

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

07 AUG 23 4:52  
 RECEIVED  
 AUG 23 2007

To: Chief Procurement Officer

From: DHS/HPHA/CPO

*Department/Division/Branch or Office*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-14I, 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 81 South Hotel Street, Suite 201 Honolulu, Hawaii 96813
3.	Total Contract Funds:	\$0
	Contract Funds per Year (if applicable):	\$0
4.	Reference number of Previous Request for this Service (if applicable):	PEH No. 07-25
5.	Term of Contract:	Start: 10/01/07 End: 11/30/07
6.	Describe how procurement by competitive means is either not practicable or not advantageous to the State:  The HPHA entered into contract with FAQ Hawaii, Inc. from October 5, 2005 to March 31, 2007 in the amount of \$350,000. In February 2007, the HPHA received an approval from the SPO to extend the contract for an additional six months. The six months allowed the Provider 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. This second no-cost extension request for an additional 2 months will allow the Provider to complete the final report.  The HPHA finds that it is not practical or reasonable to competitively procure services for an additional 2 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.	
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.	

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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.	
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)	
10. Direct questions to (name & position): Phone number: e-mail address:	Michelle Kim, Contract Specialist 832-1892 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  
Barbara Arashiro  
for Lillian B. Koller  
Typed Name

8/22/07  
\_\_\_\_\_  
Date

**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:

APPROVED     DISAPPROVED     NO ACTION

  
\_\_\_\_\_  
Chief Procurement Officer Signature

8/31/07  
\_\_\_\_\_  
Date

Please ensure adherence to applicable administrative requirements.