

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

15 OCT 16 P2:01

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

To: Chief Procurement Officer

From: Dept. of Labor & Industrial Relations/Office of Community Services  
*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:

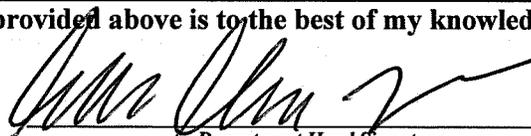
1. Title and description of health and human service(s): USDA Senior Farmer's Market Nutrition Program. The program provides access to fresh produce and nutrition information to eligible seniors.	
2. Provider Name and Address:	Hawaii Foodbank 2611 Kilihau Street Honolulu, Hawaii 96819  The Food Basket, Inc. 40 Holomua Street Hilo, Hawaii 96720
3. Total Contract Funds: Contract Funds per Year (if applicable):	\$497,231
4. Reference number of Previous Request for this Service (if applicable):	PEH No. 15-14
5. Term of Contract:	Start: 1/1/16 End: 12/31/16

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6.	<p>Describe how procurement by competitive means is either not practicable or not advantageous to the State:          OCS will continue to target senior populations on the islands of Oahu and Hawaii.</p> <p>As the island with the highest population, Oahu has one of the highest concentrations of eligible seniors and also has the most quantity of accessible farmers markets. Many of the farmers market where SFMNP authorized local farmers operates are within walking distance from major affordable senior housing or accessible by public transportation. Hawaii Foodbank's years of experience in implementing SFMNP has also allowed them to operate SFMNP coupons efficiently and effectively. Hawaii Foodbank is well established in the community, has garnered numerous long-term community partners that help with outreach, distribution of SFMNP coupons, and providing volunteers. Hawaii Foodbank also has developed a well-established relationship with local farmers who are willing to participate with SFMNP each year.</p> <p>Hawaii island has the highest percentage of seniors (17.5%) and the highest percentage of seniors living in poverty (9.6%). The Food Basket's experience has allowed them to develop a robust program. The Food Basket continues to partner with Retired Senior Volunteer Program (RSVP) providing them with the volunteers and sites to coordinate their efforts across Hawaii island.</p> <p>An exemption is advantageous because the designated partners have developed critical relationships and processes to maximize the use of the Federal funds without service interruption to provide this valuable service to seniors. Hawaii Foodbank and The Food Basket are the only agencies in their respective geographic areas that have the infrastructure to manage the distribution and programmatic needs of SFMNP.</p>						
7.	<p>Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:</p> <p>When this program was initially procured the two foodbanks were the only two organizations that applied with a distribution plan already in place and had established relationships with local farmers. Over the years, they have both become invaluable partners with the experience and infrastructure necessary and their clients depend on their continued participation in this program.</p>						
8.	<p>Describe the state agency's internal controls and approval requirements for the exempted procurement:          SFMNP is regulated by Federal guidelines and annual State Plan.</p>						
9.	<p>List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:          Joy Kobayashi, Procurement Officer</p>						
10.	<table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">Direct questions to (name &amp; position):</td> <td>Joy K. Kobayashi, Procurement Officer</td> </tr> <tr> <td>Phone number:</td> <td>808-586-8696</td> </tr> <tr> <td>e-mail address:</td> <td>joy.k.kobayashi@hawaii.gov</td> </tr> </table>	Direct questions to (name & position):	Joy K. Kobayashi, Procurement Officer	Phone number:	808-586-8696	e-mail address:	joy.k.kobayashi@hawaii.gov
Direct questions to (name & position):	Joy K. Kobayashi, Procurement Officer						
Phone number:	808-586-8696						
e-mail address:	joy.k.kobayashi@hawaii.gov						

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

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

OCT 15 2015  
 \_\_\_\_\_  
*Date*

Linda Chu Takayama  
 \_\_\_\_\_

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\_\_\_\_\_  
*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: Sarah Allen, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

**Chief Procurement Officer's Comments:**

This approval is for the procurement process only. Service provider is required to be compliant with applicable laws and provide proof of compliance, if applicable. This award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Corinne Higa at 586-4706 or corinne.y.higa@hawaii.gov.

APPROVED     DISAPPROVED     NO ACTION

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

11/2/15  
\_\_\_\_\_  
*Date*

Please ensure adherence to applicable administrative requirements.