



**STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D**

TO: Chief Procurement Officer

FROM: Washington DC Bureau (WDCB) and Procurement
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

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| <p>1. Describe the goods, services or construction:</p> <p>Services for OHA's WDCB office for burglar alarm services, brokerage services (specifically for OHA's 211 K Street NE office), janitorial services, landscaping services (as required by lease agreement) that continue to service OHA; and other DC/MD/VA related vendors used less frequently (e.g., snow removal, and handyman services) which are on a more as-needed/emergency basis.</p> |
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| 2. Vendor/Contractor/Service Provide | Various | 3. Amount of Request: |
| 4. Term of Contract From: N/A To: N/A | 5. Prior SPO-007, Procurement Exemption (PE): | \$ N/A |

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| <p>6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:</p> <p>Procurement of the abovementioned goods and/or services are available from multiple sources but procurement by competitive means is not practicable and/or not advantageous to OHA as the requirements of this process have impaired OHA's ability to obtain these critical goods and services in the Washington DC area. Vendors responsive to our solicitations in the Washington DC area have consistently deemed that obtaining HCE compliance is unprofitable due to the size of our contract (e.g., maintenance, which is a relatively low dollar amount) compared to other corporate clients, and also due to limited administrative capacity given their small business operations. This negatively impacts our ability to procure necessary services for our Washington DC Bureau office.</p> |
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| <p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>Necessary services or event-related procurements in DC to be secured and billed through existing contractor for property, site and event management—Staffing Solutions of Hawaii (SSOH);</p> <p>When not able to go through SSOH or the existing property, site and event management contractor, three quotes to be obtained, documented with selection made to be documented.</p> |
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8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

| Name | Division/Agency | Phone Number | e-mail address |
|---------------|-----------------|---------------|-----------------|
| Sylvia Hussey | WDCB | (808)594-1973 | sylviah@oha.org |
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**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.**

Department Head Signature

Jun 21, 2023

Date

For Chief Procurement Officer Use Only

Date Notice Posted: _____

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Carmen Sue Lindsey

Chief Procurement Officer Signature

Jun 22, 2023

Date