Patti Y. Miyamoto, Interim Executive Director (Approval)

10. Direct question s to (name & position): Michelle Kim, Contract Specialist

Phone number: 832-1892

e-mail address: michelle.kim@hcdch.hawaii.gov

I certify that the information provided above is to the best of my knowledge true and correct.



Department Head Signature

FEB -5 2007

Date

Typed Name

NOTICE

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

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APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature

2/15/07
Date

Please ensure adherence to applicable administrative requirements.