STATE OF HAWAII

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

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of the Attorney General
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 Department of the Attorney General (Department) is requesting an exemption from chapter 103F, Hawaii Revised Statutes (HRS) to award available federal grant funds for victim services for victims of domestic violence, dating violence, or stalking on Lanai.		
2. Provider Name and Address:		Women Helping Women 1935 Main Street, Suite 202 Wailuku, HI 96793
3. Total Contract Funds:		$24,943
Contract Funds per Year (if applicable):		
4. Reference number of Previous Request for this Service (if applicable):		
5. Term of Contract:	Start:	Upon Approval
	End:	4/30/11
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State: The Department is requesting an exemption from chapter 103F, HRS. The Department has available federal funds from the U.S. Department of Justice, Office on Violence Against Women (OVW), FY 2008 STOP Violence Against Women (VAWA) Formula Grant. These federal funds are available only until April 30, 2011, which is the federal end date for the master grant. It is not practicable or advantageous for the Department to announce a Request For Proposal (RFP) for funds that are only available for less than a year.The source of the federal funds also has certain conditions that define how the funds are to be allocated. A non-profit victim service provider of domestic violence, dating violence, or stalking is eligible for these funds.		
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 Department has inquired with the Hawaii State Coalition Against Domestic Violence, Parents & Children Together, Child and Family Service, and Women Helping Women, which have or are operating on Maui about available domestic violence services on Lanai. The responses confirm only one provider, Women Helping Women, is on Lanai to provide victim services for domestic violence, dating violence or stalking. As explained in section 6 of this request, the end date of the master grant is insufficient lead time to issue and award an RFP.		

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8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
The Crime Prevention and Justice Assistance Division (CPJAD) within the Department oversees the federal Violence Against Women STOP Formula Grant. CPJAD has established written grant administrative guidelines. The CPJAD Grants and Planning Chief is responsible for the daily operations of the Grants and Planning Branch and is responsible to assure that all federal and state regulations and procedures are followed. The CPJAD Administrator oversees the Grants and Planning Branch and reviews all requirements before obtaining approval from the Attorney General.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:
Julie Ebato, CPJAD A/Branch Chief
Lari Koga, CPJAD Administrator
Mark J. Bennett, Attorney General

10. Direct questions to (name & position): Kathleen M. Mitchell, Criminal Justice Planning Specialist

Phone number: 586-1389

e-mail address: Kathleen.M.Mitchell@hawaii.gov

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

Department Head Signature — *Date* OCT - 1 2010

Mark J. Bennett
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.

Chief Procurement Officer's Comments:

☐ **APPROVED** ☐ **DISAPPROVED** ☐ **NO ACTION**

Chief Procurement Officer Signature — *Date*

Please ensure adherence to applicable administrative requirements.