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: DHS/ Benefit, Employment and Support Services Division/Employment & Training Program Office
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 seeks to continue the Learning Environment Awareness Program (LEAP), an eco-awareness after school enrichment program, at middle and high schools and youth centers in the Honolulu area.	
2.	Provider Name and Address:	The Institute for Human Services, Inc. 546 Kaaahi Street Honolulu, HI 96817
3.	Total Contract Funds: Contract Funds per Year (if applicable):	$59,000
4.	Reference number of Previous Request for this Service (if applicable):	
5.	Term of Contract:	Start: 7/1/2010 End: 2/28/11
6.	Describe how procurement by competitive means is either not practicable or not advantageous to the State:	

The service was initially procured under RFP HMS-903-08-08-O and executed with Community Links Hawaii to provide the service through The Green House. The RFP provided for the initial contract period effective March 1, 2008 and 2 extensions not to exceed February 28, 2011.

Community Links Hawaii announced in December, 2009 it would cease operations effective January 31, 2010 and asked The Institute for Human Services, Inc. (IHS) to assume administrative oversight of The Green House in order to continue the LEAP program. It was not practicable to initiate a competitive procurement for the service and there were no other respondents to the RFP. Therefore, the Department entered into an agreement with IHS, under HRS Section 3-143-505, for the period February 1, 2010 through June 30, 2010.

The Request for Exemption is necessary to continue providing services as intended for in the original RFP.

The Department does not intend to re-procure the services.

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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 Institute for Human Services, Inc. is the current provider of the service.

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 (BESSD), Employment and Training Program Office (ETPO). The Institue for Human Service, Inc. will continue to provide BESSD/ETPO monthly expenditure and performance reports and statistics on clients serviced.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:
Scott Nakasone, Acting ETPO Administrator
Gwen Murashige, Program Specialist

10. Direct questions to (name & position): Gwen Murashige

Phone number: 586-7110

e-mail address: gmurashige@dhs.hawaii.gov

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

Department Head Signature

MAR 2 9 2010
Date

Lillian B. Koller
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:

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

Chief Procurement Officer Signature *Date*

Please ensure adherence to applicable administrative requirements.