

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

To: Chief Procurement Officer

06 SEP 27 AM 11:59

From: Department of Human Services

*Department/Division/Agency*

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

ADMINISTRATION  
 STATE OF HAWAII

**Title and description of health and human service(s):**  
 Wage subsidy reimbursements for the Supporting Employment Empowerment (SEE) Program  
 Wage subsidy reimbursements for the Financial Services Training Program

Both DHS programs cited above will encourage private sector employers to hire our clients by reimbursing the employer for the cost of training the employee. The reimbursement will consist of the state minimum wages as well as 14% of the reimbursed wages to cover work related expenses, such as, but not limited to taxes and workers compensation. The employer will provide a monthly bill to the department, which will issue the reimbursement. The Department wants to contract the payment and accounting functions of this program.

<b>Provider Name:</b> Any Employer	<b>Total Contract Funds:</b> N/A	<b>Term of Contract:</b>  From: 10/1/2006      To: 11/30/2008
<b>Provider Address:</b>  N/A	<b>Contract Funds per Year (as applicable):</b>  N/A	

**Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:**

The Department issued an Invitation for Bid (IFB) on October 1, 2004. The deadline for submitting proposals was November 15, 2004. although four organizations requested copies of the IFB, no bids were submitted. The Department is seeking a continued exemption from the formal bid process so that we may extend the procurement of required services through an informal bid process.

**Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:**

We will continue to approach the companies which originally requested copies of the bid as well as any other company which we have identified as able to perform this service. We will identify the services available and their costs. We will contract with the company which is able to provide the services at the most reasonable costs.

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A description of the state agency's internal controls and approval requirements for the exempted procurement:  
 Approval of accounting and payment services will be reviewed and approved by BESSD Administration. Program Office Staff will review and recommend. Approval or denial will be rendered by any of the BESSD Administrators listed below.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:  
 Patricia Murakami-BESSD Administrator  
 Garry Kemp-BESSD Assistant Administrator  
 Pankaj Bhanot-Employment and Child Care Program Administrator  
 Kris Foster-Financial Assistance Program Administrator

Direct questions to (name & position): Pankaj Bhanot	Phone number: 67062	e-mail address: pbhanot@dhs.hawaii.gov
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This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes  No

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

  
 \_\_\_\_\_  
*Department Head Signature*

SEP 25 2006  
 \_\_\_\_\_  
*Date*

Lillian B Koller  
 \_\_\_\_\_  
*Typed Name*

Director, Department of Human Services  
 \_\_\_\_\_  
*Position Title*

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

Approved       Denied

  
 \_\_\_\_\_  
*Chief Procurement Officer*

10/6/06  
 \_\_\_\_\_  
*Date*

cc: Administrator  
 State Procurement Office

**State of Hawaii**  
**Notice of Request for Exemption from Chapter 103F, HRS**

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 on page two 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.