

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

RUSH

To: Chief Procurement Officer

From: Department of Human Services , BESSD
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 Family Self-Sufficiency Program at Aloha United Way assists TANF eligible families to claim the Earned Income Tax Credit (EITC). The program increases awareness about the availability of the EITC and provides free tax assistance to TANF eligible families. Services are provided on Oahu, Molokai, and the Hilo area of Hawaii; and for up to 300 TANF eligible families on Kauai.

2. Provider Name and Address: Aloha United Way
200 N. Vineyard Blvd., Suite 700
Honolulu, HI 96817

3. Total Contract Funds: \$0
Contract Funds per Year (if applicable): \$0

4. Reference number of Previous Request for this Service (if applicable): RH 08-02

5. Term of Contract: Start: 10/1/08
End: 6/30/09

6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:
The Department received a restrictive approval (RH 08-02) to enter into a contract with Aloha United Way (AUW) from October 1, 2007 to September 30, 2008. The Department is not able to re-procure services until July 1, 2009 due to budget constraints. Therefore, a nine month no-cost extension is requested to provide AUW the opportunity to expend the balance of the current funding. AUW plans to continue services for TANF eligible families and assist them in claiming the EITC.

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 requested a restrictive purchase of service as AUW is the only organization with the available resources to deliver the service at no cost to the general public who qualify for the service. The restrictive purchase request was approved on July 20, 2007.

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8.	Describe the state agency's internal controls and approval requirements for the exempted procurement: The contract will be monitored by the Benefit, Employment and Support Services Division, Employment and Child Care Program Office (ECCPO). AUW will also submit to ECCPO on a regular basis, an expenditure report and statistics on clients served.
9.	List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract: Lillian Koller - Director Pankaj Bhanot - Acting Division Administrator Scott Nakasone - Acting Employment/Child Care Program Administrator Gwen Murashige - First-To-Work Specialist
10.	Direct questions to (name & position): Gwen Murashige, Program Specialist Phone number: 586-7110 e-mail address: gmurashige@dhs.hawaii.gov for 9/19/08

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



Department Head Signature

Lillian Koller

Typed Name

SEP 26 2008

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.

Chief Procurement Officer's Comments:

This is an extension of restrictive purchase of service request, RH No. 08-02, and has been approved as a restrictive request under RH No. 09-02.

APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature

10/15/08

Date

Please ensure adherence to applicable administrative requirements.